



## Rodolfus Foundation

### JOB DESCRIPTION – Access & Partnerships Manager

#### Overview:

The Rodolfus Foundation seeks to employ an **Access & Partnerships Manager** to help us reach young singers from diverse backgrounds and to encourage them to enter the Rodolfus Choral pathway.

*This is a part-time, freelance position which would suit someone who is already immersed in the choral singing world with choral contacts and other related contacts and a passion for extending choral opportunities to children and young people from all backgrounds.*

Our **Access & Partnerships Strategy** is to create and strengthen our partnerships with choral singing and educational organisations, developing initiatives that bring the Rodolfus choral education to more children and young people and welcome them onto our choral pathway.

#### The Role

The role will involve helping to develop this strategy, including:

- Deepening existing relationships with choirs and choral leaders
- Seeking new relationships with choirs, choral leaders and education organisations working with children and young people
- Exploring ways we can collaborate on choral projects that broaden access to choral singing
- Promoting our Choral Courses bursary fund to young singers from our partners
- Developing new kinds of Rodolfus choral workshops and short courses which serve our partners, working in collaboration with them to bring our choral education to their doorstep. This will include identifying potential workshop leaders from our existing pool of freelance staff and helping the General Manager put together funding applications.

#### The ideal candidate will have:

- A passion for choral singing and its power to change lives
- Knowledge of the choral music scene and music education in schools and the challenges and opportunities facing both
- Experience in music education and/or arts administrative role
- Experience of practical music/singing programmes addressing inequality of opportunities amongst children and young people.
- They will be an original thinker and self-starter who is able to help us develop our approach to broadening access to our choral singing pathway.

This is a 1 day per week role. (8 hours) to be carried out as the post holder wishes, as long as they make themselves available (virtually) for 1 hour a week to meet with the General Manager (in person at least once a month).

The rate is £26 per hour to be invoiced monthly in arrears. Extra hours may be available for specific projects but this would be with mutual agreement.

The job would begin with a 3 month probationary period during which either party could terminate the contract. After 3 months, we would work on a rolling freelance contract and require 1 month's notice from either side to terminate the contract. We currently have funding for this role for up to 12 months and will be actively fundraising to continue the role.

### **Supervision, support and opportunities for professional development.**

- The post-holder will receive regular supervision and support from the General Manager and the Chair of the Trustees

### **About the Rodolfus Foundation**

The Rodolfus Foundation is a community of people whose lives have been inspired and changed by Choral Singing, Choral Music and great Choral Directors.

We engage with a wide-ranging and diverse group of young people aged 8 to 23, offering them opportunities to be part of our community choral training programmes, our bursary-assisted residential choral courses and our renowned Rodolfus Choir.

We believe in the power of excellent choral music and musical teamwork to inspire and change lives and our passion is to share this experience with as many young people as possible, with a heart for those on the margins of our society.

### **We are guided by the following Core Values....**

**Excellence**....which underpins everything we do.

**Education**....which honours and shares the very best of our collective wisdom and experience.

**Creativity**....which builds on the past, engages with the present and shapes the future.

**Collaboration**....which ensures that our vision is always lived out in partnership with others.

**Transparency**....which ensures that we behave in an open, fair and accountable manner.

**Inclusivity**....which ensures that our vision is open to all and experienced by many.

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW ASSESSED</b>
<b>EXPERIENCE</b>			
		At least 3 years' experience in an arts administrative/ arts education role	Application form
	A sound knowledge of the choral industry for children and young people, and the issues around inclusivity and equality of access		Application form & interview
	Experience of children's choirs and knowledge of choral education programmes and their benefits and challenges.		Application form & interview
	A wide knowledge of choral repertoire.		Application form & interview
<b>SKILLS</b>			
	A strategic mindset, able to generate ideas around choral partnerships and ways of creating access		
	Excellent written and verbal communication skills.		Application form & interview
	A basic understanding of Safeguarding practice and appropriate behaviour when working for a children and young people's charity.		Application form & interview
	Proven ability to organize self and to prioritize a busy and diverse workload.		Application form & interview
	An effective team member who can also work without supervision and take initiative.		Application form & interview

	Proven ability to deal with sensitive and confidential situations with discretion.		Application form & interview
	Good IT skills to work effectively remotely with team members.		Application form & interview
		Understanding of Data Protection legislation and GDPR	Application form & interview

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW ASSESSED</b>
<b>ATTRIBUTES</b>			
	A passion to broaden access to the Rodolfus Choral Education in all its forms, both current and future.		Application /interview
	A confident and credible persona who is able to represent the Rodolfus Foundation to the wider choral industry.		Application /interview
	Enjoy working in a team, whilst also able to work effectively alone.		Application /interview
	A willingness to become familiar with and to work to the vision and values of the Rodolfus Foundation.		Application /interview

## TERMS AND CONDITIONS

### Terms of Employment

- *The post-holder will be employed by the Rodolfus Foundation on a freelance basis.*

### Rate of pay.

- *Remuneration will be based on an hourly rate of £26 per hour to be invoiced each calendar month.*

### Hours of work.

*Up to 8 hours a week*

### Holiday.

- *There is no holiday pay. It will be expected the post-holder will take holidays from time to time and therefore not always be available.*

### Pension.

- *There is no contributory pension connected with this employment.*

**Notice.**

- *After the probationary period, one month's written notice must be given by either party (or payment in lieu of notice, save in the case of gross misconduct where no notice or payment in lieu will be due).*

**Probationary Period.**

- *Employment will be on the basis of a probationary period of up to three months. During this period, employment may be terminated at any time with one week's written notice or payment in lieu of notice.*

**Appraisal.**

- *An initial appraisal will be held after the first 3 months. Appraisal will be conducted thereafter annually by the General Manager.*
  
- ***The post is subject to an Enhanced DBS check.***

PLEASE SEE APPLICATION FORM. DEADLINE FOR SUBMISSION 26<sup>TH</sup> MAY AT 11.59PM.