

COMMUNITY ENGAGEMENT COORDINATOR JOB DESCRIPTION

BACKGROUND

The Bach Choir's Community Engagement Programme, Vocalise!, has been running since 2010 and is an outstanding example of sharing the skill and enjoyment of singing as widely as possible, as well as an important aspect of the Choir's work on diversity and inclusion. The Bach Choir is a delivery partner with the Tri-Borough Music Hub (TBMH) to date reaching more than 5,000 children in 25 schools in the London boroughs of Westminster, Kensington & Chelsea, Hammersmith & Fulham and Tower Hamlets. More information and details of previous years' programmes can be found at: www.thebachchoir.org.uk/community-engagement/

OVERVIEW

The Community Engagement Coordinator will support the Choir's Community Engagement Team (which is made up of volunteers) to implement the Community Engagement Programme efficiently and effectively.

The Community Engagement Coordinator will receive regular mentoring sessions with our experienced Community Engagement Chair, and all relevant training will be provided.

JOB DESCRIPTION

The Community Engagement Coordinator will:

- research, approach and engage suitable schools to participate in the Community Engagement Programme, developing a good working relationship with schools and liaising with them to arrange dates, times and venues for all workshops, rehearsals and cluster rehearsals;
- distribute and complete forms, contracts and memoranda of understanding between the Choir and schools, musicians, and workshop leaders;
- assist in the development of a musical and creative plan for each season;
- facilitate the creation of audio learning tracks for schools and create and maintain an online resource hub for teachers and workshop leaders;
- oversee the sourcing, distribution and return of sheet music required for Community Engagement activities;
- promote the Choir's Community Engagement Programme to singing members and encourage them to participate;
- book rehearsals for singing members taking part in workshops;
- ensure workshops are fully populated with singers, engaging professionals to lead or accompany workshops as required, and attending workshops in order to support the singing and build a good working relationship with teachers;
- organise the end of year schools' concert (venue, BOPA licence, chaperones) and compere the event;
- provide administrative support to the Community Engagement Team and attend regular meetings, preparing the agenda and taking minutes, as well as writing reports to the Board of Trustees and funders as required;
- provide information and support applications for funding applications on behalf of Vocalise! and report on completion of projects on the Choir's Community Engagement work to the Administrator as required;
- provide Community Engagement-related content for The Bach Choir's E-newsletter and social media platforms as required;
- maintain the Community Engagement pages on both the public and members' websites;
- act as the main contact between partner organisations and The Bach Choir, including and not limited to London Youth Choir, Southwark Cathedral and The Tri-Borough Music Hub, this includes attending partner termly meetings and other progress meetings;
- assist with the creation of suitable and realistic budgets for Community Engagement activities; receiving

and approving invoices from professionals for payment, and receiving and monitoring expense claims from Choir members;

- organise and support our project for people living with dementia with Southwark Cathedral;
- collect, analyse and summarise feedback from all stakeholders to evaluate the programme;
- maintain the Choir's Safeguarding Policy and serve as the Designated Safeguarding Officer (safeguarding training will be provided);
- undertake any other reasonable duties, commensurate with the job title, as may be determined by the Chair of Trustees.

Please note that this role will be subject to an Enhanced DBS check, which The Bach Choir will arrange.

The Bach Choir is proud to be an equal opportunities employer and is committed to promoting diversity and inclusion.

REPORTING

The Community Engagement Coordinator will report to the Chair of Trustees. The Board of Trustees maintains an overview of the Community Engagement Programme and its financial impact, and ensures that Community Engagement activities are integrated into the Choir's programme.

HOURS/SALARY

The Community Engagement Coordinator will be an employee of The Bach Choir, on a three-year contract, working 50 hours per month. The successful candidate will primarily work from home, attending daytime workshops or meetings and occasional Monday evening rehearsals in London as required, with travel expenses paid from within the Greater London area. Salary: £9,100 pa.