



Friends of Cathedral Music

sustaining a living heritage

Job Vacancy

Freelance Administrator

Introduction

FCM's purpose is to safeguard the priceless heritage of Cathedral-style music. It aims to achieve this firstly by encouraging the highest standards of music-making in Cathedrals and Collegiate Chapels, and in relevant Churches and Schools, secondly by promoting public awareness and appreciation of sacred choral and organ music, and finally by raising substantial funds to support it.

Person Specification

GENERAL ATTRIBUTES

Applicants will be highly organised individuals, reliable in dealing with a wide range of administrative responsibilities, including finance, book-keeping, marketing, social media and project management.

PERSONAL SKILLS

Applicants will need to work independently, have good time-management and communication skills, handle financial matters efficiently within specified budgets, be supportive and encouraging of the work of volunteers, and understand charities.

SPECIFIC REQUIREMENTS

No specific qualifications are required, but previous or current experience of administration in a charity or an area of performing arts would be a distinct advantage, as would an interest in sacred choral music.

Specific Responsibilities

Most of FCM's work is carried out by a large number of dedicated volunteers. The Administrator will be accountable to the FCM Trustees through the Chairman.

In the first instance the main areas of responsibility will include:

- general administration in support of FCM's aims;
- managing payments, invoices, expenses and receipts;
- processing grant applications;
- marketing, social media and website support;
- keeping records and book-keeping;
- processing and publishing documentation;
- data management.

Working Practice

The Administrator will work in regular communication with the administrator of FCM's Diamond Fund for Choristers in order that each may support the other in case of illness or other need.

Payment

The Administrator will submit a monthly hourly worksheet and invoice to the Treasurer based on an hourly rate negotiated according to experience but likely to be in the region of £15 per hour, for an average of 10 hours per week.

Review

All details above will be under constant review in the early stages, but formally after three months, and then on an annual basis, by the FCM Chairman.

Further Information

Further information about the FCM may be found on the website, www.fcm.org.uk.

Applications

Applications including a brief letter, a CV, and the names and contacts (including email and phone) of two referees, should be sent by email to the FCM Secretary, Roger Bishton, admin@fcm.org.uk. The closing date is Monday 10th July, 2017. Interviews will be held in the week beginning 17th July.