

## **Job Description**

### **Phil Youth Choirs Supervisor**

The Belfast Philharmonic Society is seeking an experienced, dynamic, and inspiring person to join our administrative team. The Society includes the Belfast Philharmonic Choir (The Phil) founded in 1874 which is Northern Ireland's only symphonic chorus and the Belfast Philharmonic Youth Choirs comprised of the Phil Kids, Youth and Chamber Choirs providing a unique choral music programme.

Job Title:	Phil Youth Choirs Supervisor
Location:	Working from home with regular attendance on site or at events.
Contract:	Full/Part time (2 years Fixed term)
Hours:	25-30 hours per week (annualised)
Responsible to:	Youth Choirs Co-Ordinator
Salary:	£15,000 to £18,000

### **Background:**

Belfast Philharmonic Youth Choirs programme provides a unique and educational choral music program for children and young people aged between 6 and 22 in Belfast and the surrounding areas. Singers learn choral music both traditional and contemporary, take part in musicianship classes with expert tutors, and sing in high quality performances often alongside professional musicians.

Rehearsals are held on Tuesday and Wednesday evenings in St Bride's Hall in South Belfast.

The aims of the programme are to encourage singing to the best of the singer's ability, to learn to read music, and to develop and train the voice. The emphasis is on singing for fun, musicianship sessions take the form of small groups with pitching and rhythm games.

The choirs perform multiple concerts each season, often including involvement with the adult Belfast Philharmonic Choir and the Ulster Orchestra - providing opportunities unique in Northern Ireland. The Youth choir also performs with Dublin Youth Choir as the Cross Border Youth Choir.

The Society has a Board of Directors and employs a Manager and a Youth Choirs Supervisor. Further information at [www.belfastphilharmonic.org.uk](http://www.belfastphilharmonic.org.uk)

**To apply, please submit your CV, a completed 'Expression of Interest' form clearly stating how you meet the criteria below, and completed monitoring form, to [manager@belfastphilharmonic.org.uk](mailto:manager@belfastphilharmonic.org.uk) no later than 4pm on 3<sup>rd</sup> August 2022**

**Following shortlisting, successful applicants will be invited to interview, to be held during week commencing 8<sup>th</sup> August in Belfast.**

## Job Summary:

As the Phil Youth Choirs Supervisor, the successful candidate will be responsible for the supervision and organisation of the Phil Youth Choirs while acting as point of contact for our members, volunteers, and staff.

The candidate will work with the General Manager, under the direction of the Youth Choirs Co-Ordinator, to achieve the strategic goals of the Board of Directors and to further develop the Phil Youth Choirs division of the Philharmonic Society.

We are looking for highly motivated applicants who are committed to producing quality outcomes.

## Key Duties and Responsibilities:

- Responsible for administration of Phil Youth Choirs in conjunction with Youth Choirs Co-Ordinator and the General Manager.
- Attendance at two weekly rehearsals and planned events.
- Record keeping and scheduling in relation to members, volunteers, and staff.
- Planning, scheduling and logistics for choir sessions and concerts.
- Ensuring Safeguarding compliance.
- Acting as a point of contact for all members and volunteers.
- Ordering stock, music/training resources and uniforms and distribution to members.
- Liaising with 3<sup>rd</sup> party bodies such as Education Authority and Access NI for event licencing and Safeguarding.
- Planning recruitment of members and administration of enrolments.
- Being a member of the First Aid Team (when trained)
- Any other duties as required by the organisation.

The above list is not exhaustive and additional / alternative tasks may be required from time to time as directed.

## Person Specification:

Factor	Essential	Desirable
Qualifications	GCSE grades A-C in Maths and English or equivalent	NVQ in Administration or equivalent  First Aid Qualification or willingness to obtain one
Experience	At least 2 years' experience in an administrative environment  Evidence of experience in the MS Suite including Outlook, Word and Excel	Professional experience in the Arts or working with children and their families, for example as part of a youth organisation.
Special Knowledge and Skills	Excellent organisational skills including ability to prioritise and work to tight deadlines.  Ability to manage multiple projects simultaneously  Responsible attitude to confidentiality  Effective oral and written communication skills  Flexibility to work in a changing environment and a positive attitude to change	Knowledge of Access NI Safeguarding  Experience/knowledge of minute taking
Personal Attributes	A love of music  Ability to work under pressure  Excellent customer service skills and telephone manner  An eye for accuracy and detail when dealing with records  Understand the role of teamwork in providing quality service	

### Notes to applicants:

- You must clearly demonstrate on your application, how you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.*
- Shortlisting will be carried out based on the essential criteria set out above, using the information provided by you. Please note the Society reserves the right to use any desirable criteria outlined above at shortlisting. You must clearly demonstrate on your application form how you meet the desirable criteria.*
- We are an equal opportunities employer and we welcome applications from all suitably qualified persons. All candidates will be asked to complete an equal opportunities monitoring form which will not be seen by the recruitment panel.*