



Choir Sessions Co-ordinator
Description of role

Role:	Choir Sessions Co-ordinator
Responsible To:	General Manager
Responsible For:	None
Salary:	£15 per hour
Hours per week	Cardiff: average 7 hours a week 5.5 hours for community choirs, 1.5 hour for care homes Care homes - visit each care home at the start and for the sharing. (5 care homes) Co-ordinator must be available Monday 6.15-7.45pm for sessions in Thornhill and Thursday 6.15-7.45pm for sessions in Penarth.
Location:	Home based (Cardiff)

Purpose of role:

To present a friendly, positive and enthusiastic nature, whilst providing support service for the Cardiff North, Cardiff South and care home Forget-me-Not choirs. Including managing the running of the choir session, ensuring that choir members feel cared for and supported, managing the volunteers/buddies, promoting any choir events and identifying potential opportunity for recruiting new choir members.

Main activities:

- To manage the running of the choir session– eg setting up, monitoring attendance - keeping a register and contacting participants who have been absent after 2 sessions, communicating dates, refreshments.
- Participant bereavements - sending a card from the charity to the family, sharing the news with the choristers (via email).
- To manage relationships with the choir participants and respond to all queries from the choir which may be received via email, face to face or phone promptly.
- To support the musical team during choir rehearsals to provide pastoral support to participants of the choir.
- Cardiff Care homes: liaise with care home and buddies in arranging dates, attendance and concerts
- To support the music team at concerts and events.
- To provide content to the general manager for social media opportunities.
- To act as an ambassador for the charity

Person Specification

Specification	E	D
Skills and Abilities Good written communication, able to respond to queries in a clear and lucid manner Personable, sociable, with an ability to put people at ease, skilled at engaging with people and adapting own style to suit the needs of others Warm and caring, interested in others, passionate about people Has an ability to get things done and deliver to timescales Has an ability to work on own initiative, within own remit A positive, can do person Skilled at organising events and people, with high levels of administrative skills	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Knowledge and understanding A basic knowledge of Word, Excel An understanding and awareness of the challenges of working with people with dementia or older people.	✓	✓
Experience <ul style="list-style-type: none"> Working with people with dementia/ carers 		✓
Training/Qualifications <ul style="list-style-type: none"> Educated to A Level standard or equivalent 	✓	
Other <ul style="list-style-type: none"> Ability to work evenings or weekends where required 	✓	

Key:

E = Essential D = Desirable

Specific Dates coordinator must be available:

Co-ordinator must be available for the majority of Monday 6.15-7.45pm for sessions in Thornhill and Thursday 6.15-7.45pm for sessions in Penarth. We run three 12 weeks terms per year.

Care home sessions: One Introductory session per home in October/Early Nov to suit diaries: Tuesday & Thursday 2.30-3.30pm at Penylan House. Wednesday 2-3pm, at Nazareth House, Wednesday 3-4pm at UHL and Thursday 11.15-12.15pm at Ty Enfys. (one of each throughout Oct/Early Nov). Extra sessions at UHL (Wednesday 3-4pm) in Nov/ Dec as required.

Performances:

Care home performance sessions: 14 and 15th December daytime.
 Community Choir performance: Monday 16th December 6-10pm.