



## Choir Coordinator (Brighton)

### Information for applicants

#### About the Choir with No Name

The Choir with No Name has been running choirs involving homeless and marginalised people since 2008, and we currently have choirs in Birmingham, Liverpool, London, Brighton and Cardiff. In Brighton our choir is run in close partnership with BHT Sussex. We were founded on the premise that singing makes you feel good; it distracts you from all the nonsense in life and helps you to build confidence, skills and genuine, long lasting friendships. Each choir gets together to rehearse every week and share a meal together at the end of rehearsal. Our values are family, fun, inclusion and integrity.

#### About BHT Sussex

BHT Sussex is a housing association and a homeless charity. We provide essential services across Brighton & Hove, Eastbourne and Hastings, as well as elsewhere in Sussex. We see it as our role to both challenge the causes of homelessness, poverty and marginalisation and to deal with the consequences.

#### Job Purpose

One of the CWNN strategic aims is to become a fully co-produced organisation and have people with lived experience of homelessness working alongside others to deliver all aspects of our work. The Choir coordinator role is vital in helping us achieve this aim, working alongside choir members and supporting them to develop the knowledge and skills necessary to keep their choir going. The post holder will collaborate closely with choir members, identifying opportunities to offer training and informal support, facilitating learning and reflection, and ensuring the group feels equipped to deliver the choir activities it wants to see. The coordinator will also use impact measurement tools to monitor, evaluate, and share learning with the community itself and with the partner organisations. The coordinator will also ensure that the choir works towards the strategic plans of both partners.

#### Partnership working

The post holder will be employed by both BHT Sussex and the Choir with No Name. Line management of this position is provided primarily by CWNN, with support from BHT Sussex, through a matrix management agreement.

#### Parameters

<b>Reports to:</b>	Head of Programmes (Choir with No Name) and Involvement Officer (BHT)
<b>Hours:</b>	16 hours per week, including weekend and evening work as necessary
<b>Location:</b>	Based in Brighton, from the BHT office or from home and from gigs / rehearsals.
<b>Salary:</b>	£26,474 (pro rata)
<b>Annual leave:</b>	25 days per year, pro rata, increasing 1 day per year with each year of service (to a maximum of 30 days pro rata)
<b>Pension:</b>	5.5% employer contribution
<b>Contract:</b>	Fixed term 1 year contract (potential extension if funding allows)

## **JOB DESCRIPTION**

### **Strategic Management**

- a) Develop plans for the choir in partnership with choir members and organisational leads at BHT Sussex & CWNN, reflecting organisational strategies
- b) Ensure that plans are delivered and operations stay within budget
- c) Follow BHT Sussex & CWNN policies and procedures consistently, and help to keep them relevant and up-to-date

### **Member recruitment and support**

- a) Work collaboratively with choir members, supporting them to nurture their strengths and develop their skills
- b) Ensure safe, supportive and welcoming rehearsal, workshop and gig environments are maintained.
- c) Forge and develop contacts throughout the homelessness and support sectors in Brighton, to ensure services are actively encouraging service users to attend
- d) Ensure that recruitment of choir members and volunteers actively seeks to create a community representative of Brighton's diversity
- e) In collaboration with volunteers, provide appropriate pastoral care, assisting choir members to identify and overcome personal challenges and maintain their place in the choir
- f) Signpost choir members to relevant external services and opportunities and furnish volunteers with appropriate information to do the same
- g) Act as safeguarding lead for the Brighton choir, facilitating training for the community to encourage members to recognise potential abuse and support each other appropriately

### **Fundraising and Communications**

- a) Contribute to raising money for the Brighton choir, with support from BHT Sussex & CWNN. This could include anything from putting on events, to raising money from local individuals to forging relationships with local businesses or helping with local grant applications
- b) Provide opportunities for choir members to get involved with communications and fundraising, offering support for members to lead their own projects where appropriate
- c) Be active on social media to communicate and celebrate the Brighton choir's achievements
- d) Occasionally contribute to local PR opportunities

### **Volunteer Management**

- a) Ensure that all tasks necessary for the smooth running of rehearsals are adequately covered by volunteers from among the choir (e.g. by delegating tasks on a rota basis)
- b) Offer group and one to one support and supervision to volunteers
- c) Coordinate quarterly reflective practice sessions and a regular schedule of training to support the volunteer development

### **Event production**

- a) In consultation with the Choir Director and choir members, coordinate a programme of outreach workshops within relevant communities in Brighton as set out in the annual choir plan
- b) With the Choir Director and choir members, arrange and promote appropriate gigs and events

### **Impact measurement**

- a) Maintain up to date and accurate records to in order to support funding applications and provide data to report back to existing funders
- b) Contribute to quarterly reports for BHT Sussex & CWNN
- c) Conduct an annual choir members' survey

## PERSON SPECIFICATION

### Knowledge and Skills

#### Essential

- Demonstrable alignment with our values of family, fun, integrity and collaboration
- Highly-motivated self-starter with initiative to make things happen
- Organised and methodical approach
- Collaborative leadership and coaching skills, with the ability to inspire and bring out the best in people
- Compassion and respect for all members of society, including a commitment to diversity and inclusion
- Ability to act calmly and decisively in emergencies, and to work positively with challenging behaviour
- Common sense
- Digitally literate (e.g. Microsoft Office including Word, PowerPoint and Excel, social media).

#### Highly desirable

- A love of music!
- Experience of co-production and working in a co-produced way
- Previous experience of safeguarding adults at risk of abuse
- Knowledge, experience and networks in the homelessness, support and/or arts sectors in Brighton
- Event management experience
- Knowledge of the principles and methods of impact measurement

## HOW TO APPLY

In the interest of a non-biased approach to recruitment, all applications will be anonymised before they reach the selection panel. We are not, at this stage, asking for information about your work experience or education, we are only seeking the answers to questions that will demonstrate the skills required to deliver the role.

Please follow these steps:

1. Copy and paste the questions on the final page of this document onto a separate Word document.
2. Answer the questions, trying not to use more than 300 words per question.
3. Don't put your name or any identifying information on the document.
4. Email the document as an attachment to [info@choirwithnoname.org](mailto:info@choirwithnoname.org), by **9am on Monday 7<sup>th</sup> March**. Include your phone number in the email.

If you have access needs that make any aspect of the application process difficult, please contact us at [info@choirwithnoname.org](mailto:info@choirwithnoname.org) and we will make reasonable adjustments. You can also use this email address if you have any questions about the process.

If your answers are among the ones that show the best demonstrations of the skills we're looking for, we will be in touch to invite you to an initial interview. If you haven't heard from us by 20<sup>th</sup> March we're afraid that you can assume that you haven't been successful.

Thank you so much for your interest in working with us at the Choir with No Name and BHT Sussex, and good luck with your application!

## APPLICATION QUESTIONS

*Try not to use more than 300 words per question - thank you. Don't feel you need to use the full word limit if you can answer more succinctly.*

1. Why is the Choir with No Name Brighton where you want to be, and why now?
2. We want to build communities who work together to lead their own projects, harnessing choir members' strengths and creating opportunities to develop new skills. How would you approach this?
3. This is a varied role that must be delivered in sixteen hours per week. Tell us about how you would prioritise work and ensure that the right stuff gets done.
4. **Scenario:** You have been supporting a group of choir members to put on a gig that is coming up in a month's time. Plans have stalled after two key members had a stand-up row about it (in front of the rest of the choir) and are now not speaking. What action(s) would you take to ensure that plans went ahead?
5. **Scenario:** A member of the choir tells you that another member keeps taking all of their money when they attend. They don't want to tell you who it is but have said they are thinking about leaving the choir to avoid seeing the person any more. How would you handle this?