

THE
NATIONAL
CHILDREN'S CHOIR
of GREAT BRITAIN

Job description for the post of Admin Assistant

The National Children's Choir of Great Britain runs choral courses and tours, and school workshops. We are looking for an admin assistant to support the CEO.

You will work closely with the CEO, both remotely from home and in person in the course office in the Banbury area, as required.

You may also be required to attend our residential choir courses, which take place twice a year in the Easter and Summer holidays. Our 2023 courses will be taking place at Bromsgrove School on Sunday 2nd April – Saturday 8th April and Sunday 6th August – Saturday 12th August

The post is for 312 hours a year, working flexibly to meet workload demand. Our busiest times of year are March-April and July-August, ahead of our residential courses. We anticipate that workload would be an average of 6 hours a week, increasing during busy times. Working hours for each week will be agreed in advance with the CEO.

The admin assistant will be employed on an annualised hours contract of £3432 per year, plus holiday pay.

Any additional hours worked over and above the contracted 312 hours in the year will be paid at the rate of £11/hour

Main duties **may** include but are not limited to

Provide office support as required

Pre course

- Liaison with parents/carers over matters such as course payments/permission forms/cabaret evening forms
- Audition arrangements
- Possibly on duty to cover calls during auditions
- Processing of audition results

Course preparation

- Music management – organizing copies from music library and additional copies as needed

- Course admin, such as preparing course folders, labels, signage, photos, registers, sign-out sheets, recreation choices, room sharing requests.
- Photocopying and production of course handbooks
- Sourcing recreation equipment
- Organise T-shirts for children
- Organise course provisions
- Organise musicianship supplies
- Arranging taxis for staff at the end of the course

Concert

- Concert admin as required

After course

- Checking and issuing singing teacher reports
- Organising choir equipment at the end of a course

- Administration of photo orders
- Shredding of confidential information
- Dealing with post course issues such as lost property
- Management of music stocks

Person Specification

- Excellent communication and administrative skills
- Excellent attention to detail
- Ability to work independently and as part of a small team.
- Previous administrative experience
- Ability to work flexible hours depending on workload
- Computer literate – including proficiency in Microsoft Office – Excel, Word and Outlook
- Access to own laptop
- The ability to manage own workload and prioritise accordingly
- Able to travel to work in the course office in the Banbury area, as required

NCCGB staff must undertake an Enhanced DBS and Barred List check through NCCGB (unless they are registered with the update service) and provide two professional references.

For an informal discussion about the role, please contact Nicole O'Donnell, CEO, on 07894 021279

To apply please complete the application form and submit with a CV and covering letter to info@nccgb.com by 5pm on Friday 16th December 2023