



JOB DESCRIPTION

Job Title: Operations Director

Reporting to: The Board of Trustees

1. The role

The role of Operations Director of Finchley Children's Music Group will be the primary operational role within the charity. There is a General Manager/ Administrator on a fixed term contract who will report to the Operations Director. Over time the Operations Director will specify and recruit the staff and volunteers necessary to operate the organisation to a high professional standard.

The role is initially a one year contract to include development of operational systems and structures alongside the day to day operations. The requirements will be reviewed before the start of any further period.

The role will work in close co-operation with the Artistic Director and with the Board of Trustees

2. Main responsibilities

- To be responsible for all operational aspects of the Group
- To develop the operational systems and structures of the Group in consultation with the Board
- To ensure the efficient operation of rehearsals
- To respond to external client enquiries whilst consulting with Artistic Director and Chair of Trustees as appropriate; and continue to liaise with external clients throughout the life of the project.
- To be responsible for all non-musical arrangements for concerts and other events.
- To facilitate musical arrangements for all concerts and other events as advised by the Artistic Director
- To publicise the activities of the Group to all interested parties and the wider world, creating content for newsletters and the website, and making use of social media as appropriate.
- To be the primary point of contact for FCMG for operational communications.
- To ensure maintenance of electronic administrative records for the choirs that are policy compliant, fit for purpose, accessible to relevant FCMG parties, and up to date at all times.
- To develop and maintain productive working relationships with the Artistic Director, the Trustees, music staff, parents, and external arts industry contacts particularly others

Artistic Director: Grace Rossiter

President: Martyn Brabbins



responsible for operations.

3. Duties

- To line manage all non-music staff, including pastoral staff

Regular rehearsals

- To ensure that all logistical arrangements are in place for all rehearsals, and communicated to music staff and to parents/singers, including; timetables, registers showing expected attendance, timed schedules for each staff member, room locations and set out, administrative and pastoral support, liaison with the conductors and the librarian in a timely fashion to ensure that the correct music is available, fire procedures and first aid
- To ensure that all rehearsals are well managed
- To ensure good safeguarding practice is in place
- To attend Sunday rehearsals and be the main point of contact for parental queries
- To chat with parents, encouraging them to take an interest in the operation of the Group and to take on small tasks including tuck shop and chaperoning
- To make operational announcements to singers and parents as appropriate

Concerts and other projects

- For external concerts and other external projects. To obtain relevant details from the potential client, including timings, locations, musical requirements, number of singers. To create a draft budget for the FCMG involvement in the project. To liaise with the client, the FCMG Artistic Director and the FCMG Chair to enable a decision to be made about taking on the project. To continue as the main contact with the client throughout the life of the project.
- To maintain control of the task list for all concerts and other projects and ensure that tasks are completed as necessary. Tasks vary depending on the project but include; singer availability, venues, uniform, music, transport, chaperoning, local authority child performance licenses, ticket sales, publicity, programmes, refreshments, instructions and schedule for singers, stage management
- To ensure that up to date information regarding singer availability and project logistics is available electronically to the Artistic Director at all times.

Marketing

- To ensure that the activities of the Group are publicised to current members and their parents, music staff, patrons, alumni, friends and also to the wider world.
- To prepare content and contribute to the design for the FCMG web site and for news emails and other communications.



Finchley Children's Music Group
www.fcmg.org.uk

- To ensure that information is posted on official FCMG social media channels and to ensure engagement with other social media platforms as appropriate and in line with FCMG strategy.
- To ensure that Group biographies and suitable photographs are kept up to date and available.

Administration

- To ensure that all communications are processed promptly and appropriately
- To ensure that membership enquiries are processed efficiently
- To ensure that administrative records for the Group (primarily the choir membership and attendance database) are kept up to date and made available as appropriate with due regard to safeguarding
- To ensure that the Group calendar is kept up to date
- To liaise with music staff over administrative arrangements and work to resolve any non-music related issues with their work
- To support the librarian in maintaining, storing and hiring out the FCMG music library
- To ensure that all contracts which the Group is minded to agree, for example for external engagements or venue bookings, are fully reviewed, understood and reasonable
- To facilitate any actions that are required to maintain and uphold the Group policies, particularly with regard to the safety of Group members.
- To ensure that all necessary Group policies are in place, authorised by the Board, reviewed on a regular basis, and upheld during the operations of the Group.
- To ensure that unbudgeted costs are not incurred without the agreement of the Chair or Treasurer, and that invoices received agree to goods and services purchased (including staff time) and to pass them to the Treasurer / bookkeeper as authorised for payment
- To ensure that invoices are issued to external clients in line with contacts agreed
- To ensure gift aid declarations are obtained from as many subscription payers as possible and ensure records are kept to allow full claims to be made
- To consider what external funding might be available to the Group and enable applications to be made.
- To arrange Trustee meetings and distribute papers as appropriate. This role has a right to be heard at Trustee meetings and will attend most meetings
- To attend music staff meetings
- To develop and maintain a pool of supportive parents, friends of FCMG, and others who are willing to assist the Group activities by taking on functions at events or other tasks to support the Group

Strategy and forward planning

- To work with the Artistic Director to plan future events and schedules
- To work with the Board of Trustees and the Artistic Director to develop the operations of the Group

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Any other reasonable duties that may arise as requested by the Chair of Trustees or following discussion with the Artistic Director.

4. Terms and conditions

Expected remuneration and time commitment are set out below, but may be adjusted following discussion with the successful candidate depending on previous experience and assessment of the role.

- Employed at FTE 0.7, working from home with weekly visits to choir rehearsals on Sunday afternoons during term time. Holiday entitlement is 25 days plus bank holidays all pro rata to FTE 0.7. As a senior staff member, the Operations Director will arrange cover for their periods of leave. Annual leave longer than two weeks requires special permission from the Trustees and should not be taken during term time.
- The post holder will be expected to work for an average FTE 0.7 (26.25 hours per week), but with a greater term-time weighting, to be agreed with the postholder. During term time it will include at least 2 hours per day Monday to Friday between 10am and 3pm, and 4 hours at the rehearsal venue on Sunday afternoons. Work hours will include weekly, pre-arranged, meetings with the Artistic Director, and also liaison with the Chair where appropriate. Additionally, there will be occasional meetings with music staff and trustees in north London, often held in the evenings, as well as attendance at pre-concert rehearsals and concerts when required.
- Remuneration: In the region of £31,500 per annum based on FTE of £45,000 depending on previous experience.
- A laptop and phone will be provided by FCMG. The post is entitled to home office expenses of £18 per month.
- Work hours to be viewed on an annual basis to allow for fluctuations in activity.
- The Operations Director must have or obtain enhanced clearance from the Disclosure and Barring Service (DBS). FCMG will manage the application process if required.

PERSON SPECIFICATION

Experience, knowledge and skills

- Experience of setting up systems and teams
- Experience of organising performances / events
- Excellent organisational skills and attention to detail
- Adept at using email, databases, spreadsheets and documents
- Adept at using online filing systems

Competencies

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- Excellent oral and written communications
- Excellent interpersonal skills
- Proactive
- Efficient, able to prioritise

Desirables

- Experience of working in a music organisation
- Management of project budgets
- Education to degree level
- Enjoyment of children and a desire to see them develop and flourish

How to apply

To apply, please send the completed application form, together with a covering letter explaining your suitability for the role to: secretary@fcmg.co.uk

Closing date: 30th April 2024

Interviews: W/c 6th May 2024 in North London

Jun 2022