

JOB DESCRIPTION

Job Title: Administrator, Chapel and Music Office

Department: Chapel and Music

Reports to: Head of the Chapel and Music Office

Purpose of role:

To support the Dean of Chapel, Director of Music, Chaplains, the Head of the Chapel and Music Office, and others involved with Chapel and Music in College. Being the point of contact for general enquiries to the Chapel and Music Office; managing the diaries, the booking of practice rooms and the tuning and maintenance of instruments; overseeing risk assessments for the department and updating the websites; overseeing the arrangements for services and events including visiting preachers and organists, and dealing with recruitment enquiries to the Choir; providing administrative support for the College Livings and overseeing the TCCA.

Key accountabilities:

- To provide a point of contact for the Chapel and Music Office for telephone, letter and email enquiries; to oversee the Chapel and Music Office diaries; to add to and maintain the department's service database, database of Choir members and Chapel mailing list; to deal with invoices and record expenditure on the C&M budget line; to oversee the department's risk assessments, updating and writing new ones; update the Chapel and Music pages on the College website and the Choir website as required.
- To deal with enquiries from prospective choral scholars and arrange informal meetings with the Director of Music; follow-up with the Director of Music and prospective candidates and manage the database; provide support at Choral Award open days and auditions; organise school visits and the Director of Music open days.
- Oversee the arrangements for visiting preachers, the 'Organ Music before Evensong' series and Chaplain events. To design and circulate publicity materials for Chapel and Music Office events in College; deal with ticket requests and issue tickets; produce and print programmes; arrange venue set up and clear away; oversee the stewarding of events.
- To oversee the booking of practice rooms; organise instrument tunings; support the TCMS Committee; provide support to other visiting organisations using the Chapel or music facilities, booking accommodation as required.
- To provide administrative support to the Secretary to the Livings Committee, including to maintain information on all College Livings, to coordinate the recruitment process for Livings vacancies, and to deal with Patronage legal paperwork.
- To be the point of contact for enquiries from TCCA members; write and circulate the TCCA Newsletter; administrate the database of TCCA members; organise TCCA events including Annual Gatherings sung by TCCA members and the Alumni Carol Service.
- To assist with the administration for special services such the Advent Carol Service, Memorial Services, Funerals etc. including stewarding as required.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Criteria	Description
Experience	<ul style="list-style-type: none"> • Experience of using spreadsheets to record and analyse data • Experience of working with databases • Experience of working with document design and layout • Experience of website management and using social media • Musical interest and experience • An empathy with the church and its values
Skills	<ul style="list-style-type: none"> • Excellent IT skills and experience of using Microsoft Office applications • Excellent language skills, both verbal and written • High level of attention to detail • Ability to work on own initiative and manage time effectively • Ability to work under pressure to tight deadlines
Qualifications	<ul style="list-style-type: none"> • A good general education
Additional requirements	<ul style="list-style-type: none"> • Flexibility in working hours to accommodate evening and weekend working and occasionally being on call

EMPLOYMENT DETAILS

Rate of Pay:	£34,155 per annum.
Hours:	36.25 hours per week.
Holiday:	25 working days plus 8 public holidays.
Probationary period:	6 months.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension Scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three months service. All staff will become members unless they choose to opt out.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
Employee Assistance	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
Cycle to work Scheme	Tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, available after successful completion of the probationary period. Maximum levels apply.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
College Punts:	Use of College punts at a subsidised rate.
Childcare:	Access to a workplace nursery, subject to places being available.