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## CMAC Music Coordinator

### JOB DESCRIPTION

#### The Opportunity

This is a new initiative funded by the Heritage Lottery Fund, with the aim of developing choirs and musical practice for people in our local community at Cadzow Parish Church. We are recruiting a CMAC Music Coordinator for this initiative. The post is a part time nine month (1 November 2018 to 31 July 2019) fixed term contract.

#### The Responsibilities

- Develop relationships with community musical groups and encourage involvement with CMAC.
- Develop and lead new musical groups for communities with special needs (elderly, dementia sufferers, learning disabilities, etc.).
- Encourage musical involvement with CMAC amongst area young people.
- Facilitate involvement of volunteers to support CMAC musical projects
- Create and maintain a library of suitable musical resources for use with CMAC groups.
- Work directly with Minister, Organist and Choir Master of Cadzow Parish Church to plan and coordinate CMAC events.
- Work with Minister and the Church Session to facilitate connection between Cadzow and CMAC.
- Work in partnership with CMAC Project/Volunteer Coordinator to ensure a vibrant CMAC program and community presence.
- Ensure that CMAC is compliant with CCLI and licensing requirements.

#### The Skills

- Experience and/or trained in working with people with special needs would be advantageous
- Must have demonstrated ability to lead choirs or music ensembles (professionally or voluntarily)
- Demonstrate leadership skills
- Ability to play the piano, very desirable
- Ability to work with others and on own for some reporting duties
- Effective in written and verbal communication

#### The Contract

- Fixed term from 1 November 2018 until 31 July 2019. Funding will be sought to continue post.
- Salary will be £18,720 pro rata.
- Part time post of 18 hours per week, with flexibility to cover evening and weekend events will be required. If events mean extra hours are worked one week, time off in lieu can be arranged or extra pay at same hourly rate. Otherwise, working hours will be agreed to suit candidate.
- Job will be based at Cadzow Parish Church but flexible working arrangements including chance to work from home will be considered depending on successful candidate's needs although will be required to work onsite during events.
- There are 28 days pro rata annual leave.
- A PVG will have to be undertaken prior to commencement of post, if the candidate already has one then this will have to be verified by Church of Scotland.

Please send Cover Letter and CV by closing date of 21 September 2018 to: [contact@cadzowchurch.org.uk](mailto:contact@cadzowchurch.org.uk)