
CMAC Project/Volunteer 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 Administrator for this initiative. The post is a part time nine month (1 November 2018 to 31 July 2019) fixed term contract.

The Responsibilities

- Develop and coordinate a team of volunteers to assist in leading CMAC program and events.
- Identify opportunities for volunteer participation from the Church and the community, develop appropriate role definitions and provide suitable training.
- Provide leadership to plan and coordinate CMAC events.
- Develop and maintain relationships within and outwith the Church to support wider community involvement with CMAC (e.g. existing choirs and musical groups, heritage and art societies).
- Initiate new opportunities for CMAC to engage with the community.
- Develop and maintain effective social media presence for CMAC.
- Work with Cadzow Church to ensure that all funder requirements are understood and met.
- Work directly with Minister, Organist and Choir Master of Cadzow Church to plan and coordinate CMAC events.
- Work with Minister and the Church Session to facilitate connection between Cadzow Church and CMAC.
- Work in partnership with CMAC Music Coordinator to ensure a vibrant CMAC program and community presence.

The Skills

- Computer literacy with an ability to use Microsoft Office (Word, Excel, Powerpoint)
- Proficient and aware of main social media platforms
- Skilled in verbal and written communication
- Able to work on their own and as part of a team
- Some experience of events management, either in voluntary or professional context
- Some local knowledge of ML postcode area

The Contract

- Fixed term from 1 November 2018 until 31 July 2019. Funding will be sought to continue post.
- Salary will be £16,224 pro rata.
- Part time post of 26 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