



## The Royal School of Church Music

### **FURTHER PARTICULARS** **RSCM Communications Officer**

#### **General information about the post**

The Royal School of Church Music (RSCM) is an educational charity which promotes the best use of music in worship, church life, and the wider community. With over 8500 affiliated choirs, schools and individual members worldwide it is also the leading organisation for church music education, training and support in the UK.

The Communications Officer will play a vital part in accomplishing the RSCM's objectives to review and develop its internal and external communications. In particular the RSCM has identified a need to develop stronger links with its members and volunteers, and to enhance opportunities to reach and recruit new members.

Working as part of the newly formed Communications, Marketing and Fundraising team the Communications Officer will work on a variety of exciting and creative projects. We are looking to appoint someone who can bring a range of editorial and organisational skills, but the post offers first hand experience for someone looking to develop their skills and experience in the communications profession and not-for-profit sector.

The post will be full-time (35 hours per week) and the salary will be in the range £20-22,500 according to experience and qualifications. The successful candidate will be based at the RSCM's administrative centre in the Cathedral Close, Salisbury. There is a 5 week holiday entitlement and the organisation meets the cost of lunch in Sarum College on normal working days. The RSCM will also contribute to a Group Personal Pension Scheme.

The post is available from 1 July 2008, or as soon as possible thereafter.

An overview of the job and a person specification is attached. *Copies of our regular house publications are available on request – contact Heather Bamber on 01722 424848 or [hbamber@rscm.com](mailto:hbamber@rscm.com).*

#### **Timetable and application process**

The closing date for applications is Friday 23 May 2008. Interviews will be held on 10 and 11 June at the RSCM office in Salisbury.

If you would like to apply for this position please send a CV detailing your work experience to date and relating this to the requirements of the job description and person specification. It should also include the names and contact details of two referees, who may be contacted before interview.

Applications should be sent to:  
Heather Bamber, RSCM, 19 The Close, Salisbury SP1 2EB  
or e-mailed to [hbamber@rscm.com](mailto:hbamber@rscm.com)



## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Communications Officer
<b>APPOINTMENT</b>	Full-time
<b>RESPONSIBLE TO</b>	RSCM Director
<b>KEY CONTACTS</b>	Members of the Communications, Marketing and Fundraising team, Head of Publishing

### **JOB PURPOSE**

Principally, to develop and coordinate the RSCM's communications, in both printed and electronic formats. The Communications Officer will contribute to meeting the RSCM's objectives, by improving communications with members, by assisting its outreach to and recruitment of new members and by enhancing its internal communications with staff and volunteers.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. Compile, edit and organize the production and delivery of the RSCM's range of printed communications to RSCM Affiliates, Individual Members and Friends. This includes working with staff, contributors, freelance staff and production contacts as required.
2. Develop the RSCM website and its content, including the launch or development of password protected areas for members and volunteers.
3. Develop email communications to members and volunteers of the RSCM to improve communication and understanding, and build commitment.
4. Liaise with volunteers and RSCM area committees to gather information for inclusion in appropriate communications, e.g. local events to be advertised nationally.
5. Establish new communication channels to non-RSCM members, in liaison with the Communications, Marketing and Fundraising team, to build awareness of the RSCM and expand recruitment.
6. Commissioning, writing and editing work on all of the above projects. This is a hands-on editorial role.
7. Work with the Communications, Marketing and Fundraising team, to ensure coherent planning of communications, marketing, and publishing with respect to all our client groups (members, volunteers and participants in our educational activities)

8. Liaising with the Head of Publishing in building and maintaining relationships with external designers and printers.
9. Other tasks as required. The RSCM has a small staff team with a varied programme of work. In order to deliver services effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties will fall within the overall scope of the job.

## **PERSON SPECIFICATION**

The following criteria are all, of course, *desirable*, but to make them all *essential* would be unrealistic. We would therefore expect to appoint someone who can offer a balance of skills and attributes and demonstrate real potential to develop the other qualities identified here.

### **Essential**

#### *Skills/aptitudes:*

- Excellent writing and editorial skills
- Strong organizational and project management skills
- Good computer skills with evidence of using Microsoft office applications, databases, desk-top publishing and design software, web design and editing software

#### *Knowledge/experience:*

- A variety of communications methodologies and tools
- Editorial experience in print and electronic media
- Knowledge and understanding of a range of music and worship

#### *Personal attributes:*

- Able to work well on own initiative – prioritising time and tasks
- Enthusiasm and a positive outlook
- Flexible and able to work as part of a team

### **Desirable**

#### *Education:*

- Degree or diploma level

#### *Knowledge/experience of:*

- Editing a house magazine
- Liaising with designers and printers
- Writing and editing for email newsletters and websites
- Producing and maintaining web content

#### *Personal attributes:*

- Commitment to the role of music in church and community