

## JOB DESCRIPTION

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<b>Job Title:</b>	Sing with Us Choir Leader (Sessional)
<b>Department:</b>	Support Services
<b>Reporting to:</b>	Sing with Us Manager
<b>Location:</b>	Various locations across Wales

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### PURPOSE OF ROLE:

The Sing with Us Choirs provide support, fun and fulfilment to over 1,500 people affected by cancer, helping them to cope long term with a diagnosis of cancer, caring for a loved one or losing a family member.

The Choir Leader will lead choir rehearsals, providing musical training and guidance to people affected by cancer of all ability levels. The choir leader's role is to run fun, fulfilling, and supportive one hour choir sessions for the Sing with Us choristers using the Sing with Us musical resources provided. Also opportunities to conduct the choristers in a performance environment and occasional facilitation of corporate sessions.

### MAIN DUTIES AND RESPONSIBILITIES

#### *Operational*

- Run Sing with Us sessions ensuring that the choir learns the chosen repertoire at a suitable pace and works together as a cohesive group.
- Ensure that each choir maintains the ethos of the Sing with Us service, by creating and maintaining an enjoyable and supportive environment during choir rehearsals.
- Learn all repertoire used for each Sing with Us session and teach it in an accessible way.
- Communicate any relevant issues regarding the running of the choir back to the Area Co-ordinator as soon as possible after each session.
- Working with the Area Co-ordinator, proactively seek potential performance opportunities for the choir.
- Support choir volunteers as necessary during the sessions

#### *Communications and Relationship Building*

- Create a friendly, supportive relationship with the choristers and remain alert to potential needs or distress amongst members.
- Empower the choristers to organise social events for themselves to encourage inclusivity and foster friendships.
- Work with the Area Co-ordinator to take a proactive approach to make sure that choir is inclusive for everyone.

- Attend training sessions where possible.

#### *Other Duties*

- Act as an ambassador of Tenovus Cancer Care to support and improve awareness of the Charity's activities.

Prepared by: Helen Powell

Date Prepared: July 2021

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## **FLEXIBILITY STATEMENT**

In addition to the duties and responsibilities outlines, you must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity change the general character or level of responsibility to the post.

## **CONFIDENTIALITY**

Ensure, in the course of employment, complete confidentiality is maintained in respect of the Charity, its dealings, transactions, affairs and all other information relating to clients, participants, associates, staff etc. and to ensure that all information relating to the above is processed in accordance with the Data Protection Act 2018 and the EU General Data Protection Regulation ('GDPR')

## **COMPETENCE**

You are responsible for limiting your actions to those which you feel competent to undertake. If you have any doubts about your competence during the course of your duties you should immediately speak to your line manager.

## **RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff within the Charity fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

## **HEALTH AND SAFETY REQUIREMENTS**

All employees of the Charity have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Charity to meet its own legal duties and to report any hazardous situations or defective equipment.

## **SMOKING**

All employees, whilst in Tenovus Cancer Care's employment, are required to adhere to the Charity's no smoking policy. Any breach of this policy will be deemed as gross misconduct.

## **WORKING WITH VOLUNTEERS**

All employees, whilst in Tenovus Cancer Care's employment, may be required to recruit and manage volunteers. This is an expectation for all roles at Tenovus and full support will be provided by Tenovus' Volunteering department.

## **EQUAL OPPORTUNITIES**

The Charity is committed to providing equal opportunities in employment and to avoiding unlawful discrimination in employment and against customers. All employees are expected to promote equal opportunities for staff and clients in accordance with the Charity's Equal Opportunity Policy and Procedure.

## **VALUES**

The charity works within a culture that reflects the following values – Respectful, Bold, Creative, Supportive and Inspiring. All employees are expected to demonstrate and reflect these values in their day to day activities.

## PERSON SPECIFICATION

	Essential	Desirable
<b><i>Experience &amp; Knowledge</i></b>		
Experience of conducting a choir or other musical group, or of performing in public as a singer or musician	●	
Music teaching experience	●	
Recognised qualification in music (Degree, Grade 8 singing, DipABRSM)	●	
Experience in the supervision or management of staff or volunteers		●
Experience of working with people with health or emotional issues		●
<b><i>Skills:</i></b>		
Able to read music and communicate technical terms to people with no knowledge of music	●	
First class presentation skills with proven ability to facilitate group learning	●	
Excellent inter-personal and communication skills with the ability to make people feel at ease	●	
Energetic and inspirational group leader	●	
Proactive self-starter who is also a good team player	●	
A flexible worker who is able to work evenings and weekends	●	
Highly supportive of others and a good listener	●	
Ability to communicate through the medium of Welsh or a willingness to learn Welsh		●
Legally able to drive in the UK	●	