

# ROLE DESCRIPTION

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**ROLE TITLE:** HYC Manager & Administrator

**LAST UPDATED:** January 2020

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**1. MAIN PURPOSE OF ROLE**

To co-ordinate the effective running of HYC

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**2. POSITION AND SUPPORT**

**Accountable to:** The HCS Trustees

**Accountable for:** Effective running of HYC

**Liaises with:** HYC Committee, HYC Musical Director, HYC Accompanist, HYC members & HYC parents

**Works within a team of:** Supportive HYC members

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**3. KEY RESPONSIBILITIES**

- Attending HYC rehearsals to ensure correct adult: child ratios, liaising with parents
  - Producing yearly & termly calendars for HYC & liaising with HCS Secretary & d:two
  - Issuing registration forms including GDPR & Gift Aid Declarations
  - Collecting subs / liaising with NG & checking subs payments made online
  - Editing HYC GoogleSheet Registers for Juniors & Seniors
  - Collecting Gift Aid forms / liaising with Gift Aid Secretary & collecting GDPR consent liaising with HCS Secretary
  - Communications with members via email & at rehearsals
  - Communications with parents via email & FB – welcome letters to new members, registration forms, rehearsal notices, practice emails, event details
  - Arranging & organising performance opportunities for HYC
  - Producing reports for HCS committee meetings
  - Helping to ensure that HYC membership remains at healthy levels
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**4. QUALITIES & EXPERIENCE**

- DBS checked
  - Not essential – Qualified Teacher
  - Not essential – Arts Administrator
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**5. APPOINTMENT AND TIMESCALES**

- 3 year position
  - Preferred notice period 1 term
  - Heavy workload around concerts and workshops
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**6. LOCATION, TRAVEL & EXPENSES**

- D:two, Market Place, Henley
- Travel – not claimed for
- Expenses might include printing, HYC ‘Singer of the week’ rewards, food & drink for HYC at dress rehearsals



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## **7. BENEFITS**

- Providing a facility to promote the practice & enjoyment of singing & making it available to all (7-17 year olds)
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