

# ROLE DESCRIPTION

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**ROLE TITLE:** Special Projects Manager

**LAST UPDATE:** 5<sup>th</sup> September 2019

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## 1. MAIN PURPOSE OF ROLE

To be responsible for the planning and management of one-off events as agreed by the Committee

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## 2. POSITION AND SUPPORT

**Accountable to:** HCS Chair

**Accountable for:** One-off projects

**Liaises with:** determined by nature of project

**Works within a team of:** ditto

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## 3. KEY RESPONSIBILITIES

- i. Develop and execute effective plans for one-off events – eg choir member recruitment, anniversaries, workshops and recordings
  - ii. To act as conduit to brain storm and develop ideas with ad hoc team members
  - iii. To keep the Committee updated with all relevant information at key stages of project along with detailed costings
  - iv. To work with external contacts, financial sponsors and venues as relevant to the project
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## 4. QUALITIES & EXPERIENCE

- i. Project and people management skills
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## 5. APPOINTMENT AND TIMESCALES

- i. 3 years
  - ii. One term notice on leaving
  - iii. One hour a week work load around the 3 concert periods
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## 6. LOCATION, TRAVEL & EXPENSES

Not applicable

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## 7. BENEFITS

Not applicable