



“one of Britain’s very best choirs” (New York Times)

Choir | Consort | Orchestra | Education
Jeffrey Skidmore OBE Artistic Director & Conductor



Education & Participation Manager

Salary: **£30,000**
Hours: **5 days per week (37.5 hours)**, hybrid working is possible
Application deadline: **Thursday 21 November 2024, 5pm**
Interviews: **Friday 29 November (please hold the date)**

Ex Cathedra - a world-class ensemble that leads the choral sector in the fields of performance, learning and wellbeing - is seeking an Education & Participation Manager to manage the day-to-day running of our award-winning Education and Participation projects. This includes *Singing Medicine*, our suite of *Singing Schools* projects (including *Singing Playgrounds*, *SingMaker* and *ChoirMaker*) and our Academy of Vocal Music youth training choirs.

We believe that the benefits of singing are for everyone, and seek to reach and engage as many people as possible through outstanding vocal experiences. We do this by exploring, commissioning and performing the finest choral music, creating pathways to nurture young singers, and delivering an extensive, inspirational learning and wellbeing offer for participants of all ages in a wide range of communities, including schools and hospitals.

Learn more: www.excathedra.co.uk

Watch our short #WeareExCathedra film: https://www.youtube.com/shorts/qrss_qdNz74

And visit our dedicated websites:

- www.singingmedicine.co.uk
- www.singingschools.co.uk

To apply

Please complete our [Application Form](#) and return it, together with a CV or equivalent summary of your experience and training by email, to rebecca@excathedra.co.uk. If you have any access needs relevant to the application process, please do get in touch so we can support you, for example to discuss alternatives to a written personal statement if appropriate for you.

You must also have completed our Safer Recruitment [self-declaration](#) to be considered for interview.

Ex Cathedra is committed to ensuring that everyone feels welcome and included at all of our performance, education and participation activities. We are working to become a more diverse organisation that reflects our region and the communities with whom we work. We are looking for someone who shares our values. To help us monitor this, we encourage applicants to also complete our [Equality and Diversity Monitoring Form](#), which is anonymous and not used as part of the selection process.

We welcome visits to our projects ahead of application.

Ex Cathedra Ltd | CBSO Centre | Berkley Street | Birmingham B1 2LF
T +44 (0)121 616 3410 | E info@excathedra.co.uk
www.excathedra.co.uk

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Rebecca and Marianne deliver *Singing Medicine* bedside at Birmingham Children's Hospital



Gemma, Sally (inaugural Arts Hero) and Rebecca at the 2024 Sky Arts Awards



The *Singing Medicine* team filming at Vada Studios



The *Singing Medicine* team gather outside a ward at Birmingham Children's Hospital



Children from our Academy of Vocal Music training choirs

Below: Members of the Education & Participation team gather ahead of a “Big Sing” day with 100s of schoolchildren at Symphony Hall



Above: Two of our Vocal Tutors work with children in a school playground



Collecting a 2024 Music & Drama Education Award in the Outstanding Music Education Resource category

Role description

Job title: Education & Participation Manager
Reports to: Director of Education & Participation

Our Education and Participation programme is delivered by an award-winning team of musicians, who passionately believe in the purpose and the impact of the work we undertake. We are creative and innovative in our mission of making choral singing accessible. We strive to make work that is meaningful and impactful for family, school and healthcare settings, as well as creating effective choral training pathways.

Our values are:

- teamwork
- compassion
- kindness
- joy
- can-do attitude

The role will provide you a wide range of variety across the working week, supporting different projects with a mix of independent and collaborative work, including with prospective partners and hosts.

About you

This role is pivotal to our Education and Participation programme, as you closely support our Director of Education & Participation, [Rebecca Ledgard](#). It will suit someone who wants to make a positive difference to lives and has an affinity for the many educational, cultural and wellbeing benefits the arts - in our case singing - can bring to society. You will be a natural team player and collaborator, comfortable working closely with musicians, a range of partners and hosts, and with project beneficiaries - families, children, young people and adults.

You will enjoy working in a dynamic, fast-paced environment, and your project management experience will mean you are comfortable managing multiple projects across differing timeframes, assessing priorities in conjunction with the Director of Education. Attention to detail matters and you're happy to travel and get stuck into projects. You'll be digitally confident, from managing social media content to securely managing our safeguarding database, with experience working on Excel, Word, Adobe and, ideally, some graphic design such as Canva.

You will have a clear understanding of the importance of safeguarding children and vulnerable adults, as you act as our Deputy Designated Safeguarding Lead. Appropriate training will be provided.

Ideally you will have personal experience of choral music or singing and are confident reading music, with either a music qualification, a teaching qualification, a project management qualification or you will be qualified by experience in an equivalent role.

Responsibilities

General

- Ensure you have a clear oversight of all our Education and Participation activities
- Maintain the calendar of events
- Manage freelancer bookings (availability and booking forms)
- Maintain and update the Education & Participation team handbook
- Communicate regularly with the Education and Participation team - updates across all projects
- Book and liaise with venues and partners, including to ensure safe and effective operations
- Capture photographs (via work mobile) of activities, with appropriate permissions
- Workshop, event and performance management, e.g. our Academy of Vocal Music concerts
- Ensure project resources are available for the delivery teams
- Provide support and information for funding applications and reports
- Collaborate appropriately with the whole Ex Cathedra team - concerts, finance and fundraising - including attending monthly whole team meetings
- Arrange and attend regular operational meetings for the Education and Participation staff team
- Undertake such other duties or training as maybe reasonably required, and which are consistent with the general responsibility of this job
- Undertake any health and safety training and related activities such as First Aid, Fire Marshall, etc as required for the post and as required by the organisation
- To comply with legislation and guidance, and with Ex Cathedra's own policies including data protection and safeguarding

Finances

- Maintain accurate budget sheets for all project activities, following existing systems
- Approve invoices for finance to ensure the freelance team are paid in a timely manner
- Work with the finance team to ensure sales invoices for engagement activity are raised accurately and promptly
- Act in accordance with Ex Cathedra's financial regulations and procedures

External relationships (e.g. hospitals, Music Hubs, other arts organisations)

- Support the Director of Education and Participation in exploring new partnerships
- Support the Director of Education and Participation in writing proposals
- Maintain regular communication with external partners including schools, hubs and hospital trusts
- Create contracts for work
- Create detailed activity plans and communicate these appropriately

Resources and Assets

- Managing our assets e.g. Dropbox, Google Drives, YouTube channels, and social media channels
- Liaise with the Concerts Producer and Academy of Vocal Music Coordinator to ensure music is available as required, including from our own library
- Create and brief, as appropriate, promotional resources e.g. flyers, banners, social media posts, brochures
- Book and attend conferences and conventions to assist with the sale of our resources
- Manage sales of our project resources (e.g. physical Songbooks and website subscriptions)

Academy of Vocal Music

- Work with the Academy of Vocal Music Coordinator to ensure membership fees are received
- Lead on all operational activities and delegate appropriately to the Academy of Vocal Music Coordinator e.g. registers, managing membership registrations, booking and communicating with chaperones, distribution of materials

- Create Academy of Vocal Music schedules and ensure the Handbook is kept up to date
- Collect and organise feedback from participants (quantitative, qualitative and mini case studies)
- Work with the Academy of Vocal Music Coordinator to ensure appropriate Risk Assessments are in place and communicate these with all relevant parties
- Manage the licensing requirements for children in performances
- Assist with activities that help recruit new members

Deputy Designated Safeguarding Lead

Appropriate ongoing external training for this responsibility will be provided. Our Safeguarding policies can be found at <https://excathedra.co.uk/safeguarding/>. You will:

- Be an active member of the Safeguarding subgroup (comprising staff and trustees)
- Ensure Safeguarding reports are stored appropriately and in line with our policies, and that only the appropriate people have access to them (the Safeguarding subgroup)
- Seek and maintain the appropriate DBS checks, and reporting the outcomes to the Designated Safeguarding Lead (DSL), and Safeguarding subgroup where necessary, to make the appropriate decisions on suitability for work
- Oversee and monitor data from the Safer Recruitment declarations undertaken by all staff, trustees, freelancers and volunteers
- Collect and monitor data on all safeguarding concerns raised, their management and outcome to check compliance, noting any lessons learned Report any concerns with appropriate urgency!
- Support the DSL, staff team and Safeguarding subgroup maintain a culture across the organisation that promotes our safeguarding values, including by displaying information posters
- Arrange Safeguarding training courses as required for trustees, staff and the delivery team
- Support the Safeguarding subgroup with the annual review of policies and procedures
- Ensure everyone in the Education and Participation freelance team has the correct uniform and ID

The duties of the post may change and develop from time to time in the light of new legislation, Ex Cathedra's policies, organisational development and social trends. Such development will be monitored in conjunction with the Director of Education & Participation.

Terms

- The role is offered as a full-time position (37.5 hours per week), with an initial 6-month probationary period
- Each day is equivalent to 7.5 hours and working hours will normally fall between 8.30am and 6pm. We can offer some flexibility regarding hours, and operate a Time Off in Lieu system where there is a requirement for attendance at evening/weekend projects, rehearsals, events or meetings
- Ex Cathedra staff are entitled to pro rata 33 days holiday per year, including bank holidays
- The role is hybrid, but we anticipate you will work at least 2 days per week at Ex Cathedra's office in the CBSO Centre, central Birmingham, and will be available to support projects, rehearsals and events, many of which take place in Birmingham but travelling elsewhere as necessary

The Education & Participation Manager reports to the Director of Education & Participation.

Other members of the Education & Participation team and close partners include:

- Creative Digital Assistant (1 day pw)
- Academy of Vocal Music Coordinator (1 day pw)
- Freelance Vocal Tutors and instrumentalists
- Freelance film maker
- Vada Recording Studios
- Lead Chaperone & Pastoral Care

Ex Cathedra is a small organisation, so you will also work closely with the Finance Manager and Finance Coordinator, and the fundraising function. The role will also require an effective working relationship with the Artistic Director, General Manager and Concerts Producer.

About Ex Cathedra

Hailed by the New York Times as “one of Britain’s very best choirs”, Ex Cathedra is a world-class vocal ensemble which leads the choral sector in the fields of performance, learning and wellbeing.

For 55 years we have been delighting audiences with our concerts, have pioneered education projects that inspire and train future generations, and have delivered projects that enable people of all ages to access the many wellbeing benefits of singing from hospitals to communities.

“Concerts given by Ex Cathedra are never just concerts” (Bachtrack). Whether in our home region of the West Midlands or on the road, we aim to share memorable experiences with you as Jeffrey Skidmore’s innovative programming brings the music you know and love together with new commissions, ground-breaking research, and a sprinkling of the unexpected. Our forthcoming season crosses musical boundaries - from the Renaissance Rome of Allegri and Palestrina to Bach, Bruckner, and modern Icelandic repertoire, via the Latin American Baroque.

A charity all about singing, we believe everyone should have access to the remarkable physical, mental and emotional health benefits of singing together, and have opportunities to be inspired by extraordinary choral music. Our team of awarding-winning Vocal Tutors work extensively in local and national music education and community engagement, building transformative projects that boost wellbeing, confidence, and empathy through music, including our weekly *Singing Medicine* visits to Birmingham Children’s Hospital.

Having worked in over 1,000 schools across the UK, we lead the singing strategy for Birmingham’s local authority schools, and have created an immersive online programme of accessible music education resources available to pupils and teachers worldwide. Alongside this, our Academy of Vocal Music youth training choirs (toddlers to aged 18) and choral Scholar schemes offers a unique development pathway for the young singers of the future.

It is an exciting time to join Ex Cathedra. We recently won the Outstanding Music Education Resource category at the **2024 Music & Drama Education Awards** for our *ChoirMaker* programme and are about to launch a new set of *SingMaker* resources. Education & Participation team member Sally Spencer won the inaugural 2024 Sky Arts Hero award for her work over 20 years on our *Singing Medicine* project at Birmingham Children’s Hospital.

We are midway through the process of recruiting a new Artistic Director to succeed founder Jeffrey Skidmore OBE in 2027; are actively working to diversify representation amongst our performers, staff and board; and are about to embark on growing our fundraising capacity.



Top left: Liz Dilnot Johnson's *When a Child is a Witness*, Coventry Cathedral, with Kadialy Kouyate
 Bottom left: David Fanshawe's *African Sanctus*, Symphony Hall, with the CBSO and Keneish Dance
 Top centre: Akash Parekar from Milap close-up from Roxanna Panufnik's *Unending Love*, Town Hall
 Centre: Stockhausen's *Mittwoch aus Licht* with Birmingham Opera Company
 Bottom centre: Tallis' *Spem in alium* at Douai Abbey for Newbury Spring Festival
 Right: annual Good Friday Bach *St Matthew Passion* at Symphony Hall