



FREEDOM OF MIND
community choir

MUSIC MAKES US FEEL GOOD!

ADMIN / SUPPORT WORKER (FREELANCE)

Deadline for applications: Noon, Friday 22nd September 2023

CANDIDATE INFORMATION PACK

- 1. Welcome from the Music Directors!**
- 2. About Freedom Of Mind Community Choir**
- 3. About the role**
- 4. Key responsibilities**
- 5. Key relationships**
- 6. Candidate profile**
- 7. Summary of terms and conditions**
- 8. Application procedure**
- 9. Recruitment timetable**
- 10. Further information**



1. Welcome from the Music Directors!

Thank you for your interest in the role of Admin/Support Worker (Freelance) at Freedom Of Mind Community Choir (FOMCC).

As we look towards our 10th Anniversary in 2025 and begin a three year funded project, Connect In Harmony, this is an exciting time to be joining our organisation as we seek to bring mental health and wellbeing benefits to many more diverse adults living in/near Falkirk, through choir membership and outreach performances.

Our non-audition choir is made up of an inspirational group of talented and creative individuals, with priority spaces and a special welcome for those with lived experience of mental ill health. As experienced Music Directors, we have observed, first hand, the transformational power of group singing and creativity in enhancing lives and communities, and are committed to continuing to grow this inclusive, welcoming choir and its audiences in order to increase the social, mental and physical benefits that both performers and audience members can experience. We engage with audiences through ticketed concerts and through outreach performances in community centres, hospitals and care homes.

Freedom Of Mind Community Choir is an equal opportunities employer committed to finding the very best candidate for this position. We aim to create an equal and fair recruitment process open to all. Accessible and welcoming to all the diverse communities and partners we engage with, applicants will receive equal treatment irrespective of age, sex, sexual orientation, gender reassignment, race, religion or belief, marital status, disability or pregnancy/maternity.

We look forward to hearing from you!

Kim Edgar & Mariot Dallas

2. About Freedom Of Mind Community Choir

FOMCC's vision is to continue to build and maintain a welcoming, inclusive community choir that nurtures and supports its members to increase their mental wellbeing, confidence, sense of belonging and sense of self as well as their singing and musical skills.

Ensuring that we are inclusive and accessible to all who wish to be a member of the choir informs how we organise ourselves: the choir operates on a "pay what you can afford" approach, with members contributing between £8 - 20 per calendar month. We also provide accessible transport for those who need it through Dial A Journey.

FOMCC aims to provide as many opportunities as possible for people to hear uplifting songs that make them feel good, and to reduce the stigma associated with mental ill health with ticketed concerts in and near Falkirk as well as outreach performances in care homes, community groups and hospitals.

With a repertoire that includes folk, pop and world music (for example including songs written by Karine Polwart, Ron Sexsmith and The Beatles), FOMCC has worked in partnership with a range of professional musicians for projects and performances, including Brownbear, Mattie Foulds, and the German/Scottish folk band, CARA.

The choir also enjoys close relationships with numerous Guest Music Directors including Penny Stone, Amy Lord and Jane Lewis.

A new chapter for the choir begins now, as we have secured three years of funding for our project, Connect In Harmony.

3. About the role

The Admin/Support Worker (Freelance) role is a 6 hours per week paid work opportunity from 25th October 2023 - 29th July 2026, suitable for people of all ages in early/mid stages of a career in participatory arts management/social care/mental health focused group work.

The Admin/Support Worker will have the opportunity to participate in training of their choice (up to a value of £200) as part of this post. The Admin/Support Worker will also meet with the Music Director(s) three times per year to reflect on learning and to share practice.

Additional hours may also be available (subject to funding and the availability of the Admin/Support Worker).

The Admin/Support Worker will be involved in the following activities:

- a) **Weekly Choir Sessions.** These take place from 2.30 - 4.30 pm at Camelon Parish Church Hall, Falkirk (next to the Procurator Fiscal's office, whose address and postcode are easiest for navigation: Mansionhouse Rd, Camelon, Falkirk FK1 4LW). 2.75 hours per week (2.00 - 4.45 pm) would be worked on choir session days, to include preparing for the session and tidying / locking up afterwards.
- b) **Remote Working.** 3.25 additional hours to support the ongoing work of the choir.
- c) **(Optional) Additional Choir Performances** (subject to funding and Admin/Support Worker availability).

4. Key responsibilities

- 1) Welcoming new members by email/phone and in person: supporting the completion of membership application forms in person or online and the secure storage, collation and updating of members application forms, equalities information and media consent; transferring relevant information to Emergency Contact & Allergies List; keeping a weekly register of attendance and being responsible for this in case of fire/emergency (shared online with the delivery team for evaluation purposes)
- 2) Supporting those who face transportation barriers to participation by organising and overseeing weekly Dial A Journey requirements for new and existing choir members and making additional group bookings for performances whenever possible

- 3) Ensuring other barriers to participation are removed, as far as possible
- 4) Wellbeing support and signposting for those at risk of experiencing loneliness and social isolation during choir sessions/performances, and at other times by phone/email (e.g. after non-attendance), signposting concerns about the welfare of individuals to Safeguarding Officers when appropriate
- 5) Answering calls and correspondences from choir members, prospective choir members and outside agencies
- 6) Deepening existing relationships/referral pathways with community organisations and building new referral pathways where appropriate

Additional responsibilities:

- 1) Liaising with relevant committee members to prepare music folders for the expected first attendance date of new members
- 2) Assisting Music Directors with practical elements of planning and organising community outreach performances, including discussing donations with organisations who book us, consulting with choir members on availability and gathering lists of names of planned attendees & MDs at performances, confirming outreach performances with partner organisations and managing sales for ticketed concerts
- 3) Preparing cash deposits from subscriptions / refreshments with volunteer admin worker on a monthly basis (for banking by volunteer MD)
- 4) Overseeing policy development and the maintenance/updating of policies/risk assessments/first aid supplies for the choir in conjunction with the management committee; attending and reporting to the choir's management committee for this purpose, when appropriate
- 5) Documenting the choir's work through photographs, videos and audio recordings (shared online with the delivery team for evaluation purposes)
- 6) Looking into the potential advantages of the choir becoming a charity and the processes required to be undertaken to achieve this

5. Key relationships

The Admin/Support Worker will be part of a collaborative, experienced and supportive team of staff and volunteers, working closely with the two Music Directors and the volunteer Admin/Support Worker, as well as the choir committee.

6. Candidate profile

Skills, Qualifications, Motivation & Experience

ESSENTIAL

Empathy and interpersonal & relationship building skills

Ability to support members with mental ill health

Ability to remain balanced & nonjudgmental while listening to members

Excellent written & verbal communication

Excellent problem-solving & organisation

Excellent observation to identify behavioural changes in members & offer support / signposting when appropriate

Ability to use a computer with access to own office space and equipment

Proficiency in the use of word processing and data entry tools

DESIRABLE

Proficiency in deescalation techniques for effective crisis & emergency management

Musical skills or qualifications/experience working with choirs

Experience working with groups

A love of group singing

A commitment to the transformative power of music in community settings

Qualification in social care or experience working with people with mental ill health

All applicants must be eligible to work legally in the UK.

7. Summary of Terms and Conditions

Freedom Of Mind Community Choir is a Living Wage Employer.

Contract Freelance

Fee Delivery: up to 6 hours per week @ £18 per hour until March 2024.
Year 2: up to 6 hours per week @ £19.10 per hour until March 2025.
Year 3: up to 6 hours per week @ £20.30 per hour until March 2026.
Year 4: up to 6 hours per week @ £21.50 per hour until July 2026.

Travel expenses: throughout the project at a mileage rate of 45p per mile or on receipt of public transport costs (up to £20 per week).

We welcome applications from all nationalities. However, we are unfortunately unable to offer visa sponsorship for this role so before you apply, please ensure you have the right to work in the UK. For more details on eligibility to work in the UK, please visit: <https://www.gov.uk/check-uk-visa>. If you are invited to interview, we will ask that you provide evidence showing your right to work in the UK (photocopies not accepted).

Notice

Both parties (the choir and the appointed Admin/Support Worker) can give two months written notice for this freelance work to end, if circumstances change, or the post doesn't feel like a good fit, but the intention would be to hire one worker who can provide support to the Music Directors, volunteers, committee and choir members throughout the full project.

8. Application procedure

Applicants must submit a 1-page cover letter including personal statement and a CV (2 pages max) and two references/referees to Kim Edgar:

info@freedomofmindcommunitychoir.com

Deadline for applications is 12 noon on Friday 22nd September 2023. Interviews will be held on the afternoons of Wednesday 11th & Wednesday 18th October 2023 at Camelon Parish Church Hall, Brown Street, Camelon, Falkirk (next to the Procurator Fiscal's Office, whose address is easier for navigation: Mansionhouse Rd, Camelon, Falkirk FK1 4LW).

For all enquiries, please email Co-Music Director Kim Edgar:

info@freedomofmindcommunitychoir.com

FOMCC is an organisation committed to equality, diversity and inclusion. We value diversity in our organisation and welcome applications from everyone with appropriate skills.

9. Recruitment Timetable

Deadline for applications: 12 noon, Friday 22nd September 2023

Interviews (in person): Wednesday 11th & Wednesday 18th October 2023.

Candidates notified of selection (subject to references and Disclosure): Friday 20th October 2023.

Induction: Wednesday 25th October 2023.

10. Further information

Further information about the choir can be accessed on our website:

www.freedomofmindcommunitychoir.com