



*Steve Morgan*  
FOUNDATION

A member of the  family

## Job Description

<b>Job Title</b>	<b>Wrexham One Love Choir Manager</b>
<b>Department</b>	Community Services
<b>Base Location</b>	Wrexham - King Street
<b>Hours of Working</b>	16 hours per week over 7 days (to include occasional evening work for gigs)  Initial hours of working: Wednesday 9:30 – 4:30 Remainder of hours negotiable To be reviewed on a regular basis
<b>Salary</b>	£21,000 pro rata per annum (£8,960)
<b>Contract</b>	Up to 3 years (subject to 6 month probationary period)
<b>Annual Leave</b>	25 days per year plus UK bank holidays, all pro rata

<b>Accountable To</b>	Partnerships & Business Development Manager
<b>Reports To</b>	Outreach Manager – Wrexham Homelessness Prevention Project
<b>Line Management Responsibility</b>	Choir Volunteers and Staff

### Job Purpose:

**This role is being funded by the Steve Morgan Foundation for a period of 3 years.**

Working alongside the Choir Director, the Choir Manager will be responsible for managing the Wrexham One Love Choir in accordance with this Job Description and the Memorandum of Understanding, a copy of which can be found at the end of this document.

The Choir Manager will be responsible for securing further sustained funding in order to secure the future of the choir, which is likely to be a combination of grant funding, corporate sponsorship, fundraising and income generation from performances.

The Wrexham One Love Choir is part of the Choir with No Name (CWNN) family. The mission of CWNN is to enable homeless and marginalised people to make friends, build their confidence and skills, and find their place in society.

The Choir Manager will be based within Wrexham Homelessness Prevention Project and will work as part of a multi-disciplinary team contributing towards the provision of a comprehensive range of services to people predominantly affected by substance misuse/homelessness issues.

**Main Duties and Responsibilities:*****Member recruitment and liaison***

- Recruit choir members, help them make friends, build their confidence, and create an enjoyable atmosphere.
- During work hours and at rehearsal, be the first point of contact for potential and existing choir members.
- Develop local partnerships across the homelessness, substance misuse and mental health sectors, to ensure all relevant Wrexham services are actively encouraging their service users to attend.
- Arrange outreach workshops within Wrexham's homeless, substance misuse, mental health and other relevant communities.
- Build good knowledge of local services in order to be able to signpost members to appropriate services where necessary.
- In consultation with the Choir Director, arrange, promote and manage appropriate gigs and events. In line with the MoU, at least four gigs must be performed per year.

***Fundraising and Communications***

- With support from CAIS's Business Development Team, develop partnerships and forge relationships with potential local funders (e.g. businesses, local individuals) and grant providers, in order to raise money for the choir.
- Contribute to measuring the social impact of our work through conducting appropriate member surveys and compiling the results.
- Prepare regular updates for CAIS and the CWNN to be included on national communications, and get involved with communicating your successes to your local community (via a newsletter and social media).
- Commission a volunteer photographer to document the progress of the Wrexham choir.
- Manage Social Media channels for the choir in order to promote the choir and connect with appropriate contacts. This will also be key to recruitment and coordination of choir members and associated activities.

***Volunteer Management***

- Line manage and support all choir volunteers with support from CAIS's Volunteer Manager.
- With the support of CAIS's Volunteer Manager, be responsible for ensuring that DBS checks are carried out on choir staff and volunteers as appropriate.
- Liaise with CAIS's Training Manager and CWNN to commission regular training sessions for volunteers.
- Provide a service that takes account of risk assessment.

**Administration**

- Be responsible for Wrexham One Love Choir budget, controlling spending and ensuring it is in line with budget.
- Maintain appropriate records and receipts in respect of any petty cash transactions.
- Keep up to date and accurate accounts, and authorise invoices for payment.
- Liaise with rehearsal venue/s.
- Report to Outreach Manager regularly on choir activities.
- Liaise with and inform other agencies/line managers as directed by CAIS.
- Attend CAIS meetings as directed.
- Attend informal and formal review meetings as identified and agreed with Outreach Manager.

**Professional:**

- To participate in the CAIS continuous learning , development and appraisal process.
- To make regular use of supervision as provided by CAIS.
- To attend training provided, organised or arranged by CAIS.
- To operate within national professional guidelines as appropriate.
- To operate within and observe CAIS procedures and policies as amended and updated.
- To work within CAIS professional guidelines.
- To maintain professional accreditation as appropriate to role.

**This Job Description provides a framework in which duties may be carried out, however it may be necessary to make alterations and adjustments from time to time to meet the needs of the service.**

**Person Specification for Wrexham One Love Choir Manager**

	<u>Essential</u>	<u>Desirable</u>	<u>Method of Assessment</u>
<b>Qualifications:</b>			
<b>Experience:</b>	Demonstrable experience of working with vulnerable adults	Experience of managing events	
<b>Skills:</b>	<p>Excellent organisational skills</p> <p>Ability to effectively prioritise time and work</p> <p>Ability to budget well and basic book-keeping skills</p> <p>Ability to build and maintain mutually beneficial relationships with other organisations and individuals</p>	Excellent written communication skills	
<b>Knowledge:</b>	IT literate (Microsoft Office including Word, PowerPoint, Excel and Outlook)		
<b>Personal Qualities:</b>	<p>Highly motivated self-starter with initiative to make things happen</p> <p>Passion for the organisation and its members' potential, and commitment to its vision, mission and values</p> <p>Compassion and respect for all members of society, including a commitment to equal opportunity</p> <p>Ability to act calmly and decisively in emergencies</p> <p>Ability to work positively with challenging behaviour</p>	<p>A sense of humour</p> <p>A love of music</p>	
<b>Other Relevant Requirements:</b>		<p>Full driving licence and access to a vehicle</p> <p>Welsh language desirable but not essential</p>	



**Memorandum of Understanding (MoU)  
between**

**The Choir with No Name and CAIS**

This MoU is an agreement made between the following parties:

<b>Organisation Name</b>	<b>The Choir with No Name</b>
<b>Address</b>	33 Rushworth Street, London SE1 0RB
<b>Telephone</b>	0207 202 6648
<b>Key Contact</b>	Anoushka Kenley, General Manager

<b>Organisation Name</b>	<b>CAIS</b>
<b>Address</b>	12 Trinity Square, Llandudno, Conwy, LL30 2RA
<b>Telephone</b>	01492 863000 (Head Office) 01978 314314 (Wrexham Office)
<b>Key Contact</b>	Steve Campbell

## 1. SUBJECT

- 1.1. The purpose of this MoU is to set out the details of the charitable collaboration between the Choir with No Name (CWNN) and CAIS.
- 1.2. This MoU refers to an agreed charitable collaboration beginning from 1<sup>st</sup> October 2018 and reviewed by both Parties on an annual basis.
- 1.3. This MoU aims to clearly state the intentions and understanding of both parties for collaborative work over the agreed period.

## 2. PURPOSE OF THE COLLABORATION

- 2.1 The Parties agree to collaborate on the Wrexham choir project, with the understanding that this is the most effective delivery method and that it furthers the aims of each organisation.
- 2.2 CAIS intends to set-up and deliver a choir for people in Wrexham affected by addiction and marginalisation.

2.3 CWNN intends to provide initial support to CAIS for the set-up of the Wrexham choir, as well as access to use of its brand. CWNN's brand acts as an informal 'quality mark' aligned to impact, excellence and fun.

### 3. CAIS' COMMITMENTS

3.1 The Wrexham choir is a project delivered by CAIS. CAIS is responsible for all activities associated with the Wrexham choir, including management, delivery, fundraising and legal duties.

3.2 In order to access and use CWNN's expertise, support and brand, CAIS commits to the following:

<b>What</b>	<b>How</b>	<b>Checks</b>	<b>Who</b>
<b>Music</b>			
CWNN and CAIS will jointly recruit and select the Choir Director role	CWNN staff member to be on recruitment panel	As per recruitment cycle	CWNN/CAIS
The choir's repertoire will be fun, uplifting or meaningful pop	Choir Director recruited by CWNN with good knowledge of pop repertoire	CWNN staff make annual choir rehearsal visit; social media videos of choir performances shared with CWNN	Choir Director; CWNN (annual check)
<b>Member-led approach</b>			
Choir members will be supported to make key-decisions about how the choir is run	The choir will elect member reps, with quarterly meetings; there will be a suggestions box; choir members will be invited to suggest and vote for songs; choir members will create a code of conduct	Agreed methods at set-up; reviewed by choir members annually	CWNN/CAIS (set-up); CWNN (annual check)
<b>Choir activities</b>			
At least 4 gigs performed per year	A range of positive experiences for choir members	List of gigs shared annually	Choir Manager; CWNN (annual check)
<b>Key policies and procedures</b>			
CAIS will use robust, clear and accessible policies (including equal opportunities, safeguarding, complaints, data protection, confidentiality, grievance, health and safety, and financial procedures	Organisation will hold or existing policies	Share written policies at set-up; updates shared annually	CWNN/CAIS (set-up); CWNN/CAIS (annual check)

<b>Impact measurement</b>			
CAIS will provide feedback on input gathered from members; results should imply positive change and experiences for choir members	Use of questionnaires and focus groups (can use CWNN templates if needed)	Impact results shared annually	Choir Manager; CWNN (annual check)
<b>Fundraising/Marketing</b>			
CAIS will confirm fundraising/marketing content that refers to CWNN with the CWNN head office	Copies of fundraising applications and marketing content sent to CWNN for confirmation before use	N/A	CAIS/CWNN

#### 4. CWNN's COMMITMENTS

4.1 CWNN will provide CAIS with copies of its CWNN manual, policies and procedures to use as guidance in the set-up of its Wrexham Choir.

4.2 CWNN will provide advice and guidance to support the set-up of the Wrexham choir. The extent of this is resource dependent.

4.3 CWNN will provide support to recruit a Choir Director for the Wrexham choir as needed.

4.4 CWNN will consider opportunities for joint gigs with the Wrexham choir. The extent of this is resource dependent.

4.3 CWNN will permit the use of its brand by CAIS for the Wrexham choir on the understanding that CAIS follows its agreed delivery commitments.

#### 5. CWNN's TRADE MARK

5.1 The Choir with No Name is a registered trademark. As such, permission to use it can only be granted by the charity itself.

5.2. CWNN will permit the use of its brand by CAIS in the following format:

**'member of The Choir with No Name family'**, plus logo supplied by CWNN

5.3 CWNN can at any time request CAIS to cease using the CWNN brand.

#### 6. AMENDMENTS

6.1. Amendments to this MoU and its associated activities can be made at any time during the partnership, if approved by both parties.

The Parties know, understand and agree to all articles of this MoU as negotiated together.

**On behalf of The Choir with No Name**

Signature:



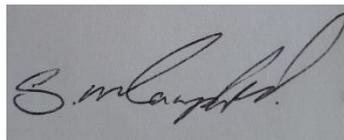
Name: Marie Benton

Position: Chief Executive

Date: 12<sup>th</sup> February 2019

**On behalf of CAIS**

Signature:



Name: Stephen Campbell

Position: Partnerships Manager

Date: 12<sup>th</sup> February 2019