

Sacred Heart Church Wimbledon

The Walker Organ Restoration Project 2010-2012



## **Job Description: Education Outreach Co-ordinator**

### **Overall Purpose**

In order that as many people as possible can benefit from and learn about the organ, the Restoration Project will be accompanied by a varied programme of educational and participation activities. The outline of this programme has already been agreed with Heritage Lottery Fund (HLF) within the grant package – the Audience Development and Activity Plan is available. The Co-ordinator will act as the central point of contact between Sacred Heart Church, the various participants, the HLF, and any other grant-giving bodies. The main task will be to ensure that the educational programme is delivered, and the work will also entail keeping records of events and reporting back to funders.

### **Responsible to:**

The Parish Priest – as represented in practice by the Organ Restoration Committee:

Robert Rathbone, Director of Music  
David Gammie, Organist  
John Merivale, Funding Co-ordinator  
Eugene Nealon, PCC Finance Committee

### **Responsible for:**

Volunteers who may be appointed to help.

### **Remuneration and Timing:**

This is a part-time and free-lance position – payable at the rate of £20/ hour. It is expected to require an average input of 1 day/week (7.5 hours), 40 weeks per year, over two years. This may be extended, dependent on success with further funding bids. The work may involve a more intense period to set up programme at the start, and then part-time hours during term-time to support the activities and any trouble-shooting required. Actual tasks must be agreed with the committee in advance, to ensure alignment with funding available.

### **Resources:**

A desk, file storage space, computer, and telephone will be made available within the Presbytery offices.

### **Duties:**

1. Set up and maintain a record of local Schools, Colleges, music and other teachers, and other contacts

2. Promote the programme to schools by email, printed material, and/or phone directly with Heads and teachers. Meet teaching staff to explain and discuss the participation opportunities – performances, visits, workshops and tours
3. Manage the calendar and booking for schools' visits to the organ, to Mander's organ factory in Hackney, concerts and any other activities
4. Ensure that Health & Safety regulations are observed for all school visits and liaise with schools, and Mander Organs, regarding risk assessment and any access requirements
5. Set up and maintain records / questionnaires to monitor and evaluate attendance – as agreed with Organ restoration Committee
6. Make reports to HLF and other funders as necessary – all as agreed and with guidance of Organ Restoration Committee – and liaise in particular with the process of financial returns / progress reports to HLF
7. Recruit and supervise additional volunteers required to steward concerts and support marketing of events programme
8. Support publicity – ensuring that website information is accurate and liaising regularly with website manager to ensure information is updated
9. Contribute any further ideas to extend or vary the education and participation already agreed with HLF.
10. Assist with further applications for funding which may emerge.

**Skills & Experience required:**

***Essential***

1. Excellent verbal and written communication skills – good listener
2. Flexible and co-operative approach
3. Computer literate- Word, Excel, internet, email
4. Orderly – able to keep coherent records
5. Good self-starter, able to take direction and use initiative to develop the outline programme
6. Post will be subject to CRB check

***Desirable***

7. Knowledge of / familiarity with the performing arts
8. Enthusiasm for / knowledge of variety of music + film
9. Knowledge and understanding of the primary and secondary education sector
10. Professional or voluntary experience of organising educational programmes or similar activities
11. Experience of managing/supervising part-time staff or volunteers

**Project Timeline:**

Refer to the Audience Development and Activity Plan prepared for HLF. The organ is to be dismantled and removed in April / May 2010. It is hoped to arrange some visits at this point, but this may prove impracticable. Visits to Mander Organs in Hackney may take place May – December 2010. The bulk of the educational programme will cover two academic years Sept 2010 to July 2012. Centenary concerts and events are to be arranged for 2012. The programme will continue for further academic years, if funding can be secured.