



iSingPOP Project Leader Job Description

Date: February 2019
Position: Freelance Project Leader
Responsible to: Senior Area Manager

Role

iSingPOP is part of Innervation Trust, a Christian charity that creates and develops music, artists and projects to bring today's young people a message of hope. iSingPOP is a primary school singing and recording project that aims to bring school, church and community together through music.

The usual project includes 3 days in school learning 7 songs that focus on Christian values where we share with children the good news of the gospel, 1 day with a mobile studio to record the children singing to produce their own church/school album and 1 day with up to 2 concerts, usually the following week, to celebrate the achievements of the children, school and church and to bring the whole community together. This is a wonderful opportunity to reach the local community and profile any events, activities, courses, support groups etc the church currently offers.

iSingPOP also offers mini projects and workshop days to schools.

We are looking for Project Leaders with a gifting in singing, dancing and children's work, and who have a passionate faith and are keen to make the children shine. The successful candidate will need to have excellent communication skills and good IT skills.

Working on a freelance basis, a Project Leader's job is to make sure the project runs efficiently and professionally, while delivering a fun-filled, exciting and joyous experience for all.

There will be opportunities for driven and passionate workers to progress within the Trust.

Specific Responsibilities

- To work in school for whole project. This will usually be 4 days one week teaching and recording the songs in school with the 5th day (concert day) the following week
- To teach the whole school the required talks, songs and dance routines for the week.
- To work with the recording engineer to record the children singing the songs.
- To coordinate all the arrangements for the concert (usually the following week) of the project and be thoroughly prepared for the day, including liaising with the church contacts and the Sound Technician prior to the event, completing the provided Risk Assessment, positioning the children carefully so they can be seen, directing the children confidently, introducing the songs to the audience and overseeing CD & merchandise sales and updating iSingPOPs' social media.
- To cultivate excellent relationships with staff, church representatives and parents during the week, offering additional iSingPOP products when opportunity arises.
- To liaise with the iSingPOP head office when required, to ensure correct CD wording and school letters have been received eg.
- To lead each project using iSingPOPs' online database (training will be given) working to the relevant deadlines as detailed on the system.
- To respond to correspondence from the iSingPOP team within 24 hours where ever possible.
- To take care of equipment provided and report any issues in a timely manner
- To network and develop church/school contacts to share with your Senior Area Manager with a view to identifying and booking new projects
- To attend team meetings and training days (inc. Safe From Harm training which is mandatory for all workers) as required (max 5 per year, excluding initial training programme for new workers)
- To attend prayer days (max 2 per year)
- To ensure DBS is up to date in liaison with Head Office and to strictly adhere to the Safe From Harm Policy of both schools and Innervation Trust
- Ideally to have a valid driving license and own transport

Requirements of the Position

The Project Leader requires a positive and confident nature, able to liaise with schools, staff, church members and the general public. The role requires the Project Leader to be professional, inspirational, approachable, with a pleasant and friendly manner. The work is very varied and diverse and the person will need to be flexible, amenable and adaptable.

The Project Leader will be willing to work as part of the iSingPOP team.

This will require them, on occasions, to undertake tasks not specific to their role, but in support of the overall mission of the organisation. This will mean being fully involved in regular and occasional training, prayer dates and team days as part of the team.

Person Specification

Skills & Abilities

- Able to proactively engage with all children from all backgrounds
- Able to lead children in singing
- Able to lead children in dancing
- Able to plan and lead projects in school
- Able to present the teaching behind the values to children in a culturally relevant way
- Ability to proactively build strong, healthy relationships with children and staff
- Confident at public speaking to children as well as adults
- A team player who is able to enthuse and inspire others about the project
- Self-motivated and able to work, where appropriate, on their own
- Able to plan and organise own work
- Basic IT skills
- Basic administrative skills

Relevant Experience

- Experience of working with children on a regular basis, with evidence of establishing positive relationships
- Experience of singing and dancing
- Understanding of safe guarding issues
- Experience of working with children in a Christian context

Other Requirements

- Serve God with a servant heart
- Behave in a matter which is courteous, professional and honouring to God whilst at work and during your own time
- Able to manage behavior in schools in a fun-filled and engaging way
- Able to own and share the vision, aims and values of iSingPOP with a wide variety of people
- Refrain from pursuing or promoting competing or similar ministry activities which would have a detrimental effect on any part of Innervation's work
- Dress appropriately
- Willing to work unsocial hours when required
- An eagerness to learn and develop, to try new things and work with flexibility and enthusiasm
- Be confidential, loyal and discrete

Rates

- From £550 per 5-day project (mileage and London weighting dependant)
- Dinner allowance on concert days
- Team meetings, training and prayer days will not usually be paid. Travel expenses can be claimed at 25p per mile, agreed in advance

This post is subject to an Occupational Requirement under the Equality Act 2010.

The post holder must be able to reflect, lead, and participate in, the core Christian ethos and context of the organisation

The position is subject to an appropriate level of DBS disclosure.