



## **Job Description**

Title of post:	Administration Assistant (Education Projects)
Accountable to:	Education Manager, Fèis Rois
Hours:	14 hours per week
Location:	Fèis Rois office at 16/17 High Street, Dingwall, IV15 9RU and/or home working
Salary:	£9,117
Holidays:	10.5 days inclusive of public holidays
Pension:	You will be auto enrolled into the Fèis Rois pension scheme. You will contribute 5% of your salary and Fèis Rois will contribute 5%
Term:	This is a fixed term contract for 9 months from 1 <sup>st</sup> July 2022 to 31 <sup>st</sup> March 2023. Depending on future funding, there might be an opportunity to extend into 2023/24.

## **About Fèis Rois**

Founded in 1986, Fèis Rois is one of Scotland's leading traditional arts organisations. A small organisation with a big impact, Fèis Rois creates transformative opportunities for people of all ages to celebrate and engage with traditional music and the Gaelic language. Our vision is to promote excellence and encourage participation in all aspects of the traditional arts, including supporting creativity, innovation and contemporary practice in Ross & Cromarty, Scotland and beyond.

## **Primary Purpose of the Administration Assistant (Education Projects)**

To work alongside the Education Manager to offer administrative support towards the successful delivery of Fèis Rois' education portfolio.

## **Responsibilities**

- Corresponding with schools and tutors to obtain relevant information required for projects.
- Preparing contracts and project paperwork for tutors and following up to ensure information has been submitted.
- Setting up online platform spaces, such as MS Teams and Google Classrooms, for schools.
- Arranging alternative project dates when required by schools or tutors.
- Sending out and collating project feedback.

- Administration relating to the Highland Youth Music Forum project, including maintaining the social media pages and website, working with young people on arrangements for a Highland music conference and supporting a youth led Twitter initiative.
- Project resource work, including editing sheet music and sound files and liaising with designers.
- Uploading and editing content on YouTube, SoundCloud, the Fèis Rois Foghlam website and other online platforms.
- Project material research for education projects.
- Supporting the marketing admin for events / resources / projects.
- Representing Fèis Rois at arts education events / meetings / conferences.
- Partnership working with the Education Manager on current projects and supporting ad hoc project administration as and when required.

This job description should not be considered an exhaustive list of duties, and other tasks not included above may arise, which the post holder will be expected to fulfil. These additional duties will be determined by circumstances and be as and when required.

### **Essential Skills and Experience**

- Excellent communication skills and the ability to liaise effectively with a wide range of people.
- Excellent organisational skills and the ability to manage project changes.
- Excellent IT skills and confidence in using all Microsoft Office packages, G-Suite, WordPress, and social media platforms.
- A good working knowledge of Sibelius, YouTube, SoundCloud and ProTools (or similar sound editing software).
- An ability to work as part of a small team and build relationships with colleagues, freelance artists, and school communities
- Experience of managing multiple priorities and being able to work within tight deadlines whilst ensuring attention to detail.
- The ability to read music and knowledge of traditional Scottish music.

### **Desirable Skills and Experience**

- Degree or higher education educated in a relevant discipline
- Experience of working in a similar role in the arts or the third sector
- Experience of working on Youth Music Initiative project administration.
- Experience of working with freelance musicians, young people, and primary schools.
- Experience in project research.

### **Personal Qualities**

We are looking for someone who is:

- A team player
- Friendly and approachable
- Flexible and adaptable
- Organised and reliable
- Passionate about music education

## **PVG**

The successful candidate will be required to complete an Enhanced PVG application with Disclosure Scotland.

## **How to Apply**

Please send your CV and 2 x A4 sides maximum outlining why you would like to take up this role, and what relevant experience you can bring to the post, to [rachael.duff@feisrois.org](mailto:rachael.duff@feisrois.org) no later than **midday on Monday 6th June**.

## **Recruitment Schedule**

6 <sup>th</sup> June 2022, midday	Closing date
w/c 13 <sup>th</sup> June 2022	Interviews
By 17 <sup>th</sup> June 2022	All candidates notified of outcome
1 <sup>st</sup> July 2022	Start date*
31 <sup>st</sup> March 2023	End of 9-month fixed term contract

\*We know that some candidates will need to give at least 4-weeks notice and we can therefore be flexible with the start date and corresponding end date of the contract.