Further particulars for the post of Departmental & Touring Manager
Requirement

St John’s College wishes to appoint a Departmental & Touring Manager on a permanent basis.

St John’s College

St. John’s College is one of the largest of the University of Cambridge’s 31 colleges. Colleges are where students live, eat and socialise, and receive small group teaching sessions. St John’s has about 900 students, 160 Fellows (that is, resident academics who teach and research), and about assistant 250 staff. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is a highly international community with some 20% of its undergraduates, over 50% of its postgraduate students, and many of its faculty coming from overseas.

This is a friendly, warm, and welcoming place. The College is held in deep affection by its members and our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine joie de vivre. We cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance the way we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of our planet.

The buildings and grounds of St John’s are a magnificent environment in which to work, but it is the people of St John’s who give the place its unique identity. Diversity, independence and intellectual excellence make it a dynamic place in which people can thrive. Read more about St John’s on the College’s website: www.joh.cam.ac.uk.

College Aims: the College’s statutory aims are the advancement of education, religion, learning and research.

Department Aims: The Chapel & Choirs Department’s activities are clearly central to the fulfilment of the second statutory aim of the College as a place promoting religion. However the Choir is also engaged in musical education to a very high standard with a track record of training highly able musicians for cathedral worship as well as the vocational worlds of art, song, oratorio and opera.

Principal Responsibilities and Duties

Job title: Departmental & Touring Manager

Department: Chapel & Choir

Responsible to: Dean of Chapel & Director of Music

Job Purpose: To coordinate the administration of the Chapel & Choirs Office Department and provide high-level administrative support to the Dean of Chapel and Director of Music.
**Principal Responsibilities**

1. **Administration:**
   - Act as Secretary to the Choirs Advisory Committee and other ad hoc meetings by preparing papers in line with Freedom of Information requirements. Take a pro-active role in carrying forward issues raised including monitoring progress, issuing contracts for Choristers, musical commissions and Recorded Performance Agreements.
   - Research and draft documents for the Dean of Chapel and Director of Music. Manage highly confidential files, legal and commercial documents.
   - Manage the Choirs Office on a day-to-day basis and, in consultation with the Dean or Director of Music, setting work priorities for departmental staff.
   - Close liaison with members of the Choir, the Development Office, staff at St John’s College School and a wide range of external contacts to ensure effective scheduling of Choir activities, the welfare of choristers and deployment of resources.

2. **Project management:**
   - Maintain and build a network of UK and international contacts. Liaising with the Choir’s Agent, Askonas Holt and other UK/overseas promoters.
   - Research the logistical and financial viability of tours, including preparation of a draft budget. Arranging for contracts issued by agents or promoters are signed by the Dean of Chapel. Preparing contracts issued by the College for signature by the Dean of Chapel and the third party.
   - Manage logistics (travel, accommodation, insurance etc) for all external Choir events. Carrying out a pre-visit to all confirmed destinations and preparing Risk Assessments. Accompanying the Choir to all external engagements and on tour, both in the UK and overseas.
   - Secure, manage and record the required documentation, permissions, authorities and other compliance requirements for the Choir’s overseas and domestic activities.
   - With the Choir Marketing, Media & Recruitment Officer, maximise PR activity to raise the profile of the Choir.

3. **Statutory and defined policy compliance:**
   - Undertake the annual review of the College’s Safeguarding and Child Protection Policy. Ensure compliance with the Safe Recruitment process for all Chapel & Choirs Department staff and non-staff appointments. Arrange relevant level of Safeguarding training on appointment and maintain a register of training. Ensure that performance and rehearsal schedules conform with legislative requirements.
   - Carrying out the annual review of the Chapel Health & Safety Policy, risk assessments and GDPR documentation as well as the Statement of Public Benefit return. Ensure that all appropriate licences and insurance cover are in place.

4. **Financial Management:**
   - Preparing the annual department budgets and monitor expenditure throughout the year. Process invoices and expense claims. Arrange for invoicing for Choir events.
• Liaising with the Development Office regarding the designation of donations received for Choir and Choir Association purposes.

5. **Stock management and scheduling of routine maintenance:**

• Oversight of the Departmental accommodation (including the Song School) and furniture requirements, purchasing of office equipment and renewal of maintenance contracts.

**Resources Managed/Facts and Figures:**

• Project management to a maximum of c. £150,000 per project (overseas tours).
• Operational management of a total budget c.£1.6m with sign-off on standard items (e.g. Chorister costs).
• Day to day responsibility for work allocation of six members of staff (Choir Marketing, Media & Recruitment Officer, Assistant Administrator, Choir Librarian, Choir Webcasting Officer, Chapel Clerk and College Music Administrator).

**Decision Making**

• Significant delegated responsibility for decision-making e.g. in crisis contexts (e.g. re-arranging travel plans for the Choir at short notice).
• Key advisory role to the Dean of Chapel on financial, legal, safeguarding/child protection and insurance matters.
• Responsible for Risk Assessments for all Choir activities/events/tours.

FURTHER INFORMATION ON THE CHOIR CAN BE FOUND VIA THE FOLLOWING LINK: [https://www.sjcchoir.co.uk/](https://www.sjcchoir.co.uk/).

**Person Specification**

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

**Qualifications, Knowledge and Experience:**

**Essential:**
- Degree level education or equivalent.
- Relevant experience as a PA/Office manager.

**Desirable:**
- Experience of working in a School Bursary environment.
- Musical knowledge.

**Skills, Abilities and Competencies:**

- Excellent interpersonal skills, strong team player.
- Good knowledge of H.R./Employment issues.
- High proficiency with Microsoft Windows software packages.
- Strong research and report writing skills.
- Committee management experience.
- Thorough understanding of Safeguarding and Child Protection issues.
• Enhanced Disclosure & Barring Service clearance. (Note: this will be arranged by St John’s College on appointment).
• Cambridgeshire County Council Licensed Chaperone. (Note: this will be arranged by St John’s College on appointment).
• First Aid at Work (required for Choir Tours and external events). (Note: training can be arranged on appointment if required).
• Broad understanding of Health & Safety issues.
• Project Management Skills (e.g. PRINCE).
• Willingness to travel within the UK and overseas for up to six weeks per annum.
• Flexibility to organize work commitments around personal circumstances and the needs of the Choir, including evening and weekend working.

Terms and Conditions

Length of post: Permanent
Salary: The salary for the post will be between £40,331 and £45,393 per annum, depending on experience
Hours of work: 36.25 hours per week
Location: The role is based in Cambridge, although a significant amount of overseas travel will be involved (up to six weeks per annum)

Contractual benefits include:

• Membership of a Defined Contribution Pension Scheme after a qualifying period
• Additional Christmas salary payment
• Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

• Free lunch in the College’s Buttery Dining Room (subject to a monetary limit)
• Access to a private healthcare scheme currently provided by BUPA
• Access to a ‘cash plan’ healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
• Free car parking close to the College (subject to availability)
• Free use of an on-site Gym
• Free life cover

The appointment will be subject to an initial probationary period of nine months during which the appointment may be terminated by one month’s notice on either side. Following the successful completion of the probationary period, the period of notice is three months on either side.

St John’s College is committed to safeguarding and promoting the welfare of Choristers and Probationers and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).
Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk  
or by post to: HR Department, St John’s College, Cambridge, CB2 1TP

to arrive no later than 9.00 am on Monday 23 October 2023. Interviews are expected to take place the week commencing 30 October 2023.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.