

English Folk Dance and Song Society Education Administrator



Family barn dancing at Cecil Sharp House. Photo © EFDSS, photographer Bryan Slater

Recruitment Information April 2024

BACKGROUND INFORMATION

The English Folk Dance and Song Society (EFDSS) is the national folk arts development organisation for England, with a remit to champion the folk arts at the heart of England's rich and diverse cultural landscape.

EFDSS is multi-faceted: a membership society; England's folk arts centre (Cecil Sharp House); an education, training, and artists' development organisation; an advocate and lobbyist on behalf of the folk arts; and the custodian of the Vaughan Williams Memorial Library (VWML) - England's folk arts archive - awarded designated status by the Museums, Libraries and Archives Council (MLA) in 2011.

EFDSS became a Regularly Funded Organisation (now National Portfolio Organisation) of Arts Council England (ACE) in 2009. In 2015 its funding was increased specifically to develop the National Youth Folk Ensemble and associated programme, which in 2023 was designated by Arts Council England and the Department for Education as one of 15 National Youth Music Organisations.

EFDSS Education

The EFDSS Education department runs classes, courses, projects, and events at Cecil Sharp House (CSH) for young people, families, and adults, and delivers creative learning projects with schools, community groups and cultural organisations across London and England. It runs the National Youth Folk Ensemble, London Youth Folk Ensemble, its Inclusive Folk programme for learning disabled young people, and a range of other youth folk music and dance activities. EFDSS also delivers professional development opportunities and courses for educators from folk, education, and wider cultural sector, and runs the national Folk Education Network. Its award-winning Resource Bank provides many free teaching and learning resources for using folk music, dance and other artforms in education.

The overall aims for the EFDSS Education programme are:

- To raise the profile of folk arts in education and learning
- To improve the practice of folk arts education
- To increase participation and diversity within folk arts

www.efdss.org/efdss-education

JOB DESCRIPTION

Job Title: Education Administrator

Based at: Cecil Sharp House, 2 Regent's Park Road, London, NW1 7AY

Responsible to: Education Director

Working with: Education Manager and other staff in the Education department (National Youth Folk Ensemble Programme Manager, Folk Education Network Co-ordinator, and Dance Development Manager) and other departments (including Marketing, Finance and Operations).

Key responsibilities:

Education Programme

1. Acting as the first point of contact for phone and email enquiries to the Education Department.
2. Providing administration / record keeping for Cecil Sharp House Classes and Courses - including ensuring booking information is uploaded to our box office system in a timely fashion (using Trello and Spektrix, or other similar systems if relevant), occasionally supporting the processing of enrolments and payments, keeping registers, liaising with Hires team on space requirements.
3. Financial - processing and raising of contracts, invoices and purchase orders for freelance practitioners and contractors. Maintaining financial records, including updating spreadsheets for income/expenditure.
4. Producing schedules of Education Department activity.
5. Processing and keeping records of DBS checks.
6. Implementing monitoring, evaluation and filing systems. Compiling data for reports for EFDSS internal systems and for external funders (Arts Council England and others).
7. Logistics – organising arrangements for space, materials / equipment, travel and accommodation for Education department activity.
8. Co-ordinating, attending and note-taking at staff meetings - and occasionally external meetings.
9. Maintaining and adding to databases (on eg schools, other user groups, artists/teachers who run projects for EFDSS).
10. Learning resources - assisting in the production of resource materials for courses and EFDSS Resource Bank (teachers' packs etc). Overview organisation of EFDSS Resource Bank and upload new materials (PDFs, audio, and video files).

11. Updating EFDSS Education information on EFDSS websites and other relevant websites.
12. Editing / producing the EFDSS Education e-newsletter.
13. Making, keeping, and organising audio-visual recordings of education activities (in collaboration with the Marketing team).
14. Attending and supporting activities including those taking place at weekends and evening (this will include family, youth, adult learning, and other activity).
15. Assisting with recruiting and supervising Education department student placements, work experience students, interns, and volunteers.
16. Occasionally liaising with schools and community groups to agree timetables and other arrangements for projects including ensuring relevant consents for filming/photography.
17. Delivery of duties in accordance with EFDSS policies (including Safeguarding, Health and Safety, Equity, Diversity, and Inclusion).
18. From time to time, representing EFDSS' Education programme at relevant external meetings and events.

Other

1. Be an Ambassador for the Society.
2. Carry out any other duties that may be reasonably requested.

PERSON SPECIFICATION

Essential:

1. One year's paid or unpaid experience of administration in a cultural or education setting.
2. Excellent verbal and written communication skills in the English language – telephone, face to face, emails, newsletters, reports etc.
3. Excellent office skills (organisation, filing etc)
4. Excellent IT skills (word processing, spreadsheets, databases, internet, web) – on PC (Word, Excel Outlook, Google Drive etc)
5. Commitment to working to EFDSS' values and ethos.
6. Ability and willingness to work flexible hours including evenings and weekends.
7. Availability to work during school term times and some school holidays.
8. Interest in arts education, and youth, adult and family learning and participation.

Desirable:

1. Knowledge / experience of music and / or dance.
2. Interest in folk music, dance, and other folk arts.
3. Awareness of the English education system (schools).
4. Awareness of safeguarding, diversity, equity and inclusion, disability awareness, health and safety, and safe arts practice.
5. Experience of using audio-visual equipment and related computer software (photography, video, audio recording).

Qualities:

1. Ability to relate to, and communicate well with, children and adults of all ages and backgrounds.
2. Flexibility and a positive attitude.
3. Self-motivation.
4. Attention to detail
5. Ability to juggle multiple priorities.
6. Ability to work as part of a team.
7. Resilience – ability to cope well with change and challenge.

CONDITIONS OF EMPLOYMENT

Salary: £25, 474 per annum.

Hours: 35 hours per week, excluding lunch breaks, Monday to Friday, 9.30am – 5.30pm, with flexibility required. Some weekend working (a mixture of Saturdays and Sundays an average of 1 weekend day per month – ie approximately 12 days over the year) and occasional evening working will be necessary. Overtime is not paid but Time Off in Lieu (TOIL) is given.

Holidays: 25 days per annum plus statutory public and bank holidays.

Probation: The post carries a 3-month probationary period.

Term: Permanent

Pension: EFDSS runs an employer / employee contributory pension scheme.

Location: The post is based at Cecil Sharp House; however, staff are welcome to apply for home working arrangements (see below).

Candidates wishing to work 28 hours per week (pro rata salary etc.) will be considered.

Flexible working: EFDSS is committed to promoting flexible working to facilitate effective and efficient working and enable employees to achieve a better home / work life balance. All employees can apply for flexible hours and home working - where appropriate for the role. All applications are carefully considered.

Other benefits: Interest-free season ticket loan, cycle to work scheme, childcare voucher scheme, discount on meals and drinks in the CSH café, complimentary tickets to many EFDSS events.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required.

Safer Recruitment and Safeguarding:

Please note: this role will involve regular contact with young people under the age of 18 and their data. In line with EFDSS' Safeguarding Policy, appointments will be made subject to satisfactory Enhanced Disclosure and Barring Service (DBS) check and references. We will also require the signing of a declaration stating that there is no reason why you would be considered unsuitable to work with children, and, as this role is exempt from the Rehabilitation of Offenders Act (ROA)1974 as amended, we will ask for details of any unspent convictions, and any spent cautions or convictions which are not eligible to be filtered. For further information, read the EFDSS Safeguarding Policy (which includes our Policy on the Recruitment of Ex-Offenders) on our website www.efdss.org/policies.

Positive Action for a Diverse Workforce:

At the English Folk Dance and Song Society we strive to be an Equal Opportunities employer and to ensure that no person is unfairly discriminated against in our recruitment and selection policies and procedures. We are committed to diversifying our workforce to better represent society and we follow guidance on positive action in recruitment from the Equality and Human Rights Commission and the Equality Act 2010.

- We particularly welcome applicants for this role from minoritised ethnic backgrounds, and those who are disabled, as these are under-represented in our organisation and the wider folk music workforce.
- All disabled applicants who fulfil the Person Specification and Qualities criteria for this role, will be called for an interview. Please make clear in the cover letter if you consider yourself disabled. (You may find it helpful to refer to this definition www.gov.uk/definition-of-disability-under-equality-act-2010.)

Please see our [Equity, Diversity, and Inclusion webpage](#) to learn more about our commitments and actions to diversifying our work and staff.

HOW TO APPLY

Please complete the following:

- 1) Equal Opportunities Monitoring

All applicants need to complete the online [Equal Opportunities Monitoring Form](#) which is not seen by the selection panel.

- 2) Application

There are two options for you to submit your application. Please chose whichever suits you best:

- a) Full Application Form
OR
- b) Short Application Form, CV, and written supporting statement (telling us why you want to do the job and how you consider you're suitable for this post - detailing your relevant work / voluntary experience, training, qualifications and qualities.)

This recruitment pack, and application forms are downloadable from:
<http://www.cecilsharphouse.org/csh-about-us/work-here/vacancies>.

- Applications will **not** be accepted without an application form (either the Full or Short Application Form as outlined above).

- CVs alone will **not** be accepted.

Completed applications should be emailed, with 'Education Administrator application' in the subject line, to recruitment@efdss.org.

If you would like an informal conversation about this role, please contact: Rachel Elliott, Education Director, rachel@efdss.org or 020 7485 2206 extension 236

Closing date for completed applications is 9am, Thursday 23 May 2024

Interviews to be held Thursday 6 June 2024 at Cecil Sharp House

April 2024