English Folk Dance and Song Society

EDUCATION ADMINISTRATOR

The English Folk Dance and Song Society (EFDSS) is seeking an Education Administrator (full-time) to join its busy Education Team based at Cecil Sharp House.

BACKGROUND INFORMATION

EFDSS is the award-winning national development organisation for the English folk arts. This multi-faceted organisation:

- Owns and manages Cecil Sharp House, a 1930s Grade II listed purpose-built building and England’s centre for the folk arts, ‘at the heart of English folk’
- Actively advocates for the folk arts
- Is a nation-wide education, training, and artists’ development agency
- Is custodian of the Vaughan Williams Memorial Library (VWML), England’s dedicated folk music and dance archive

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 other parts of England. It runs the National Youth Folk Ensemble, London Youth Folk Ensemble, its Inclusive Folk programme for disabled young people, and a range of other youth 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 (full time)

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

Responsible to: Education Director

Responsible for: work experience students and volunteers

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).

Summary Job Purpose: This post is key to ensuring the smooth running of the EFDSS Education department’s lively and growing programme by offering support to the wider Education team and ensuring efficient systems and records are in place.

KEY RESPONSIBILITIES

Education Programme

- Acting as the first point of contact for phone and email enquiries to the Education Department.
- Providing administration / record keeping for Cecil Sharp House Classes and Courses - including ensuring booking information is supplied to our box office system in a timely fashion, occasionally supporting the processing of enrolments and payments, keeping registers, liaising with Hires team on space requirements.
- Financial - processing and raising of contracts, invoices and purchase orders for freelance practitioners and contractors. Maintaining financial records, including updating spreadsheets for income/expenditure.
- Producing schedules of Education Department activity.
- Processing and keeping records of DBS checks.
- Implementing monitoring, evaluation and filing systems. Compiling data for reports for EFDSS internal systems and for external funders (Arts Council England and others).
- Logistics – organising space, materials / equipment and event arrangements for classes and projects. Occasionally organising travel and conference attendance for Education Department staff.
- Co-ordinating, attending and note-taking at staff and external meetings
- Occasionally liaising with schools and community groups to agree timetables and other arrangements for projects including ensuring relevant consents for filming/photography.
- Maintaining and adding to databases (on eg schools, other user groups, artists/teachers who run projects for EFDSS).
- 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).
- Updating EFDSS Education information on EFDSS websites and other relevant websites.
- Editing / producing the EFDSS Education e-newsletter.
- Making, keeping, and organising audio-visual recordings of education activities (in collaboration with the Marketing team).
- Attending and supporting activities including those taking place at weekends and evening (this will include family, youth, adult learning, and other activity).
- Assisting with recruiting and supervising Education department student placements, work experience students, interns, and volunteers (where this relates to administrative functions).
• Delivery of duties in accordance with EFDSS policies (e.g., Safeguarding, Health and Safety, Equal Opportunities).
• From time to time, representing EFDSS’ Education programme at relevant external meetings and events.

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

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.

PERSON SPECIFICATION

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

Desirable:
• Educated to degree-level or equivalent in music, dance, or other relevant field.
• Interest in folk music, dance, and other folk arts.
• Awareness of the English education system (schools).
• Awareness of safeguarding, diversity, equality and inclusion, disability awareness, health and safety, and safe arts practice.
• Experience of using audio-visual equipment and related computer software (photography, video, audio recording).

Qualities:
• Ability to relate to, and communicate well with, children and adults of all ages and backgrounds.
• Flexibility and a positive attitude.
• Self-motivation.
• Attention to detail
• Ability to juggle multiple priorities.
• Ability to work as part of a team.
• Resilience – ability to cope well with change and challenge.
CONDITIONS OF EMPLOYMENT

Salary: £22,432 per annum. (pay award pending from 1 April 2022.)

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.

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).

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.

Child Protection and Safeguarding:
This position will involve regular contact with young people and adults at risk and their data. In line with EFDSS’ Safeguarding Policy, appointments will be made subject to satisfactory Disclosure and Barring Service Certificate (DBS), references, the signing of a declaration stating that there is no reason why you would be considered unsuitable to work with young people and adults at risk and declaring all relevant previous criminal convictions (as per The Rehabilitation of Offenders Act 1974). For further information visit www.gov.uk/dbs. Read the EFDSS Safeguarding Policy and Procedures (which includes our Policy on the Recruitment of Ex-Offenders) on our website www.efdss.org/efdss-about-us/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 ethnic minority 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
Applicants should complete the EFDSS application form downloadable from efdss.org/about-us/work-for-us/vacancies. CVs will not be accepted.

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

All applicants should also complete the online Equal Opportunities Monitoring Form which is not seen by the selection panel.

Closing date for completed applications is 9am, Monday 28 March 2022.

Interviews to be held Friday 1 April 2022 at Cecil Sharp House.

March 2022