**Role Profile**

**Job Title: Special Events & Digital Engagement Assistant**

**Reporting to:** Artistic Planning and Engagement Manager

**Hours: 37.5** hours per week (some flexibility)

**Salary:** £19,269 (London Living Wage)

**Location:** Working from home (with weekly office attendance, must be in commuting distance to central London)

**Contract:** Fixed term contract to 31 December 2022

**BACKGROUND & ROLE SUMMARY**

The Military Wives Choirs is a diverse, international, tri-service community, creating life-changing and impactful experiences for 2000 women in 72 choirs across the UK and overseas. Our members include wives and partners or serving personnel, female serving personnel and veterans, mothers, sisters, daughters, and more.

In this key role you will report to the Artistic Planning and Engagement Manager, whilst working closely with both the Fundraising Manager and the Digital Engagement Officer to support the delivery of a series of five concerts across the UK in 2022.

The role will be busy, varied, and dynamic; co-ordinating choir activity at the concerts, working with the event locations, giving choirs promotional support in the run up to their concert, posting activity on social media, researching opportunities for concert promotion, and ensuring best practice is captured and shared across our network. All these key activities will be part of your working week.

We are a small team, and therefore the opportunity to work across a number of key disciplines will be available to you. The role will suit someone who has a keen interest in the arts and wishes to take the first steps in a career that may include fundraising, events management, or marketing & communications within an arts environment.

We want a bright talent to join us, someone who feels passionately about the arts and our ethos of Sing, Share, Support; bringing a special performance opportunity to our powerful network of choirs will be very special opportunity and one we hope you will share.

We will support you by providing:

* A full induction to ensure you understand your role and how it fits into the wider organisation
* A development plan that will ensure you gain the opportunities to build on your skills and enjoy new experiences
* A chance to work on a team project whilst maintaining and achieving your own objectives
* A unique opportunity to make a significant contribution to the charity at a crucial time in its development

**KEY RESPONSIBILITIES**

As a result of Covid-19 we have seen a material change in how our network of choirs are meeting and rehearsing and the uncertainties of the changes remain with us, however this role is designed to be a part of a team project that will celebrate our 10th anniversary as a charity whilst providing exciting, uplifting and empowering opportunities for every one of our 72 choirs.

For this reason, the role will be varied, and the successful post holder will need to adapt to the requirements of the network.

**Key tasks will include:**

1. Share choir activity across the network to support best practice and shared understanding.
2. Take direction from the Artistic Planning and Engagement Manager to deliver data or research that will support any choir related activity that will become live during 2022.
3. Work with the Fundraising Manager to research corporate opportunities to support our 10th anniversary celebrations.
4. A front-footed approach to data collection and processing.
5. Work alongside the Digital Engagement Officer on co-ordinating social media activity.

As a small team, we expect all team members to pick up other duties commensurate with their skills and capabilities and be flexible, adaptable, and willing to take on new challenges.

**PERSON SPECIFICATION**

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| **Experience**  | **Essential** | **Desirable** |
| Demonstrable experience in a busy office environment |  | \* |
| Experience of the military community |  | \* |
| Experience of managing multiple projects simultaneously | \* |  |
| Understanding of benefits of diversity and inclusion | \* |  |
| Ability to prioritise workload and meet deadlines | \* |  |
| Understanding of social media platforms and ability to navigate efficiently |  | \* |
| Event assistant experience or similar |  | \* |

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| **Skills & Personal Attributes** | **Essential** | **Desirable** |
| Excellent communication skills (written and verbal) | **\*** |  |
| An understanding of the Military Wives Choirs, our mission and vision |  | **\*** |
| A proactive and positive approach, with resilience and empathy | **\*** |  |
| A collaborative work ethic and a willingness to be guided by the best interests and views of the choir members | **\*** |  |
| Advanced MS Office Skills (Word, Excel, PowerPoint, Office 365) | **\*** |  |
| Ability to handle personal data sensitively, with data analysis experience | **\*** |  |
| Ability to work both independently and as part of a team | **\*** |  |
| Experience of managing multiple projects simultaneously | **\*** |  |
| Highly organised with excellent attention to detail | **\*** |  |

**APPLICATION PROCESS**

To apply, please send a copy of your CV and a covering letter outlining your suitability for the role and your interest in the Military Wives Choirs to Erron Wahyu ewahyu@militarywiveschoirs.org.

Closing Date: midnight 20 February 2022.

For an informal discussion, please email Laura at lbooth@militarywiveschoirs.org.