

## ENGLISH FOLK DANCE AND SONG SOCIETY

### EDUCATION ADMINISTRATOR

### BACKGROUND INFORMATION

EFDSS is the national folk arts development organisation. It is multi-faceted - a membership society; England's folk arts centre (Cecil Sharp House); an education, training and development agency; a publisher; an advocate and lobbyist on behalf of the folk arts; and custodian of the Vaughan Williams Memorial Library - England's folk music and dance archive - which was recently awarded designated status by the Museums, Libraries and Archives Council (MLA).

EFDSS has been going through a period of major change. It was reviewed and restructured in 2007 with the objective of re-positioning itself as the leading folk arts agency in England. This restructuring resulted in the creation of a senior management team comprising a Chief Executive and four Heads of Departments – Library, Education, Marketing and Operations. In October 2009, as part of a review of Arts Council England's funding of folk music, EFDSS was awarded Regularly Funded Organisation status with funding to March 2012 and is now part of the National Portfolio Funding programme with confirmed funding to 2015.

To meet the aim of continuing to develop EFDSS we have increased and diversified our activities to bring the folk arts to a wider and more diverse public. During the past five years EFDSS has:

- Delivered a major archiving and national outreach project using six of the song collections in our archive (*Take 6* project, funded by the Heritage Lottery Fund).
- Developed an artists' development programme which includes artists' residencies, bursaries, commissioning (most recently The Elizabethan Session, a collaboration with Folk By the Oak <http://www.efdss.org/efdss-artists-development/commissions/the-elizabethan-session>) and showcase opportunities at festivals and through the Folk Rising programme.
- Developed the programme at Cecil Sharp House in particularly increasing music performances and introducing a rolling programme of foyer exhibitions.
- Introduced a family friendly programme of events including *May in a Day!* and monthly family barn dances.
- Developed online resources, enabling access to more of our Library resources including the Roud Index, the *Take 6* collection, the Cecil Sharp Appalachian diaries and the online catalogue.
- Developed training opportunities for folk arts educators including a one-day conference and training event and national Folk Educators Group.
- Produced *Spring Force*, a major youth dance project in partnership with Pavilion Dance/Dance South West.
- Launched Get Your Folk On! a youth folk music programme funded by Youth Music;
- Worked in partnership with London's Centre for Young Musicians, with funding from the Brook Trust, to develop a folk music strand as part of their Saturday school.
- Winning an Unsung Musical Hero award from the Mayor of Camden (2010) and recently voted the second best London music venue in a Time Out readers' poll.
- Received significant funding support from a range of funders including the Paul Hamlyn Foundation, the John Ellerman Foundation, RVW Trust, Esmée Fairbairn Foundation, National Foundation for Youth Music, the Heritage Lottery Fund and the Garfield Weston Foundation.

## **Capital development at Cecil Sharp House**

We have recently improved accessibility to Cecil Sharp House by the installation of a lift to all floors.

In the future we plan to develop larger project to expand the footprint of Cecil Sharp House to accommodate the space required for our Library and its archive, together with improving other facilities particularly those for our customers – foyer spaces, café, bar.

## **The Full English**

The Full English is the biggest project the English Folk Dance and Song Society (EFDSS) has undertaken since the building of our HQ, Cecil Sharp House, in 1930! It is the creation of the largest searchable digital archive of early 20th century English folk arts manuscripts; a national learning programme of workshops, lectures, creative projects with 18 schools, training and community events in all nine English regions; and the commission, tour and release a CD of new and newly arranged music inspired by the collections.

A grant of £585,400 from the Heritage Lottery Fund, £11,000 from the National Folk Music Fund, given in memory of former EFDSS President Ursula Vaughan Williams, and support from The Folklore Society has made it possible for the world to see these riches online and for thousands of people in England to get involved in an array of projects, giving these remarkable materials back to the communities from where they were originally collected.

This project involves a partnership with five archives across the UK, to conserve, archive and digitise 10 of the most significant folk arts collections in England, and working in partnership with a number of cultural organisations in all nine regions of England. The project will culminate on 25 June 2014 at Town Hall, Birmingham with a national showcase conference – *From Archives to Action! Making folk arts relevant in schools and beyond*.

**For more information about The Full English visit:** <http://www.efdss.org/efdss-the-full-english>

## **EFDSS Education department**

The EFDSS Education department runs classes, courses, projects and events at Cecil Sharp House and works with schools, colleges, community groups and cultural organisations across London and other parts of England, including as part of The Full English learning programme (see above).

EFDSS has recently been awarded a grant from the National Foundation for Youth Music to enable the development over the next two years of its burgeoning London-based youth folk music programme. This includes:

- London Youth Folk Ensemble – new ensemble meeting monthly on Sunday afternoons and performing at Cecil Sharp House, other London venues and beyond.
- Get Your Folk On! – holiday courses at CSH for young people 12 – 18 years (October and February half terms, and August)
- Taster youth folk music sessions working in partnership with seven London music education hubs / schools

**For more information about the EFDSS Education programme please visit:**

<http://www.efdss.org/efdss-education>

## JOB DESCRIPTION

<b>Job Title:</b>	Education Administrator
<b>Based at:</b>	Cecil Sharp House, 2 Regent's Park Road, London, NW1 7AY
<b>Responsible to:</b>	Education Director
<b>Responsible for:</b>	Department assistants, volunteers and interns, and freelance practitioners on relevant projects - in association with other members of staff.
<b>Working with:</b>	Other members of the Education department, including Education Managers (Youth Programmes and Community Programmes), Folk Educators Group Co-ordinator, Learning Manager (The Full English) and Learning Officer (The Full English)

### Summary Job Purpose:

This post is key to ensuring the smooth running of the EFDSS Education department's growing programme by ensuring efficient systems and records are in place. EFDSS delivers folk song, music and dance projects with diverse groups of children, young people and adults, and professional development and training opportunities for artists, teachers, arts educators and other professionals within a broad range of education and community settings at Cecil Sharp House, in Camden, across London, and in other parts of England.

## 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 processing enrolments, keeping registers, liaising with Hires Administrator on space requirements.
- Producing schedules of Education Department activity.
- Processing contracts, invoices and purchase orders for freelance practitioners and contractors.
- Processing and keeping records of DBS checks.
- Maintaining financial records, including spreadsheets for income/expenditure.
- Implementing monitoring, evaluation and filing systems.
- Compiling data for reports for EFDSS internal systems and for external funders (Arts Council England and others).
- Booking space for classes and projects.
- Organising necessary equipment/materials for projects.
- Organising travel, conference and event arrangements for Education Department staff.
- Co-ordinating, attending and note-taking at staff and external meetings
- Ensuring relevant consents for filming/photography.

- Liaising with schools and community groups to agree timetables and other arrangements for projects.
- Maintaining and adding to databases (on eg schools, other user groups, artists/teachers who run projects for EFDSS).
- Assisting in the production of resource material (teachers' packs, online resources etc).
- Updating EFDSS Education information on EFDSS websites and other relevant websites.
- Editing / producing the EFDSS Education Newsletter.
- Making, keeping and organising audio-visual recordings of education activities.
- Attending activities and being prepared to work occasional weekends and evenings.
- Assisting with recruiting and supervising Education department student placements, interns and volunteers (where this relates to administrative functions).
- Delivery of duties in accordance with EFDSS policies (on eg Child Protection, Health and Safety, Equal Opportunities).
- From time to time, representing EFDSS's 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:**

- One year's paid or unpaid experience of administration in a cultural or education setting.
- Excellent communication skills in the English language – phone, face to face, written communications (letters, emails etc)
- Commitment to working to EFDSS' values and ethos.
- Excellent office skills (organisation, filing etc)
- Excellent IT skills (word processing, spreadsheets, databases, internet, web) – on PC (Word, Excel Outlook etc)
- Excellent standard of literacy including the ability to write reports, newsletters etc.
- Ability and willingness to work flexible hours including evenings and weekends.
- Availability to work during school term times.
- Interest in arts education, participatory arts, adult learning.
- Interest in children, young people and adult learners.

### **Desirable:**

- Educated to degree-level or equivalent in a relevant field.
- Interest in folk music, dance and other folk arts.
- Good awareness of the English education system (schools).
- Awareness of child protection, equal opportunities and health and safety policies and best practice.
- Experience of using audio-visual equipment and related computer software (photography, video, audio recording).

**Qualities:**

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

**CONDITIONS OF EMPLOYMENT**

Start date: Week commencing 2 June 2014, or as soon after this as possible  
Salary: £19,615.21  
Hours: 35 hours, excluding lunch breaks, Monday to Friday.  
Usual working hours are 9.30am – 5.30pm.  
Flexibility required as evening and weekend working will be necessary.  
Time off in lieu will be given.  
Holidays: 25 days per annum plus statutory public and bank holidays  
Probation: The post carries a 3 month probationary period.

EFDSS operates a stakeholder pension scheme.

Please note: this post will involve access to the records of children and young people and, from time to time, frequent or intensive contact with children and young people. In line with EFDSS' Child Protection Policy, appointments will be made subject to satisfactory Enhanced DBS check; the signing of a declaration stating that there is no reason why you would be considered unsuitable to work with children; declaring all previous criminal convictions (as per *The Rehabilitation of Offenders Act 1974*); and reference checking.

**HOW TO APPLY**

Applicants should complete the EFDSS application form; CVs will not be accepted.

Completed applications should be emailed to:

Rosie Baker  
Operations Director  
[recruitment@efdss.org](mailto:recruitment@efdss.org)

**Closing date for completed applications is 5pm on Wednesday 14 May.**

**Interviews will be held at Cecil Sharp House on Thursday 22 May.**