



## Technology Lead

The Technology Lead is a new voluntary role within national choral charity Sing for Pleasure's Finance and Operations team. The role is suitable for an individual with an interest in choral music and singing, who empathises with the charity's ethos and who wishes to contribute to its growth and future success.

The primary function of this role is to work with the Head of Finance and Operations to ensure Sing for Pleasure's website and technology functions well and to ensure SFP continues to develop its use of technology to support core areas of operation. The role includes, but is not restricted to:

- Work with the Head of Finance & Operations to devise and implement the SFP technology strategy, including delivering special projects where appropriate
- Support the Management Team with ideas and insight into how SFP might use technology in its events and publications
- Support the ongoing optimisation of the Sing for Pleasure website as an expert user of the wordpress system (with training provided as required)
- Work with the Head of Events to setup and manage events on the website, including the use of Google Sheets to manage event applications
- As reasonably required, work with the rest of the Management Team to make updates to content on the website

**The successful candidate will demonstrate all of these to a consistently high standard:**

- A high degree of technology literacy, ideally including experience of (or willingness to learn) WordPress websites
- Excellent knowledge of Google Sheets (Microsoft Excel), including spreadsheet formulae, and the wider suite of Google Workspace applications
- Enthusiasm for the use of technology in the arts sector and a keen desire to develop this aspect of Sing for Pleasure's output
- Reliability and an ability to communicate swiftly and effectively, particularly with regards the timely setup and maintenance of website content

### **General Attributes for SfP team members:**

- They are expected to take a proactive approach towards the overall well being of the charity.
- They should show empathy with the ethos that underpins SfP and its francophone A Coeur Joie parent movement, the fostering of good relationships between all humans and the breaking down of all barriers through the promotion of singing together in as accessible a manner as possible.
- They will handle confidential personal and financial data and will be required to sign a non-disclosure agreement prior to commencing the role. Absolute discretion is required by all team members when carrying out their duties.

Whilst this is a voluntary role, expenses are covered as per the Sing for Pleasure expenses policy. Special projects may result in additional payment, as agreed with the Management Team. Team members are also entitled to significantly reduced staff rates to all SfP events.

### **How to apply**

Candidates wishing to apply for the position should complete the application form [here](#). Any questions should be directed to Nick Graham, SfP's Head of Finance and Operations: [finance@singforpleasure.org.uk](mailto:finance@singforpleasure.org.uk)

**Deadline for applications: 6pm, Saturday 10 July 2021.**

Last updated: 07.06.20 (NG)