

Rodolfus Choral Foundation

Job Description: GENERAL MANAGER (p/t, employed)

45 years of choral courses: *“the best week of music education” Richard Morrison, The Times*

40 years of a leading youth choir: *“unspeakably beautiful, a truly memorable performance” Gramophone*

OVERVIEW

The Rodolfus Choral Foundation aims to give children and young people from every community, transformational experiences by singing on our high-quality choral courses and in our leading youth choir.

Over the past 45 years more than 10,000 people have sung with Rodolfus, and many say that the skills, inspiration, confidence and friends they gained have been significant in identifying and achieving their life goals.

Our work has also been important in helping nurture and sustain the unique choral tradition in the British Isles and in helping to address the lack of access to high quality music in schools.

THE OPPORTUNITY

We are looking for a **General Manager** to succeed the current GM who has successfully led the work of the Foundation over the past six years.

The new person will be responsible for ensuring that the work of our founder and artistic director, Ralph Allwood, is sustained and developed to secure the future of the Foundation.

Over the next five years we want to increase the financial support available from around a third to over half of those attending our courses to increase the opportunities to children and young people from all communities.

We also want to grow the capacity of our courses from around 400 to 500 per annum over the same period.

By doing this we will not only help thousands of children and young people identify and achieve their life goals but will also continue to make a significant contribution to our unique choral tradition and help address the lack of high quality music in our schools.

Achieving our vision will require significant additional financial support and this will be one of the key accountabilities for the new role holder.

KEY INFORMATION

Position: General Manager

Reports to: Chair of Board and Trustees

Key relationships: Founding Artistic Director, Courses Operations Manager, Assistant Director of the Rodolfus Choir, Communications Manager (including digital marketing and course applicants liaison), Head of Development, Chairman and Trustees.

Contract: Part-time, employed

Hours: 20 hours per week with reasonable flexible availability within working hours (this role requires regular interaction with the team and so flexible availability is important)

Remuneration: £42,000-£45,000 FTE (pro-rata £24,000-25,700 for 20 hours/week).
Dependent on experience

Package to include statutory employment benefits including holiday and company pension.

Location: Hybrid - remote working with office-based working in London required from time to time.

The role holder will provide strategic direction and manage the Foundation in close collaboration with the Board of Trustees, Artistic Director and the administrative team.

ABOUT US

The Rodolfus Choral Foundation is a charity running residential choral courses each summer for children and young people; a youth choir, The Rodolfus Choir, that

performs and records at a high level and a recent addition of non-residential Choral Weekends for adults, primarily as a means of fundraising for our charitable activities.

Since becoming a charity in 2018 the Foundation has focused on:

1. Broadening access to our courses through a generous bursary fund and partnership activities in the North East, North West and inner London boroughs.
2. Developing income streams from Trusts & Foundations and individual donors.
3. Professionalising our marketing & communications, developing a strong brand identity including the recently re-designed website and a strong social media profile
4. Strengthening our accounting processes
5. Ensuring our policies, in particular safeguarding, are robust.
6. Working towards making the Foundation future-ready

We have an impressive board of Trustees and Chair, Charles Naylor, and 5 highly efficient part time members of the team.

We are led artistically by our founder, Ralph Allwood MBE and we are also looking to the future and working with many capable musical directors across the year.

About this role:

The main duties and responsibilities for the General Manager role are as follows:

GENERAL MANAGEMENT

- Lead the small part time team, maintaining regular contact and guiding their decision-making and activities
- Ensure that all team members are working effectively and have appropriate support and resources
- Identifying *ad hoc* need for extra resource and sourcing this
- First point of contact for any enquiries to the Foundation

STRATEGIC & ARTISTIC DIRECTION

- Working closely with the Founding Artistic Director and Board of Trustees to develop and deliver the artistic and strategic vision for the Foundation.
- Review current strategic goals and develop 3-5 year plan with the Board for all activities.
- Produce quarterly general management updates for the Trustees.
- Work with the team to help them deliver on their annual targets (choral courses; Rodolfus Choir; Development; communication; partnerships)

FINANCIAL

- Overseeing the bank account and payment platforms and updating all payments in and out of the account via our accounting software, XERO.
- Paying invoices and keeping accurate records.
- Liaising with our accountants and providing information for the preparation of annual accounts.
- Setting the annual budget and reviewing every quarter for Trustee meetings
- Setting the choral courses budget and Rodolfus Choir budget in collaboration with the Courses Operations Manager and Choir Manager, for the annual activities.
- Working with a member of the Board to discuss financial strategy.
- Collating gift aid claims for submission

MARKETING AND REPRESENTING THE ORGANISATION

- Develop and execute a vision and 'story' for the Foundation, both for marketing and fundraising. (in collaboration with the Development Manager and Communications Manager)
- Attend conferences and events to promote the Foundation as appropriate
- Look for opportunities to develop our activities
- Write and send Newsletters to our database of supporters at least monthly or when required, liaising with the team for appropriate messages and content.
- Overseeing marketing including print/digital marketing assets for our activities

FUNDRAISING & DEVELOPMENT

- Supporting the Development Manager to develop applications to Trusts & Foundations, including developing a case for funding as necessary.
- Supporting the Development Manager in their endeavours to develop Individual Donors

SAFEGUARDING

- Working with our Trustee for Safeguarding, reviewing and updating all safeguarding policies annually, briefing annual course staff on their safeguarding responsibilities
- Dealing with any disclosures and keeping records.
- Act as Designated Safeguarding Lead (DSL) for the Foundation

GENERAL

- Attend Team and Board meetings as required
- Be a passionate advocate at all times for Rodolfus
- Adhere to all legal requirements relating to the General Data Protection Regulation (GDPR) as well as all other company policies and procedures
- Create a positive work environment, underpinned by the organisation's values

- The list of responsibilities is not exhaustive and may be reviewed from time to time by the Trustees.
- The appointee may be required to perform duties outside of this as operationally required and at the discretion of the Board.

ABOUT YOU

We are looking for someone who:

- Is experienced in arts management, preferably at a general manager level
- Is familiar with the UK choral singing sector and able to talk knowledgeably and confidently about choral singing.
- Shares our passion for broadening access to choral singing for children and young people from all backgrounds.
- is positive, proactive, hard-working, innovative and ambitious
- is numerate, analytical, organised and has attention to detail
- is friendly, approachable and collaborative
- happy leading and working with a small, part time team

Essential Criteria:

- has good knowledge of the choral sector
- experience of fundraising and management in an arts organization
- excellent interpersonal skills
- experience of managing a small team
- comfortable working remotely on own initiative
- good financial management skills, including budget setting and management
- outstanding communication skills, both spoken and written
- good attention to detail
- excellent personal organisation and time management
- Good understanding of Word and Excel

Desirable :

- Experience of being the designated safeguarding lead in an organization working with young people (if necessary training will be offered to the successful candidate)
- Knowledge of Wordpress (web design), Beacon (database), CiviCRM (database), XERO, Stripe, Google Workspace and its programmes.

HOW TO APPLY

Please send your CV and cover letter explaining why you want to work for the Rodolfus Foundation and how you meet the person specification, to Annabel Price.

annabel@therodolfusfoundation.org.uk

When submitting your application to Annabel, please indicate the following –

- your availability for first and second round interviews
- your potential start date

Closing date: 10th April 2026 at 6pm

Interviews: First round interviews will be held online between 13th-24th April 2026

Second round interviews will be held w/c 27th April 2026

Start date for successful candidate, ideally, 1st June 2026, but this can be negotiable.

EQUAL OPPORTUNITIES

We strongly believe in equal opportunities for all, and we welcome job applications from people of all backgrounds. If you require any assistance in the recruitment process, please let us know by contacting Annabel Price on 07958 967435