

## **Education and Training Officer**

The ETO plans, encourages and arranges training events and activities which promote the educational objectives and values of the RSCM. These activities should benefit the local RSCM members and affiliates but should also be promoted to all church musicians in the Area conveying to churches of all traditions the breadth of the RSCM's education programme.

### **Role and Responsibilities**

The ETO will be expected to:

- Co-ordinate the planning and delivery of RSCM training events within the Area.
- Identify the training needs of members, affiliates and other church musicians in the Area in order to devise a programme of educational activities that meets their needs and aspirations.
- Seek the advice of other members of the Area Committee and the Regional Music Adviser about projects and plans for future educational events.
- Work collaboratively with other training providers, church music organisations and denominational bodies to maximise the opportunities for learning.
- Together with the Secretary, maintain local contact lists for venues and facilities, potential sources of suitable candidates, course leaders, and administrative helpers.
- Lead a team of administrators and helpers to ensure these courses and events are well planned and executed (this may include other Area Committee members and members of the outer shell who can offer practical support).
- Make links through the Regional Music Advisers with ETOs from adjacent areas to maximise the promotion of events and to avoid clashes.
- Work with the Publicity Officer to ensure that the Area's annual programme and individual events are effectively and widely promoted.
- Identify suitable candidates, participants or groups for specific courses and events.
- Ensure that events are fully evaluated and feedback is collected so that the Area Committee can evaluate the value and reach of each event (using forms and templates provided).
- Contribute new ideas for training, opportunities for improvement and for candidates to progress from one course to another.
- Compile effective records of events in order to report annual statistics to RSCM Education (i.e. number, type and participation in events) and be prepared to share good practice with other Areas, either directly to the RSCM Centre or through Regional Music Advisers.