WATOTO CHILDREN’S CHOIR TOUR CO-ORDINATOR

A dynamic and varied role co-ordinating an internationally renowned choir of orphans from Uganda as they share the gospel across the UK.

This is a full-time position at our offices in Highams Park, London, E4.

Salary: £25,000

Professional Qualifications – Education to A-level preferred. Experience in customer relations would be beneficial.

Skills – The role will require good relationship building skills – both online and face to face, to build and maintain a network of churches and contacts for Watoto. The person must have good organizational skills, the ability to multi-task, and play close attention to detail. Must demonstrate strong communication skills both written and verbal in a professional manner. The ability to solve problems efficiently, prioritize effectively, demonstrate a strong work ethic, take initiative and maintain confidentiality. A background using Microsoft Word, Excel, Power Point and working with online databases is a requirement.

Conditions 1. An enhanced CRB check will be required for this role.
2. There is an Occupational Requirement that the post holder is a committed Christian.

Main Duties & Responsibilities

• Efficiently map out 5 month Watoto Children’s Choir Tour in conjunction with the UK Director’s development goals
• Manage in country Tour schedule
  o Generate and manage bookings for 5 month Watoto Children’s Choir Tour
  o Make updates/changes when necessary
  o Timely reporting of schedule to tour team leader.
• Effective communication with Choir Tour Team Leader
  o Ensure choir has everything they need while in country
  o Work together to ensure successful tour
• Effective communication with churches surrounding choir:
  o Build relationship with churches and particularly with ‘flagship churches’ and ‘regional ambassadors’, with whom you will develop a sense of team support.
  o Prepare churches/venues for choir’s arrival: accommodation arrangements, promotional materials, logistical needs etc.
  o Follow up with Churches following the choir’s visit
  o Thank you letters sent to churches and host home families
• Named point of contact and policy practitioner for Watoto’s child protection policy
• Merchandise Management
  o Order Merchandise from Uganda
  o Order in country merchandise
  o Manage inventory. Tracking sales, profit margins, profit & loss etc
• Ensure preparation for choir is complete prior to choir’s arrival in country
  o Hire & Manage Bus Driver(s)
  o Create and maintain in country manual for choir – financial procedures, sponsorship procedures etc.
  o Purchase Choir clothing
  o Equipment needs met
  o Purchase items from choir logistics list
  o Marketing Materials ordered
• Communication with Media Sources – liaise with PR/Marketing Co-ordinator
• Maintain Church Database
• Online web Management
  o Choir Schedule using Daylite software
  o Inventory
• Managing emails and phone calls that come in with regards to the Watoto Children’s Choir.
• Prepare and make presentations at conferences/churches, when required
• Any other duties as required by the office manager/ UK director from time to time.

To apply: please send CV and covering letter to paulh@watoto.com
Closing Date: 24th August
Interviews: Commencing week beginning 4th September