**ROYAL COLLEGE OF ORGANISTS (‘the College’)**

**contract brief (for the purposes of recruitment only; a detailed contract for services will be issued on appointment)**

PURPOSE

To direct and to grow the College’s programme in the North of England, North Wales and the Isle of Man (‘the area’) in keeping with its strategic and business objectives; specifically to:

* Design business plans for the area, in liaison with the Director, the Deputy Director and Director of Studies, and the relevant Regional Consultants
* Co-ordinate the work of the relevant Regional Consultants so as successfully to deliver the business plan’s targets
* Drive growth in the number of:
  + RCO Academy activities and RCO accreditation services
  + RCO Members
  + RCO Accredited/Licensed Teachers
* Ensure that RCO activities within the area generate the required financial contributions
* Provide monthly reports to the Deputy Director and Director of Studies on the satisfaction of those who engage with the College’s activities in the area and progress against the growth targets
* Contribute to the College’s teaching programme if/as appropriate, subject to approval by the Deputy Director and Director of Studies

summary of terms

* The contract will be issued for an initial period of six months in the first instance and may be renewed thereafter by mutual consent, subject to satisfactory performance.
* You will be self-employed and will operate under a contract for services; i.e. you will not be an employee or worker of the College.
* You will be expected to work flexibly and to provide your own working equipment, materials and accommodation.
* You will be responsible for your own working conditions, working primarily from your home or other office, and on location, attending meetings virtually and physically as necessary. (It will greatly aid both effectiveness and efficiency if you reside and/or work in the area, and have access to a fast and robust broadband service.)
* The starting fee for the services provided will be £200 per day exclusive of VAT, for up to 76 days per annum (i.e. an average of two days per week over 36 weeks of the year) subject to a maximum annual total of £15,200.
* Fees will be payable monthly in arrears on receipt of a detailed invoice setting out the hours worked for the College during the preceding month, the nature of the work undertaken, and any VAT payable (if applicable). The College will pay such invoices within 21 days of receipt.
* Reasonable expenses will be reimbursed, subject to the College’s normal claim procedure
* Additionally, you may earn appropriate fees for leading and teaching on RCO activities within the region, subject to prior approval by the Deputy Director and Director of Studies.
* The contract will be terminable at any time by either party with one month’s notice.
* Your main RCO contact will be Andrew McCrea, Deputy Director and Director of Studies.