



**Regional Choir Coordinator**  
Various Locations



# WELCOME



We are searching for experienced and capable Choir Coordinators for our Regional Choir in Inverness and West Lothian.

## About NYCOS

NYCOS (The National Youth Choir of Scotland) helps children and young people discover a love of singing and reach their vocal potential. Founded in 1996, NYCOS promotes choral singing across Scotland and delivers high-quality musical experiences at every level.

NYCOS National Choirs have toured the UK, USA and Europe, performing for heads of state and at international festivals, appearing on world-famous stages, working with major streaming platforms and receiving five-star reviews. Many singers begin their journey in one of NYCOS's Regional Choirs.

NYCOS runs fourteen Regional Choirs for Primary 4 to S6. Singers rehearse weekly during term time for 26 weeks each academic year, led by experienced music professionals who support musical development and enjoyment.

Singing in a choir supports children's learning, confidence and well-being, helping to build musical skills, friendships, literacy, concentration and memory.

NYCOS is committed to inclusion, progression and excellence, and works to ensure that as many children and young people as possible can access high-quality choral singing, whatever their circumstances.

# ABOUT THE ROLE



As Regional Choir Coordinator, you will provide essential local support for one of NYCOS's Regional Choirs, working closely with the Regional Choir Director and NYCOS Regional Choirs Producer. You will ensure rehearsals, concerts, and events run smoothly, safely, and efficiently, supporting the musical experience of every young singer.

## Key Responsibilities

- Manage registration, digital registers, and local communications with members and parents
- Coordinate parent helpers, volunteers, and supervision during rehearsals and concerts
- Assist with Winter and Summer concerts, recruitment workshops, and other events
- Support local publicity and social media activity
- Manage fundraising initiatives at concerts
- Ensure all rehearsals and events comply with safeguarding, health & safety, and risk management protocols
- An understanding of safeguarding best practice is essential
- Work collaboratively with the Choir Director and NYCOS staff, attending meetings and training as required

This role is vital to the smooth running of the choir and supporting young people's musical development.



# JOB DESCRIPTION

**Job Title:**

Regional Choir Coordinator

**Reporting to:**

Regional Choirs Producer

**Supervises:**

N/A

**Location:**

Currently recruiting for our Inverness and West Lothian Choir

**Hours:** Up to 3 hours per week at rehearsal. This position is contracted and paid for 8 hours per week during term time. Attendance at weekly rehearsals (up to 3 hours) forms part of this time, along with Winter and Summer concerts and other performances as required. The remaining hours allocated to essential non-rehearsal duties are required to ensure the effective running of the choir. These duties include training, meetings, parent communication, and administrative tasks, which are expected to be completed regularly throughout the term.

**Salary:**

£14.86 per hour

**Starting date:**

Inverness Role - March 2026

West Lothian Role - August 2026



# PERSON SPECIFICATION

## Essential

### Experience

- Experience working with children and young people in a musical or educational setting
- Experience in organising events, concerts, or group activities
- Experience of managing communications with multiple stakeholders (e.g., parents, staff, volunteers)
- Experience handling administrative tasks, including financial management, record keeping, and registration processes
- Demonstrated enthusiasm for, and commitment to, NYCOS's mission to promote and enhance choral singing in Scotland

### Knowledge

- Knowledge of safeguarding and child protection best practices
- Understanding of Health & Safety procedures in group settings, including risk assessments
- Knowledge of child development and age-appropriate supervision
- Understanding of organisational and administrative processes for running choirs or youth groups

### Competencies / Skills

- Excellent organisational and administrative skills, with attention to detail
- Strong communication skills with children, young people, parents/carers, and colleagues
- Ability to work collaboratively as part of a team under the guidance of the Regional Choir Director and NYCOS Regional Choirs Producer
- Reliable, punctual, and flexible to adapt to changing requirements
- Ability to manage multiple tasks and events effectively
- Proactive and enthusiastic, with a positive attitude toward supporting young singers and volunteers
- Competent in digital tools for communication, registers, and social media coordination
- Ability to follow and implement safeguarding policies and procedures strictly
- Willingness to undertake manual handling tasks as required (training provided)

## Desirable

### Experience

- Experience coordinating or supporting choirs, musical ensembles, or similar performing groups
- Experience in youth-focused educational or music organisations
- Experience managing social media or promotional activity

### Knowledge

- Awareness of inclusive teaching and participation practices
- Knowledge of the Scottish music and education sectors
- Familiarity with concert and venue management
- Understanding of recruitment and engagement strategies for young singers

### Competencies / Skills

- Additional musical skills (instrumental, vocal, or composition)
- Ability to organise and coordinate volunteers or parent helpers effectively
- Understanding of different learning styles and individual needs of children

## Notice Period

- Three months (following a one-month probationary period)

## Employment Requirements

- The successful candidate must have the right to work in the UK and will be required to provide appropriate documentation as evidence.
- NYCOS is committed to equality of opportunity. We welcome applications from individuals of all ages and backgrounds, regardless of disability, sex, gender, sexual orientation, pregnancy and maternity, race, religion or belief, or marriage and civil partnership.
- Any offer of employment will be subject to a PVG check and completion of a Self-Disclosure Declaration Form.
- The post-holder must agree to adhere strictly to all NYCOS safeguarding policies and procedures.
- By applying for this role, you consent to the secure storage and handling of your personal data in line with data protection legislation. Your information will not be shared with third parties without your consent, and you may request the removal of your data at any time by emailing [info@nycos.co.uk](mailto:info@nycos.co.uk).
- Unfortunately, we are only able to provide feedback to candidates who are shortlisted for interview.



# HOW TO APPLY

## How to Apply

- All applicants are required to submit a CV and cover letter, and to complete an Equal Opportunities Monitoring Form.
- To ensure a fair and anonymous shortlisting process, please do not include your name or photograph on your CV or cover letter. Instead, provide your personal details on the Equal Opportunities Monitoring Form. You should have proof of your right to work in the UK and be prepared to provide evidence if requested. The successful candidate will be required to complete a full Right to Work check before starting employment.
- Please send your completed documents to [jobs@nycos.co.uk](mailto:jobs@nycos.co.uk) by 12 noon on Friday 27 February.
- Interview dates will be confirmed in due course. We are happy to provide a BSL interpreter or live captioning if required. Please let us know if you need any adjustments or support to take part in the interview process.
- If you would like to discuss the role or any access requirements before applying, please contact Louise Major, NYCOS Regional Choirs Producer, at [louise.major@nycos.co.uk](mailto:louise.major@nycos.co.uk).
- We welcome applications from all communities and particularly encourage applications from minority ethnic communities. Our Board and staff believe that increasing diversity within our organisation and leadership strengthens the quality of our work.
- Good luck with your application, and thank you for your interest in NYCOS.





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