



Health and wellbeing for all through:

- Compassion
- Integrity
- Respect
- Equity

POSITION DESCRIPTION

TITLE	WITH ONE VOICE CENTRAL VICTORIA CHOIR CONDUCTOR		
PROGRAM/TEAM	Community Connections		
EFT	Wednesday evenings (1-2 hours) a week with additional hours required for performances.		
TYPE/PERIOD OF EMPLOYMENT	Fixed term 12 months		
CLASSIFICATION	As per Creativity Australia		
RATE	Negotiable		
REPORTS TO	Manager Community Connections		
SUPERVISES	N/A		
EFFECTIVE DATE	24/01/2019	REVIEW DATE	24/01/2020

Cobaw Community Health Services Ltd (Cobaw) provides a diverse range of health, wellbeing and community services across the Macedon Ranges Shire and is extending service delivery reach with new opportunities. As a not for profit Company Limited by Guarantee Cobaw’s strategic direction is led by a Board of Directors, whose membership is drawn from the local community.

To achieve our vision of a healthy resilient community, we are committed to the principles of collaborative partnerships, health promotion, community engagement, social justice and advocacy. In seeking opportunities to contribute to the lives of people in our community, we focus on achieving sustainability and expansion of services. To achieve this we always seek to add to the capabilities of our skilled and professional staff. All employees play an active role in service planning and development, quality improvement and health promotion.

In seeking skilled professionals to join Cobaw, we look for people that hold in high regard the values that are reflected in our work. Cobaw values diversity and will be responsive to the health needs of all people including, but not limited to, Aboriginal and Torres Strait Islander people; people with a disability; lesbian, gay, bisexual, transsexual and intersex people; people experiencing health inequalities; and culturally and linguistically diverse people.

THE POSITION

As *With One Voice Central Victoria Choir* Conductor you will be responsible for leading, coordinating and building the choir with musical expertise that inspires the participants and assists in building community connections through the benefits of singing.

The key expected job outcomes of this position are to conduct the *With One Voice Central Victoria Choir* as per the *With One Voice* program that is owned by Creativity Australia

The scope of practice is:

- 1. Target Population:** A diverse range of the Central Victorian community
- 2. Service Delivery Model:** Outreach, community-based
- 3. Service Location:** Kyneton

THE PERSON

Conductors of *With One Voice* choirs could include professional and community musicians, band leaders, school music teachers and culturally diverse community music leaders of all ages who can inspire, coordinate and entertain.

Conductors will:

- possess vocal and instrumental skills to provide basic accompaniment e.g. guitar, keyboard or excellent vocals etc.
- ideally have some technical ability to use backing tracks and useful technology
- know how to create and stage performances.

KEY RESPONSIBILITIES

These statements of duties/responsibilities/tasks/roles and functions are indicative and need to be understood within the context that Cobaw is in a dynamic environment where change is the norm. As organisational needs change, so do job roles and functions. We are looking to employ people who understand the need for flexibility in employment relationships and responsibilities.

- Connect people from diverse backgrounds
- Lead participants who can't read music nor have any singing experience
- Include and inspire participants experiencing disadvantage
- Create a welcoming and empathetic environment
- Choose the repertoire that is suitable for people who don't read music (this will be simple, aurally learned and engaging)
- Teach simple and fun exercises to help develop group members' singing and aural confidence.
- Lead the choir to perform in the local community at festivals and special events where they share their stories and songs and promote social inclusion, cultural diversity and community harmony

KEY SELECTION CRITERIA

Applications must include written responses to the following:

1. The ability to be inclusive ensuring people from diverse backgrounds, ages and socio economic status are welcomed and encouraged to participate.
2. Strong commitment to the local community.
3. Demonstrated experience in musical direction, singing or conducting.
4. The confidence and ability to coach and empower participants especially those who may lack self-confidence or who are fearful of not being accepted.

OTHER REQUIREMENTS

Occupational Health & Safety and Risk Management

- Follow safe work practices, procedures, instructions and rules
- Perform all duties in a manner which ensures personal health and safety and that of others
- Report all hazards or incidents that cause or may cause harm
- Apply a risk management approach to all tasks undertaken

General

- It is the responsibility of all staff to work within Cobaw's Code of Conduct and represent Cobaw as a professional and client-focused organisation and to promote its range of services
- Comply with Cobaw's Instrument of Delegation
- Comply with and contribute to Cobaw's Policy and Procedure Manual
- Carry out all other duties as directed consistent with Cobaw's Strategic Direction
- Ensure records and accountability information is prepared, kept up to date, and forwarded in a timely manner
- Understand the budget constraints and where possible suggest strategies for improvement

ADDITIONAL INFORMATION

- The successful applicant will be required to undertake a National Criminal History Check (NCHC), a Disability Workers Exclusion Scheme check, and hold a current valid Working With Children Check (WWCC). Appointment is subject to the outcomes of these checks and the provision of a recruitment screening Statutory Declaration (for new employees).
- All employees are required to sign and comply with Cobaw's Code of Conduct, Respectful Workplace Behaviour policy and Statement of Cultural Safety.
- Cobaw is an Equal Opportunity Employer.
- All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries. as well as co-operating with any measures introduced into the workplace to improve OH&S.
- Cobaw is an organisation that values diversity. All employees are required to have an awareness of inclusive practice principles as they relate to the following vulnerable community groups: lesbian, gay, bisexual, transgender and intersex, Aboriginal and Torres Strait Islander, people with a disability, culturally and linguistically diverse and people experiencing poverty.
- Cobaw is committed to promoting and protecting the interests and safety of children. Cobaw has zero tolerance of child abuse. All staff working at Cobaw are responsible for the care and protection of children and reporting information about child abuse.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or diseases that might be affected by employment in this position.
- Salary sacrifice arrangements are available to all permanent staff subject to Cobaw's ongoing Fringe Benefits Tax exempt status.
- The position is located in Kyneton however choir performances could be held across Central Victoria.
- The company reserves the right to vary the location of the position according to its needs and the needs of its clients and any future changes to Cobaw's area of operation.
- This position description operates in conjunction with and forms part of the relevant individual performance development review plan. An initial review will take place three months following commencement of employment and then on an annual basis.
- The position requires a full and current Victorian Driver's licence.
- This position is offered subject to ongoing funding.

ACKNOWLEDGEMENT			
Acting CEO Signature			
Name	Craig Nightingale	Date	
Employee Signature			
Name		Date	