

STUDENT WELFARE MANAGER
New Zealand Secondary Students' Choir (NZSSC)
(fixed term contract during school holidays)

THE JOB
(February 2023)

LINKS

FB: <https://www.facebook.com/NZSSChoir>

One of many great videos:

<https://www.facebook.com/100063528584574/videos/604826831272784>

WEB: <https://www.nzsschoir.com/>

OVERVIEW

Your role will be to manage the well-being and welfare of the iconic New Zealand Secondary Students' Choir on courses and tours around New Zealand and overseas.

Utilising your expertise, qualification and training in well-being and mental health, you will develop systems and processes that support the well-being of the singers in this iconic national choir. You will be on tour with the choir up to 4 times a year, mainly during school holidays, and once internationally in the second year of the choir cycle.

Your work will support the high-performance nature of this choir enabling the teenaged singers to achieve best possible results while keeping them well and happy.

REPORTING

Reporting directly to the Chief Executive or any other representative that the Trust nominates. On tour the nominee would usually be the Manager NZSSC.

DIRECT REPORTS: None

Other important contractual relationships managed:

The Student and Welfare Manager NZSSC works in close association with the Manager NZSSC, the Tour Support Manager and the Music Team (for whom the Music Director is responsible).

TIME COMMITMENT

The commitment for this role is three approximately week-long courses and tours during the school holidays in Year 1 (2023) and two week-long courses in Year 2 (2024) with ideally an international tour that is usually up to 3 weeks long. This role is a crucial team member in the choir's fabric and the continuity of presence at all these projects is very important. An indicative NZSSC schedule is included below.

The role can be based anywhere in New Zealand close to a city or town with an airport.

CORE ASPECTS OF THE ROLE

Primary Responsibilities

- Working in conjunction with Manager NZSSC and Music Director prior to courses / tours, assisting with any welfare specific planning for the courses;
- The overall management of all student Welfare related tasks.
- Ensuring ongoing and regular communications with all involved during a course / tour, so that the course schedule is adhered to and everyone involved knows exactly what is expected and the well-being of the students assured.
- Ensuring the well-being of all choir members by coordinating their supervision and pastoral care during courses and tours including giving prompt attention to any concerns where health issues arise (in loco parentis), and liaising with billeting families (where applicable).

SPECIFIC RESPONSIBILITIES

- a) Create a structure and processes to assess and support the well-being of the students.
- b) Address any welfare concerns and needs in a timely manner and document those concerns, observations and mitigating actions as they arise.
- c) Support the tour management team by attending, reporting and when required chairing staff meetings during the course / tour so that day-to-day planning and logistics are detailed and responsibilities fully understood and agreed to by all (e.g. communicate messages and notices, including jobs and duties to both staff and / or choir members as appropriate).
- d) While on a course or tour, keep a running record / journal, and at the conclusion send a summary written report to the Manager NZSSC, noting any areas of improvement, issues, and concerns that may need to be addressed.
- e) Contribute to live-in night time supervision duties (rostered)

Maintain a current first aid certificate and stay current with latest findings and tools in managing mental well-being, especially at teenager level

More about Choirs Aotearoa New Zealand Trust

The trust has been managing national choirs since 1979 when New Zealand Youth Choir was founded as the first national youth choir in the world. Apart from NZYC, the trust also manages Voices New Zealand, the New Zealand Secondary Students' Choir and the newly founded Aotearoa New Zealand Academy Choir.

ChoirsNZ is funded by Creative New Zealand under a currently 6-year agreement (2020-2025). While we have been doing some great things over the past 4 decades including winning the 'Choir of the World' title, we are keenly pursuing development in the following areas:

- Outreach and education
- A truly professional choir (Voices New Zealand)
- Our 'own' Tikanga Māori
- Public presence (regional and nationwide through the choirs/singers and online)

Remuneration: Daily rate for tours and hourly rates for meetings and course preparation

Indicative* NZSSC course schedule: 2023/2024 Choir

WHAT	WHEN	WHERE
APRIL 2023 COURSE	April 11-17	Wellington
REGIONAL WORKSHOPS 2023	Wellington: 27-28 May Auckland: 10-11 June Christchurch: 17-18 June	Welfare Manager NOT required
JULY 2023 COURSE	July 3-9	Auckland
OCTOBER 2023 COURSE	September 25 to Oct 1	Christchurch, Timaru, Dunedin
JANUARY 2024 COURSE	Mid-Late January TBC Usually around Jan 20th or later.	Live-in course, location TBC The course might end with a couple of days in Auckland at the Choirs NZ Choral Academy with NZ Youth Choir and Voices NZ
APRIL 2024 COURSE	TBC: likely Wellington	Please keep the FULL April 2024 school holidays free for NZSSC: April 12-29.
JULY 2024 INTERNATIONAL TOUR TBC	TBC: International tour OR a course within NZ	We hope to confirm our tour dates and destination by mid-2023. Please keep the FULL July 2024 school holidays free for NZSSC: July 5-22. Dates will likely include the full school holidays PLUS one additional week off school, either before or after the school holiday period.
TBC: Big Sing Finale 2024	Dates and venue TBC	

***Please note:** these dates are subject to change, and the Trust reserves the right to change the dates as necessary from time to time

Applications: Cover letter and CV to joinus@choirsnz.co.nz

For any questions please contact Arne on 027 2761751 or ceo@choirsnz.co.nz

Closing date: Monday, 13 March, 2023