



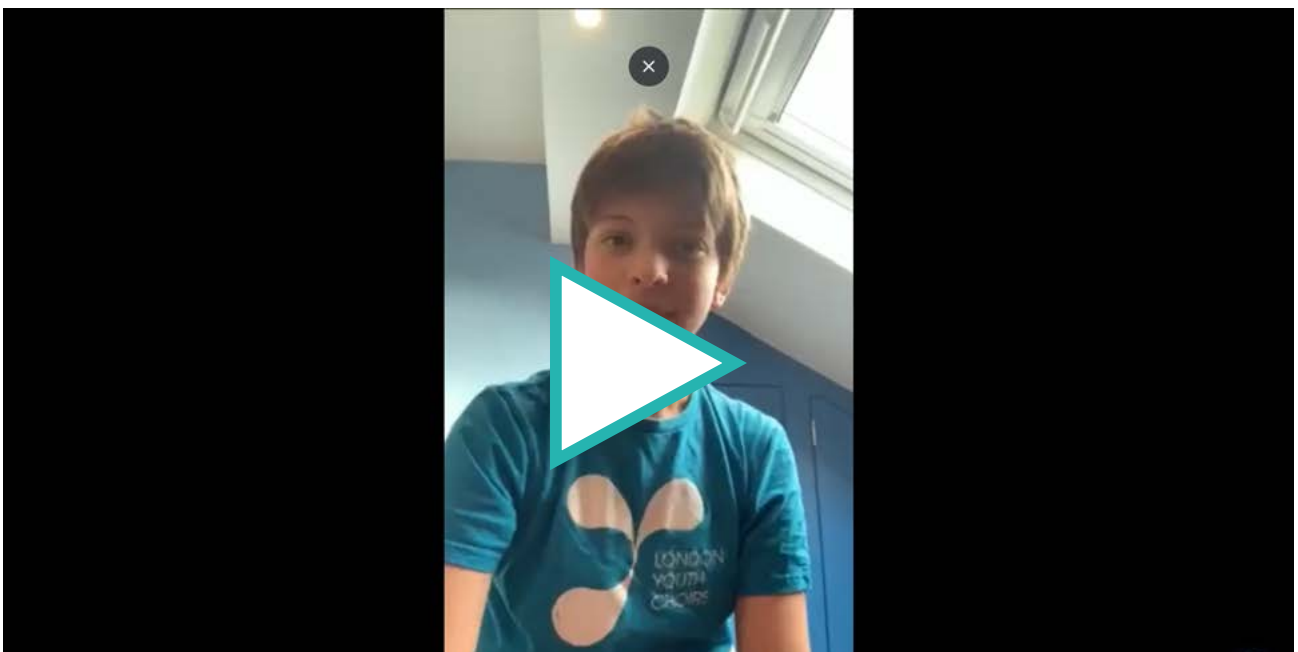
LONDON
YOUTH
CHOIRS

ASSISTANT LEADERS
APPLICATION PACK
SPRING/SUMMER 2024

JOIN THE LYC FAMILY

INTRODUCTION TO THE ASSISTANT LEADER ROLE FROM SAM

LYC member Sam has recorded a short video introduction to the Assistant Leader role at LYC - please take a look!



WE'RE HERE TO HELP

We hope that you find this job pack helpful and clear. If you have any questions about the role which aren't answered here, please email LYC Head of Operations Tom Hansell before making your application.

tom.hansell@londonyouthchoirs.com

JOIN THE LYC FAMILY

ABOUT LONDON YOUTH CHOIRS



London Youth Choirs exists to enrich the lives of young Londoners through singing, by providing children and young people living or educated in London with top quality choral singing tuition and unique performance opportunities.

The LYC family currently consists of ten choirs with a membership of nearly 500 young people aged 7-23. We also run a wider schools engagement programme

which sees a further 1,000 children take part in our singing activities each year.

All LYC sessions are designed to educate and inspire, build confidence, and develop skills in teamwork and leadership - all whilst championing inclusivity and understanding.

London Youth Choirs aims to be truly representative of the population of London and currently works with young people from 31 of the 32 London boroughs.

Our Ethos

LYC aims to be a warm, welcoming, professional and ambitious organisation.

You will thrive with us if you:

- Have a genuine passion for singing and an active interest in the work of the organisation
- Possess a proactive, positive, 'can-do' attitude
- Enjoy clear and transparent communication
- Treat everyone with courtesy and respect
- Value the diversity of London and wish to actively promote equity and inclusion
- Respect punctuality and encourage it in others



ABOUT OUR CHOIRS

CHOIR STRUCTURE AND VACANCIES

LYC runs ten choirs - six in central London, and one each in Streatham, Ealing, Bermondsey and Tottenham. You can see more information about the choirs in the diagram below:

JUNIOR CHOIRS Years 3-6



City of London
Mondays
4.45-5.55pm



City of London
Mondays
4.45-5.55pm



Streatham
Wednesdays
4.30-5.30pm



Tottenham
Thursdays
4.30-5.30pm



Bermondsey
Thursdays
4.30-5.30pm



Ealing
Thursdays
4.30-5.30pm

CAMBIATA CHOIRS Years 7-11



City of London
Mondays
6.15-7.25pm



City of London
Mondays
6.15-7.25pm

LONDON YOUTH CHOIR Year 11 to age 23



City of London
Mondays
7.30-8.45pm

LYC CHAMBER CHOIR Year 12 to age 23



City of London
Mondays
6.00-7.15pm

The LYC Freelance Team

Each choir is led by a Conductor and supported by a Pianist and up to three Assistant Leaders. We have vacancies for Assistant Leaders in seven of our choirs - please see the following page for details.

In addition to our regular freelance team, we also maintain a deputy list for all our choirs. During the application process, you will have the opportunity to indicate your availability to deputise at rehearsals for other choirs in the LYC family.

ASSISTANT LEADER

PERSON SPECIFICATION

LYC is looking for proactive and committed Assistant Leaders to bolster our 35-strong freelance team for the 24-25 academic year. With the continued growth of our Junior and Cambiata choirs - particularly in the boys' choirs - we are aiming to recruit extra Assistant Leaders to support our Conductors and other staff at regular weekly rehearsals, as well as at concerts and events across London.

The specific Assistant Leader roles we are recruiting for are as follows:

- **LYC Junior Boys** 4.00-6.00pm on Mondays at City of London School, EC4V 3AL
- **LYC Junior Girls** 4.00-6.00pm on Mondays at City of London School, EC4V 3AL
- **LYC Cambiata Girls** 5.45-7.45pm on Mondays at City of London School, EC4V 3AL
- **LYC South West** 3.45-5.45pm on Wednesdays at Streatham & Clapham High School, SW16 1AW
- **LYC West** 3.45-5.45pm on Thursdays at St Barnabas Church, W5 1QG
- **LYC North East** 3.45-5.45pm on Thursdays at the Bernie Grant Arts Centre, N15 4RX
- **LYC South East** 3.45-5.45pm on Thursdays at City Hope Church, SE16 2JY

Applicants are welcome to apply for multiple roles and can do so via the online application form. You can find out more about each choir [on the LYC website](#).

Knowledge, Skills and Experience

Essential

- A passion for working with young people
- An interest in singing, especially in a group setting
- Confident, independent, and self-motivated
- An excellent team player who is helpful and collaborative
- Sensitive, aware, and compassionate towards any challenges our young people might be facing
- An excellent role model who is willing to be a positive advocate for the work of London Youth Choirs

Desirable

- An understanding of the importance of safeguarding and protection of young people (mandatory training is provided in this area for all members of the LYC Freelance Team)
- A music education background and the ability to read music
- Experience supporting young people with additional needs
- First aid trained

ASSISTANT LEADER

Duties and Responsibilities

- Being a positive role model
- Supporting members at rehearsals and performances (e.g. helping rehearsal set up, positioning chairs, handing out lanyards, taking registration etc)
- Assisting with warm ups, demonstrations and musical activities, and taking responsibility for smaller groups of the choir in short tasks
- Offering individual pastoral, behavioural or musical support to members, where appropriate
- Committed to attending weekly term time rehearsals for the duration of the academic year

Additional Information

Current Fee Structure

£45 per 2-hour rehearsal and £22.50 per hour for concerts and events. You are expected to be registered as self-employed and therefore responsible for your own Tax and National Insurance. **All LYC freelance fees are under review for the 24/25 academic year.**

All successful candidates will also be required to attend a small number of paid face-to-face training sessions throughout the year as well as completing compulsory online safeguarding training.

Safeguarding

London Youth Choirs is committed to safeguarding and protecting the children and young people that we work with. We ensure that our organisation has a range of policies and procedures in place so that we can do everything possible to safeguard our choir members.

Applicants should already be registered on the DBS Update Service, or be willing to undergo a new check with LYC before commencing work with us.

Equality and Diversity

At London Youth Choirs, it is our core belief that opportunities to work and develop should be open to all. We have processes in place to ensure that all job applications are assessed fairly, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other protected characteristics. We want a more equal, inclusive and representative choral and cultural sector. We particularly encourage applications from disabled people and people from Black, Asian and minority ethnic backgrounds, as these groups are currently underrepresented in our workforce.

ASSISTANT LEADER

HOW TO APPLY

1. Please complete the [Application Form](#)
2. Please complete the [Equal Opportunities Monitoring Form](#)

You can also find both forms at: www.londonyouthchoirs.com/work-for-lyc

Deadline for applications:

We need to receive your Application Form and Equal Opportunities Monitoring Form by **10am on Tuesday 14th May**.

Shortlisting announcements for the role will be made by **Tuesday 21st May**.

Auditions

Practical auditions will take place on the following dates:

- **Monday 3rd June** 4.30pm to 7.30pm at City of London School
- **Wednesday 5th June** 3.45pm to 5.45pm at Streatham & Clapham High School
- **Thursday 6th June** 3.45pm to 5.45pm at St Barnabas Church
- **Monday 10th June** 4.30pm to 7.30pm at City of London School
- **Wednesday 12th June** 3.45pm to 5.45pm at Streatham & Clapham High School
- **Thursday 13th June** 3.45pm to 5.45pm at St Barnabas Church

We may add additional dates, if required. Auditions will consist of a 20-30 minute trial session with one of our choirs, and an informal chat with a member of the LYC team.

Interviews

Successful audition candidates will be invited to a formal interview with LYC's Head of Safeguarding at which you will be required to submit a self-disclosure form, proof of identity, and evidence of a current enhanced DBS check (if held). These will take place on dates mutually agreed once auditions are complete.

Start date

All roles commence on **Monday 9th September** with a full freelance team training evening. Regular rehearsals begin in the week of **16th September**.



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London Youth Choirs is a Charitable
Incorporated Organisation No.1151714

All images apart from pages 2 and 8
by Belinda Lawley.



“My time in LYC has been so special - from high profile concerts at the Royal Albert Hall to weekly rehearsals in central London, each event, rehearsal or concert has brought with it its own unique and cherished memories. And, it goes without saying that the sources of those special memories are our wonderful and talented choir members. Chatting to them and their families, getting to hear their stories and seeing them enjoy the service we provide is an unending source of joy for me. I can hardly imagine a job where I would be better placed to get to know and support such a wide range of special young people from all over London. I didn't grow up in the choral world, but I believe in the power of music and the incredibly beneficial effect it can have on young people - it is a pleasure and a privilege to see those benefits every day when I come into work.”

Freddie Aitken
LYC Membership and EDI Manager