

## EPTA UK Business Manager (Part-Time) Vacancy

EPTA UK is a charity that aims to promote excellence in piano teaching and performance, raise standards within the profession, and provide opportunities for exchange of ideas and learning. We do this through organising events, providing access to courses, competitions, publications, and maintaining a reference library.

To enable the charity's diverse activities, EPTA UK is seeking to recruit a part-time business manager to oversee its operations, manage finances, develop fundraising strategies, and coordinate activities to achieve its objectives.

The main areas of responsibilities for the role includes:

1. Operations:
  - Ensure smooth operation of the association by overseeing staff and volunteers
  - Develop and implement systems for efficient and effective operation
  - Manage relationships with key stakeholders
2. Membership Support:
  - Foster strong relationships with members
  - Develop and implement strategies for recruitment and retention
  - Work with board of trustees to engage and support members
3. Regional Organizers:
  - Provide support and coordination to regional organizers
  - Develop strategies to enhance regional presence
  - Work with regional organizers to address challenges and opportunities
4. Strategic Planning and Compliance:
  - Develop and implement strategic plan with board of trustees
  - Monitor and evaluate progress against objectives
  - Ensure compliance with legal and regulatory requirements
  - Provide administrative support to the board of trustees
  - Attend all board meetings and report on the association's activities and progress

### Person Specification:

#### Education and Experience:

1. A degree in business administration, management, or a related field, or equivalent knowledge and experience in a relevant field.
2. At least 2 years of experience in non-profit management, preferably in the music or arts sector.
3. Experience of managing staff and volunteers and overseeing day-to-day operations.

#### Skills and Knowledge:

1. Excellent communication and interpersonal skills, with the ability to build and maintain relationships with a wide range of stakeholders, including members and regional organizers
2. Strong organizational and administrative skills, with the ability to manage multiple projects simultaneously and meet deadlines
3. Some knowledge of strategic planning with analytical skills and some familiarity with the interpretation of financial statements and data and to prepare and review financial activities against budgets
4. Knowledge and experience of piano teaching

Personal Qualities:

1. Commitment to the mission and values of EPTA UK.
2. Self-motivated and able to work independently.
3. Flexible and adaptable, with the ability to work in a fast-paced and changing environment.
4. Excellent time management skills and ability to prioritize tasks effectively
5. Ability to work collaboratively with the board of trustees and other stakeholders

The role requires a minimum of 10 hours per week and will report directly to the Chair of Trustees.

The successful applicant will work as an independent contractor and will submit invoices for their services to the charity. They will also be responsible for their own taxes and insurances.

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