

APPENDIX - ADMINISTRATOR - RÔLE DESCRIPTION

The Kathleen Ferrier Memorial Scholarship Fund (the “Fund”) was founded in 1953 by the friends of Kathleen Ferrier (1912-1953). Following her death at a tragically young age, an appeal was launched and the Fund, added to over the years by donations and legacies, set up an annual series of awards for young singers at the beginning of their careers. More about the Fund and its activities may be found at its website <https://ferrierawards.org.uk/about/>.

Current activities

The Awards are made as the result of an open competition usually held in April each year. It is open to singers of any nationality who have completed at least one year of study in the UK or Republic of Ireland and who are aged 28 or under at the date of the Final, although there may be exceptional circumstances in which these rules change. The awards are judged by an independent panel. There are three rounds, with the Semi-final and the Final in normal circumstances being held before a public audience at Wigmore Hall, London W1. Currently three prizes are offered: a first prize of £12,500, a second prize of £6,000 and a song prize of £5,000. There is also an accompanist’s award financed by a third party.

Governance

The Fund is a registered charity constituted as an unincorporated association governed by a trust deed. It is managed by an Administrator acting under the general direction of the Chairman of the trustees. The full trustee body usually meets formally once a year. Currently the trustees are:

Sir Thomas Allen CBE	Ian Page
Valerie Beale (Chairman)	Nicholas Riddle
Dr Linda Hirst	Joan Rodgers CBE
Graham Johnson OBE	David Syrus
Yvonne Kenny AM	Martin B M Williams FSA (Treasurer)
David Lester	

There is a part-time Administrator who is self-employed and engaged under a contract for services.

The trustees appoint each year an Administration Committee consisting of members of the trustee body together with the Chairman and Administrator and which is available for consultation by the Chairman. Some matters may be delegated by the trustees to the Administration Committee.

Finance

The Fund has a total income of approximately £70,000 per annum. The bulk of its income is derived from the dividends arising on its portfolio of investments. Other sources of income are donations; the interest arising on the Fund’s bank deposits; competitors’ admission fees; as well as sale of tickets for the Semi-final and Final of the competition, and royalties on books and recordings about Kathleen Ferrier.

The main heads of expenditure are: Administrator’s fee and associated office expenses; the prizes; expenses associated with the competition (e.g., hire of halls, box office commission, adjudicators’ fees, &c.); design and printing of programmes and advertising; and sundry expenses.

The Fund’s portfolio of investments is valued at approximately £1 million and managed by representatives of the Trustee body.

Duties

The Administrator is responsible for the overall day-to-day management of the Fund, acting always in accordance with any policies that may be fixed by the trustees and having regard to charity and other relevant law.

In addition to her/their/his duties to be performed from her/their/his home, the Administrator is expected to attend each day of the Fund's annual competition as well as to identify and, if agreed with the Chairman, to attend relevant musical performances/conferences—all of which may require her/them/him to travel and, on occasion, to stay away from home overnight.

In the event of the Administrator being unable to carry out her/their/his duties, she/they/he is/are expected to use her/their/his best endeavours to ensure that the work is undertaken by a suitably experienced substitute (subject to approval of that substitute and the terms of engagement thereof by the trustees). However, the Administrator is a rôle for one appointee: the appointment by the Fund will not be for more than one person.

Terms & Conditions

The principal Terms and Conditions are set out in the Contract of Services. The Administrator is required to ensure that she/they/he is/are always able to devote sufficient time to the proper performance of her/their/his duties, which means that in some months the workload is relatively light whereas in other months (particularly the period between closure of the application date and the date of the Final) the workload is high.

Any overnight stays must be authorised in advance by the Chairman or (if she is not available) another trustee.

Tasks and responsibilities

The management of the financial, administrative, and grant-making affairs of the Fund as well as the organisation of the annual awards – including:

- the gathering and organisation of the documents necessary to produce the annual financial statements by the Fund's accountant;
- the production of the Trustees' annual report (in conjunction with the Chairman);
- compliance with the Charity Commission regulations and requirements and best modern practice.

In the performance of her/their/his duties, the Administrator will be expected to use standard word processing and spreadsheet packages, e.g., Word, Excel, Access, and website packages such as WordPress.

Applications and organisation of the Competition

Auditions for the Competition are usually held annually in March and April. The Administrator is responsible for booking audition halls for all rounds of audition (including the public ones at Wigmore Hall) well in advance (normally two years in advance, but the Administrator is responsible for monitoring the position and notifying any potential difficulties to the Chairman), signing contracts, and arranging deposits on hall hire. The dates for all auditions must be agreed with the Chairman.

The Administrator will prepare applications forms and up-to-date regulations sheets, which unless otherwise specified by the Chairman must be posted on the website in November, inviting entries by the closing date, which is normally 1st February.

There is a standard application form currently used, but (a) the Administrator is responsible for considering each year whether any specific changes might be necessary or desirable and advising the Chairman accordingly and (b) the final version of the application form must be agreed with the Chairman prior to its being posted on the website.

The Administrator is then responsible for the collation of all entries; those eligible to go forward to the Preliminary Round must be requested by the Administrator to submit details of programmes for all 3 rounds of the competition, together with information about their pianist and publicity material for printing. The Administrator is responsible for the collection of entry fees at this stage. In the event of any doubt as to whether anyone is eligible, the Administrator must, subject to any policy laid down by the trustees in that respect, refer the matter to the Chairman, who will make the final decision.

The jury for the competition is decided upon by the Chairman in consultation with the Administrator during the year leading up to the next auditions. Details of their remuneration and expenses will be confirmed by the trustees at this stage.

The Administrator is responsible for drawing up the Schedules for the Preliminary Round (usually taking between three and five days) and all necessary arrangements, including front of house assistance, piano tuning, and refreshments for the jury. The Administrator is responsible for dealing with any requests from candidates in relation to the Schedules and any other matters relating to the auditions.

The Administrator is responsible for preparing Copy for the programme in the months leading up to the competition in good time for printing (normally) in early April, once details of the candidates taking part in the semi-final round of the competition are known and the schedule for it has been fixed. This includes commissioning texts and translations of items being performed at Wigmore Hall.

A guest list is prepared offering complimentary tickets to trustees, sponsors, and a limited list of supporters in conjunction with the Chairman. Tickets must be sent out by the Administrator normally in early April (or made available for collection on the day of the performance). A luncheon prior to the Semi-final for the Judges and Trustees will be arranged by the Administrator in the Wigmore Restaurant (unless otherwise directed by the Chairman), as well as a reception at Wigmore Hall following the Final, when the Semi-final and Final are held there.

The Administrator will oversee the rehearsal schedule for Wigmore Hall (and be present for all rehearsals), arrange a photographer for both the Semi-final and Final, and make all the arrangements necessary for the recording of the Final. The Administrator will post details of the winners on appropriate websites and social media promptly once the results are known.

If the Trustees decide that the Awards or any part of them should be filmed and/or streamed or otherwise disseminated to the public, then the Administrator may be required by the Chairman to make or assist in the making of the arrangements for this.

Note that the above description sets out the position in a normal year. If circumstances prevent the holding of the Awards according to the Schedule set out above, then the Chairman will notify the Administrator and the Administrator will work with the Chairman to make the adjustments which may be required (whether in terms of dates or any other matters of whatever nature) and will perform the duties set out above based on the adjustments made.

Following the competition, the Administrator will make all the necessary arrangements for the payment of prize-winners and judges. The Administrator is also responsible for liaising with the person to whom the Chairman has delegated the negotiation of recitals for the prize winners and any masterclasses for semi-finalists.

Trustees may make available a limited number of private coaching sessions to semi-finalists who did not get through to the Final and accompanists whose singer(s) did not get through to the Final. The Administrator would liaise with the Chairman and relevant Trustees in the initial setting up of the sessions.

Books and records

Maintaining the Fund's correspondence files, as well as its financial and grant-making records (currently kept in paper form). Establishing and maintaining databases of past jurors and Chairmen of the Jury; past semi-finalists and finalists; and past and current Trustees and Chairmen.

Finance

Maintaining basic financial books and records (either on paper or electronically), including a simple cash book together with the appropriate supporting documents including invoices and other vouchers.

Obtaining proper authorisation of invoices and other payments. Payment of invoices and other outgoings electronically (or by cheque). (NB the Fund's bank is CAF Bank). Reimbursing trustees and others with out-of-pocket expenses.

Oversight of the bank accounts to include transferring funds between accounts as required in conjunction with the Fund's Treasurer, preparing a simple schedule of the Fund's financial position for trustees' meeting and as required by the Treasurer.

Maintaining records of the Fund's investments (usually < five holdings) and circulating quarterly reports as appropriate. Liaison with Treasurer and the Fund's accountant. Annually, providing the Fund's accountant with the appropriate books, records, vouchers, and other information to enable her/them/him to prepare the Fund's annual accounts and carry out an independent examination.

If required, prepare an annual budget for review by the Chairman, and approval by the trustees.

Electronic security

Carrying out regular back-ups of all electronic records to the Cloud. Ensuring that the back-up is functioning properly on a regular basis.

Governance

Making the arrangements for and clerking the annual meeting of the trustees on a date to be agreed with the Chairman, including liaising with the Chairman on the agenda and supporting papers and then distributing these in a timely fashion; liaising with the Treasurer and preparing a schedule of the funds available for distribution, a financial report, synopsis of applications and accompanying papers; minuting the meeting, agreeing the draft minutes with the Chairman and distributing them in a timely fashion to the trustees.

Similarly, arranging and clerking meetings of the Administration Committee, held as and when necessary, but approximately two to three times per year.

Statutory

Completing and submitting the charity's annual return to the Charity Commission.

Generally keeping up to date with charity law and advising the Chairman as to any necessary or desirable actions in relation thereto.

The Fund has a Data Protection Policy and associated policies: the Administrator is responsible for ensuring that all efforts are made to act in accordance with these policies and will notify the Chairman if there is any breach or suspected breach in relation thereto. The Administrator is responsible for monitoring the necessity for any changes necessary in relation to the Policy and any associated policies or procedures and will report any relevant matter to the Chairman. The Administrator is also responsible for ensuring that all necessary Third Party Contracts in relation to Data Protection are signed by the relevant third parties.

Digital Presence

Taking overall responsibility for the management of the Fund's website, its content, and the presentation of the Fund and its activities thereon as agreed with the Chairman. Managing the Fund's presence on social media, currently including Facebook and Twitter. As agreed with the Chairman, developing a presence for the Fund on other forms of social media or similar platforms that may now be or may in the future become relevant outlets for the Fund's purposes. These responsibilities are subject to the approval of the Chairman to ensure that the Fund's presentation in the public space remains consistent with its values.

Where appropriate, the Fund may wish to market its activities using digital—including social—media. The Chairman will consult with the Administrator if it is decided that this is appropriate. Responsibility for ensuring any actions considered to be appropriate are carried out in a timely manner lies with the Administrator.

Where the Administrator does not have the experience or skills to undertake the tasks outlined in this section personally, subject to approval by the Chairman for any costs involved, the Administrator assumes responsibility for sourcing and managing suitable professionals to undertake these activities on behalf of the Fund.

Office procedures

The Administrator is responsible for the storage, maintenance and appropriate care of the Fund's files, reference books and journals, other office stationery and equipment. The Administrator is also responsible for the Fund's archival material and for keeping them in a useable state.

Other

Reading/responding to postal, email and telephone enquiries.

Year-end weeding of files.

Arranging meetings as requested by the Chairman.

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