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| **Job Profile****Job Title:** Copyright and Resources Analyst**Team:** Song Solutions**Based:**  Uckfield, East Sussex**About the team**A team of first-rate administrators who are driven by a passion for the ministry of Essential Christian and a desire to see Essential Christian services and resources promoted throughout the Church. Working collaboratively across a number of brands, the team pre-dominantly administer processes and systems for songwriters, publishers, artists and events.**Main Purpose of the Job**To support the Song Solutions team in data collection, entry, research, and analysis, with the aim of maintaining high quality data and to provide tools to evaluate success, create newprocesses and data visualisations, and inform decisions that will bring growth anddevelopment to the ministry of Song Solutions**Position in the Organisation*** Reporting to the Song Solutions Manager
* Working alongside the Chief Operations Officer, Head of Song Solutions and Song Solutions team.

**Events**Working for an event organisation means serving on staff teams at multiple events throughout the year. This may involve working with volunteer event teams and public-facing duties, representing our Christian ethos and serving as an ambassador for the ministry of Essential Christian. When working at events, whether physical or online, it may be necessary to work long hours, including weekends. **Christian Faith**Essential Christian is a Christian organisation. Our attitudes and conduct are motivated by our Christian faith. The post-holder must be comfortable working within our Christian ethos and alongside our Christian staff. **Involvement with the wider team*** Meet with the full staff team each week to share in a time of reflection from the Bible and

 break into small groups for a time of prayer* Participate in occasional staff away days to focus on the Christian vision for our work

 and to help build our Christian vibe as a team* Attend monthly staff meetings to make sure we communicate well as a team and to

 keep us on track with the Christian vision and purposes of Essential Christian* Strive for healthy relationships at work, always seek to speak positively and build others up with words of encouragement.
* Respect that as Christians, we follow biblical principles of leadership and service
 |  | Job Profile |
| **Job Description****Key Duties and Responsibilities**To support the Song Solutions team in data collection, entry, research, and analysis, with the aim of maintaining high quality data, and to provide tools to evaluate success, create new processes and data visualisations, and inform decisions that will bring growth and development to the ministry of Song Solutions.To assist in the management of Song Solutions assets and work with the Essential Christian Marketing team and any external agency to plan and execute marketing strategy to bring growth to the ministry of Song Solutions.To work under the daily direction of the Song Solutions Manager, providing administrative support to Song Solutions and Essential Christian Resources within the areas of copyright and royalties, asset management, as well as assisting in implementation of new areas of business growth for both brands, including research and maintenance of new projects as they arise.**Data Analysis*** To work with stakeholders to develop project strategy plans based on logical framework approaches.
* To maintain project timeframes, objectives, and communications.
* To create and manage documentation and reports for projects.
* To verify data and information and analyse it to suit the direction of a project.
* To track, forecast and report on project progress including metrics and challenges.
* To collect the necessary information required to start projects.
* To provide support and advice on the use of data storage and analysis software, particularly Microsoft Excel

**Resources*** To develop excellent knowledge of the Song Solutions and Essential Christian song assets and product range.
* To manage creation and storage of digital song assets.
* To maintain and interrogate accurate stock balances within our accounting software.
* To administer accurate records and income on Music and Record Maestro software systems (training in house)

**Administration*** To provide excellence in administration in all matters relating to product sales and music publishing.
* To process and analyse sales figures and song income data to find trends and opportunity for new sales/exploitation.
* To provide data, support and maintenance for the Essential Christian Songs website including liaison with the website developer.
* To research and maintain work on new projects as they arise.

**Training*** To be proactive in sourcing and participating in relevant training for the fulfilment and continual improvement of the role
 |  | Job Description |
| **Person Specification**You will demonstrate the following essential criteria for this role:**Christian Culture*** commited to the core values of Essential Christian
* willing to work within Essential Christian’s Ethos Statement

**Characte**r* positive mindset
* professional
* can-do attitude
* self-motivated
* flexible
* capacity for high volume of work
* confident working independently or as part of a team

**Competency*** GCSE grade A-C or equivalent, in English and Maths
* 2+ years’ office experience, including data analysis
* aptitude for numbers
* analytical and thorough with excellent attention to detail
* systems orientated
* strong administrative and organisational skills
* excellent understanding of Microsoft Excel
* touch-typing or excellent keyboard skills
* knowledge of copyright and publishing (preferable)
* knowledge of Christian Music (preferable)
* understanding of Google Analytics (preferable)

**Capability*** fluent in english
* living within a 90-minute commute of Uckfield
* holder of UK driving licnce with access to vehicle insured for driving (preferable)
 |  | Person Specification |

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| A picture containing icon  Description automatically generated**Terms & Conditions of Employment** **Job Title:** Copyright & Resources Analyst**Contract Status:** Full-time, permanent**Working Hours:** 40 hours per week (8 hours per day, Monday to Friday) to include 1 hour paid lunch break each day.  Additional hours when preparing for and working away at events**Location:** Hybrid working. Minimum of 2 days per week working from the Office in Uckfield with the option of 3 days per week working  remotely**Annual Leave:** 20 days per annum + 8 Statutory Bank Holidays  + Recovery day for each 7 consecutive days worked at events **Company Sick Pay:** 23 days per rolling 12-month calendar period**Salary:** On application. Depending on experience.**Workplace Pension:** Employer’s contribution of 4% of salary Minimum employee’s contribution of 4% of salary **Group Life Assurance:** Lump sum benefit of 2 times salary payable to next of kin,  In the event of death, subject to qualifying criteria**Probationary period:** 3 months, with interim review at 1 month **Notice period:** 1 week, increasing to 1 month on satisfactory completion of  probationary period |  | Terms & Conditions of Employment |