

Job Description

Post:	Senior Song Administration Manager
Responsible To:	Head of Song Publishing and A&R
Team:	Song Solutions

About Us

Song Solutions is a vibrant and dynamic part of Essential Christian, committed to providing outstanding song publishing and administration services for songwriters and musicians across the UK and beyond. Our team works collaboratively to ensure the highest standards in music rights management, helping clients maximize their reach and revenue potential.

Main purpose of the job

To oversee the smooth running of our song administration team. To bring proven music industry expertise and hands-on experience in managing song registrations, royalties and client relationships, supporting songwriters and musicians in successfully growing their songs and contributing to revenue growth that helps sustain the wider ministry of Essential Christian.

Key Duties and responsibilities

- Oversee song registration processes and ensure all works are correctly entered into relevant databases and rights societies.
- Manage and track royalties, ensuring accuracy in distributions and payments to songwriters and composers.
- Conduct detailed data analysis on song performance, royalties, and market trends to provide actionable insights.
- Maintain and update song catalogues in Music Maestro and Record Maestro software.
- Liaise with clients, writers, and composers, ensuring excellent service and support.
- Collaborate with other departments to ensure seamless workflows and optimal publishing solutions.
- Assist in resolving any rights disputes or issues relating to song ownership or royalties.
- Ensure compliance with relevant music publishing laws and regulations.

Involvement with the wider team

- Meet with the wider staff team each week to share in a time of reflection from the Bible and to pray together for the work of Essential Christian.
- Participate in occasional staff away days to focus on the Christian vision for our work and to help maintain our culture 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.
- Use the teaching of the Bible as the standard for healthy relationships at work, always seeking to speak positively and build others up with words of encouragement.
- Respect biblical principles of leadership and service.

Occupational Requirement

It is highly preferable for the successful candidate to be immersed in Christian worship music and have an understanding of its significance. Candidates must be sympathetic to the Christian faith, and therefore our Christian ethos and an active involvement in local church will be preferred.

The post-holder will be committed to the core values of Essential Christian and have an awareness of the Christian constituencies we seek to serve. Given the Christian ethos of Essential Christian, and the nature and context of this role, continued employment is dependent on adherence to the Evangelical Alliance Basis of Faith, working consistently within Essential Christian's Ethos Statement, and life being led in accordance with the teaching of the Bible.

Working at Events

Working for an event organisation means serving on staff teams throughout the year. This may involve leadership of volunteer event teams and public-facing duties, representing our Christian ethos and serving as an ambassador for Essential Christian. Additional working hours will be required when preparing for and working away at events, including some weekends.

Our Team

Essential Christian is the umbrella organisation which runs Spring Harvest, Song Solutions and Essential Event Management. Together, we impact lives and build a better world through music, events and content – driven by our encounter with the living Lord Jesus, whose presence shapes our mission of worship, discipleship, justice and service.

Christian Faith

Our Christian faith is the motivation for everything that we do. For this reason, most roles at Essential Christian hold an occupational requirement for the post-holder to be a committed Christian. This means that those postholders will be seeking to grow in their discipleship and be regular worshipping members, actively involved in serving within their local church. In roles without an occupational requirement, we are glad to welcome anyone who is entirely supportive of our Christian ethos and who is comfortable being fully integrated within our Christian culture.

Our Culture

Calling & Vision

Essential Christian's vision is to listen to the Church in the UK and to help equip the Church for action year-round through events and resources. We share a common desire to see lives changed by God. We're passionate about what we do.

Prayer

Prayer is where everything begins at Essential Christian. We recognise our need for God in all that we do, we pray for Him to lead and guide us in our vision-casting and decision-making and we remember to give thanks when we see Him answering our prayers.

Character

As Christians, we follow Biblical principles of leadership and service, and we look to the character of Jesus as the example for our lives. We don't get everything right, because we're human, but we do show grace and patience with one another. We strive in everything that we do to be transparent, to speak positively and to build others up with words of encouragement.

Professionalism

We pride ourselves on working to professional standards, using key performance indicators to bring value to the ministry, growth to revenue and personal development to members of our team.

Person Specification

Character:	<ul style="list-style-type: none"> • Self-motivated • Diligent • Team Player • Relational
Competency:	<ul style="list-style-type: none"> • Highly competent administrator • Proficient in MS Word, Excel and Outlook, and Music Maestro software • Strong analytical skills with the ability to interpret complex data sets • Excellent attention to detail and organizational skills. • Strong communication and relationship management abilities. • Ability to work independently in a remote environment while maintaining collaboration with the team.
Experience:	<ul style="list-style-type: none"> • Proven experience in music publishing role, ideally within a Christian /worship context • Knowledge of music rights management and royalty collection processes
Capability:	<ul style="list-style-type: none"> • Fluent in English • Living within 90-minute commute of Uckfield
Desirable:	<ul style="list-style-type: none"> • Knowledge of Record Maestro software

Terms & Conditions of Employment

Location:	Uckfield, East Sussex. TN22 1QG
Contract:	Permanent. Part-time 32 hours per week (possibly leading to full-time hours in the future)
Hybrid Working:	Minimum of 3 days per week in the office with 1 day per week home-working Working away at events as required.
Working Hours:	32 hours per week to be worked 8 hours per day with 1 hour paid lunch each day. Additional hours when working away at events. Hours negotiable for successful candidate.
Lieu Time:	Rest & recovery days given in lieu of weekends spent working at events
Salary:	£28,000 per annum, depending on experience (full-time equivalent £35,000)
Pension:	Employer's contribution: 4% of salary Employee's contribution: 4% of salary
Benefits:	Group Life Assurance
Holidays:	22.5 days per annum, including Bank Holiday entitlement
Probationary Period:	6 months, with interim reviews at 1 month and 3 months
Notice Period:	1 week, increasing to 1 month on completion of probationary period

What our Staff Say about working for Essential Christian

It's inspiring to work amongst colleagues whose Christian belief is the motivation for what they do and a model for the way in which they serve. Here's what some of our team say....

"I get a buzz out of the responsibility and teamwork with committed professionals who share my passion for excellence. The regular celebration of achievements and birthdays, the interest in each person's wellbeing, and the sense of family makes this a brilliant organisation to work for."

"I love working for EC because it gives me a chance to help others grow through their experiences of God and His church".

"There really is an incredible culture within EC which helps bring out your individual potential, refines your skills and enables you to grow on all levels, including spiritually."

How to Apply

Please visit www.essentialchristian.org/careers where you will find a downloadable application form. This should be completed and submitted to recruitment@essentialchristian.org by Wednesday 15th January 2025.

Interviews will be held at our offices in Uckfield during the week commencing 20th January 2025.