



Job Description

Post:	Head of Global Music Rights
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 our global creative community. 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 provide leadership and hands-on experience to our Administration team on all Copyright matters, bringing well established music industry experience in managing song registrations and royalties. To support 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

- Cultivate strong relationships with key industry stakeholders, including songwriters, publishers, labels sub-publishers and digital service providers
- Regularly communicate with PRS/MCPS, ICE and IMRO as well as US agencies such as ASCAP, BMI, SESAC and MLC
- Ensure proactive and effective interaction with our global sub-publishing network, with a view to expansion
- Ensure a consistent and best-in-class customer-first mindset, maintaining and building trust with clients
- Seek opportunities to improve our processes, collaborating with the Copyright team to implement new processes, and project-manage areas of development from concept to completion
- Oversee the successful onboarding and integration of new clients
- Monitor income flows in line with expectations and resolve any interruptions or discrepancies
- Keep up to date with industry initiatives, news and updates, particularly across your respective areas of responsibility.
- Oversee music licensing for the UK, Europe and USA.

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 understand 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.

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 • Relational • Analytical • Detail-orientated • Team Player
Competency:	<ul style="list-style-type: none"> • Highly organized, with an ability to balance independent tasks & collaborative projects • Ability to interpret complex data sets • Proficient in MS Word, Excel and Outlook • Knowledge of publishing software Music Maestro or equivalent • Understanding of sub-coding songs for royalty distribution • Strong analytical skills with the ability to interpret complex data sets • Strong communication and relationship management abilities. • Ability to work independently/remotely while maintaining collaboration with the team.
Experience:	<ul style="list-style-type: none"> • Client-facing, account management role in the music industry, ideally within a Christian/worship context • An understanding of music publishing, music copyright, performing rights organizations (PROs), digital service providers (DSPs), and royalty flow • Knowledge of other emerging technologies • Knowledge of music rights management and royalty collection processes
Capability:	<ul style="list-style-type: none"> • Fluent in English
Desirable:	<ul style="list-style-type: none"> • Experience with AI tools and emerging technology • A passion for music • Involvement in local church • Living within 90-minute commute

Terms & Conditions of Employment

Location:	Uckfield, East Sussex. TN22 1QG
Contract:	Permanent. Part-time 32 hours per week
Hybrid Working:	Minimum of 3 days per week in the office. Remote working considered for the right candidate. Working 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:	On application.
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 Holidays (based on 32 hours per week)
Probationary Period:	6 months, with interim reviews at 1 month and 3 months
Notice Period:	1 week, increasing to 3 months 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

To apply for this role, please write with a covering letter and a copy of your C.V. to recruitment@essentialchristian.org

Interviews will be held at our offices in Uckfield.

Closing date for applications: Friday 21 February 2025

