



The Royal Scottish Pipe Band Association

Music Board

Job Description - Education Co-ordinator

Roles and Responsibilities:

This position will be a nominated member of the Music Board's Membership. The incumbent will support the educational processes and procedures appropriate to the RSPBA requirements and will support the Education Convenor in the proactive development and maintenance of course material pertaining to the educational needs of the Association. In addition, the incumbent will represent the RSPBA on the Piping and Drumming Qualifications Board (PDQB) and will administer all education matters on behalf to the Association's Music Board.

In particular the role will cover:

- Be an active member of the PDQB on behalf of the RSPBA.
- Support the promotion of learning and personal development throughout the RSPBA.
- Support and act as delegate to the education Convenor on all PDQB matters to the membership of the RSPBA
- Arrange PDQB Examinations and Examiner support on behalf of the RSPBA Membership and maintain a register of achievement.
- Monitor the workload and manning levels of the RSPBA Instructors.
- Be an active / accepted Member of the Music Board.
- Be an Active / accepted Member of the Academy of Musicianship.

Competency Requirements:

- Hold the PDQB Pipe Band Studies Level 2 or RSPBA Advanced Certificate or equivalent.
- Demonstrate suitable experience and standards of Pipe Bands at all levels.
- Demonstrate experience in teaching and presenting music, theory and practice at all levels.
- Demonstrate experience of leadership, organizational, people skills and strengths as a Team Member.
- IT skills associated with Web usage, and Microsoft or similar tools.

Approved Music Board: **4th October 2008.**

Approved National Council: **7th February 2009.**