

DERBY CATHEDRAL CHAPTER

JOB DESCRIPTION, PERSON SPECIFICATION

Job Title	Chorister Supervisor (part time post – job share)
Reporting to	Director of Music
Hours of work	8 hours per week
Salary	Living Wage Foundation
Location	primarily Derby Cathedral, Iron Gate, Derby
Working with:	Music Department

Overall Purpose of the Post:

To provide support and care of the boy and girl choristers of Derby Cathedral Choir both in and outside the cathedral.

Nature and Scope of the Role:

The Cathedral Choir at Derby comprises three units: Boy Choristers, Girl Choristers and 6 professional Lay Clerks, who are often supplemented by Choral Scholars. Very occasionally (e.g. Christmas and Easter) they all perform together as the Great Choir, but for the most part, the two treble lines sing separately. Currently, the Girls and Boys sing Evensong on Mondays and Tuesdays respectively, the Boys and Lay Clerks/Choral Scholars on Thursdays, and the two Sunday Services are sung alternatively by the Boys and Lay Clerks/Choral Scholars and the Girls and Lay Clerks/Choral Scholars.

The Choir has an extensive repertoire. The Music Scheme on the Cathedral website (www.derbycathedral.org) gives a clear outline of the choral services. Choir trips abroad and in the UK are a regular occurrence and are highly valued. Previously, the Girls and Lay Clerks/Choral Scholars have enjoyed tours in Belgium, including concerts in Ghent, Bruges and at the Last Post Ceremony at the Menin Gate. Among other internal tours, there is an annual Four Choirs' Festival, bringing together the choirs of Coventry, Leicester and Southwell Cathedrals. At home, the Choir is often involved in concerts and other events in the Cathedral, ranging from RSCM singing days to participating in concerts with The Sixteen. The Cathedral Music Department runs its own programme of concerts and recitals throughout the year; highlights of which are Bach's St John Passion on Good Friday and Handel's Messiah in Advent, sung by the Great Choir with the Heart of England Orchestra. The Cathedral Choir can be heard on a number of CDs and has regularly broadcast on local and national radio. The Chorister Supervisor plays a vital role in the Music Department.

MAIN DUTIES:

- Supervising the choristers for rehearsals, services and any other event both inside and outside of the Cathedral
- Ensuring choristers arrive and depart the Cathedral safely
- Ensuring the register is completed and contacting parents of absent choristers
- Recruit, maintain and manage a list of volunteer supervisors
- Alongside the other music staff, assist in the very best pastoral care and safeguarding practice of the choristers at all times
- Attend occasional Music and Liturgy Department meetings
- Attend termly Chorister Parent Meetings
- Develop and maintain an excellent relationships with chorister parents and other Cathedral staff
- Set up and supervise chorister refreshments and games
- Ensuring the wellbeing of choristers at all times.

Hours of Commitment

Below are the total hours between the two part time posts. It is expected that the two posts will work collaboratively to ensure the total hours are maintained.

Monday	3.45 pm – 6.30 pm
Tuesday	3.45 pm – 6.30 pm
Wednesday	-
Thursday	3.45 pm – 5.45 pm
Friday	3.45 pm – 6.15 pm
Saturday	Occasional Saturday commitments
Sunday	9.15 am – 12.15 pm 3.45 pm – 6.30 pm

Additional commitments include the major festivals and events; carol services, Christmas Eve, Christmas Morning, Holy Week, Maundy Thursday, Good Friday, Easter Day, Ascension Day, Ordinations, Diocesan Choirs' Festival, Cathedral Choir Concerts and Tours and Trips (both within the UK and abroad – these are paid for by the Chapter). A fully detailed schedule is circulated by the Director of Music termly.

Generic Responsibilities of all staff:

As the Cathedral is run by a small team, all staff are expected to act flexibly and cover for each other when required. Duties may include:

- Undertake as requested other duties as might reasonably be expected
- Follow the policies and procedures of the Cathedral, paying particular attention to the requirements of the policies and procedures for the safeguarding of vulnerable adults and children.
- Treat everyone with respect and dignity in the workplace.

PERSON SPECIFICATION

	Criteria
Qualifications and Training	<ul style="list-style-type: none"> • Qualified in first aid (training will be provided) • Food hygiene (Level 1) • Safeguarding training (training will be provided)
Essential experience	<ul style="list-style-type: none"> • Experience at working with children and young people from a wide variety of backgrounds • Awareness and adherence to the very best safeguarding practices • Ability to be flexible and work as part of small team • Approachable with excellent interpersonal and communication skills • Experience of organising volunteers • Ability to respond calmly to all situations
Desirable experience	<ul style="list-style-type: none"> • Good knowledge of the Anglican choral repertoire • Sympathetic to the Church of England and an interest in the Cathedral's music • Willingness to engage with the Cathedral community • Experience of organising rotas
Personal qualities	<ul style="list-style-type: none"> • Flexibility • Organisational skills • Compassionate • Approachable

TERMS AND CONDITIONS OF SERVICE

Remuneration	We are Living Wage Employer and abide by the hourly rate agreed by the Foundation. Currently set at £9.90 per hour.
Working time:	See main duties. – Hours of work follow the pattern of choir term time. Sickness and absence cover will be required.
Expenses:	Pre-approved working expenses are reimbursed in full, upon production of receipts.
Health and Safety	Under the Health and Safety Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must cooperate with the Cathedral on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.
Disclosure and Barring Service (DBS) Check	This appointment is subject to a satisfactory Enhanced Check from the Disclosure and Barring Service.
Safer Recruitment	The successful applicant must complete the necessary safeguarding training before commencing in their role.

How to Apply

To request an application form (CV is not an acceptable substitute but may be attached as an additional document if required), please email clair@derbycathedral.org or telephone the office on 01332 341201.

Interview and Selection Process

Please submit your application using the application form and provide a personal statement (max. 1000 words).

Applications by email to: clair@derbycathedral.org

Closing date for applications: midday on 27th July 2022

Shortlisting: 29th July 2022

Interview: 8th August 2022

If you are invited for interview, you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to two satisfactory references and a DBS check at enhanced level.

Equality Statement:

The Cathedral is committed to the principles of equality and diversity in employment and aims not to discriminate on grounds of gender, age, appearance, race, sexuality, class, ability, culture, nationality, political belief, trade union activity or religious belief. It is the intention of the Cathedral Chapter to ensure that the principle outlined in the Equal Opportunities Policy are embedded into our planning, decisions and actions which extends to the treatment of job applicants, employees (including former employees) clients, visitors, and pilgrims. To ensure that Chapter's Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employee' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equality and diversity.

Safeguarding:

At Derby Cathedral we take safeguarding very seriously and it is central to Chapter's care for the life and work of the Cathedral. Safeguarding means the action we take to promote a safer and healthy culture for everyone connected to the Cathedral. The Cathedral's safeguarding policies are available on the website.

The successful applicant will need to complete basic, foundation and leadership training before commencing this role. All courses are available on line.