

DERBY CATHEDRAL CHAPTER
JOB DESCRIPTION, PERSON SPECIFICATION

Job Title	Alto Lay Clerk (job share)
Reporting to	Director of Music
Hours of work	Evensong on alternate Tuesdays plus Feast Days and special services by arrangement
Salary	£32 per statutory service, £67 per special service The successful candidate can expect to earn around £1500 per year
Location	primarily Derby Cathedral, Iron Gate, Derby
Working with:	Music Department

Overall Purpose of the Post:

To sing Alto in the Cathedral Choir for services, concerts and other events.

Nature and Scope of the Role:

Derby Cathedral comprises 20 Boy Choristers, 20 Girl Choristers, Junior Choral Scholars, and a team of professional Lay Clerks (normally 6 at each service). The current pattern of services consists of: Sunday Eucharist (Boys or Girls and Lay Clerks), Sunday Evensong (Girls or Boys and Lay Clerks), Monday Evensong (Girls), Tuesday Evensong (Boys or Boys and Lay Clerks) and Thursday Evensong (Lay Clerks).

The Cathedral Choir has an extensive repertoire spanning plainsong to the present day. The Music Scheme on the Cathedral website (www.derbycathedral.org) gives a clear outline of the choral services. On top of the almost daily singing of services, the Cathedral Choir regularly undertakes tours both within the UK and internationally, CD recordings, BBC broadcasts, and concerts with other professional ensembles. Previous collaborations have been with the Heart of England Orchestra, Sinfonia Viva, and the Sixteen, to name a few. The Cathedral Choir also joins annually with the Cathedral Choirs of Coventry, Leicester and Southwell for the East Midlands Four Choirs' Festival Evensong.

The successful candidate would join a team of 10 Lay Clerks, most of whom operate on a job-share basis. There are generally 6 Lay Clerks at each choral service, except for major occasions when both treble lines sing, for which 12 Lay Clerks or Deputy Lay Clerks are required. As a job-share Lay Clerk, the successful candidate would expect to be the first port of call should a deputy be needed for any other day of the week.

Lay Clerks are engaged on a self-employed basis and are paid by the service at the end of each month. This position has the opportunity to expand to a greater number of services each week, as and when a vacancy in the Cathedral Choir arises.

MAIN DUTIES:

- To sing Alto in the Cathedral Choir on alternate Tuesdays during term time
- To sing Alto in the Cathedral Choir for feast days and for other occasions, as required
- Attend termly Lay Clerks' meetings
- To give reasonable notice to the Director of Music and the Music Administrator when not available, so a suitable deputy can be sought
- To prepare all music to the highest standards
- To be prepared for solo work in services, concerts or other events

Hours of Commitment

Tuesday 5.10pm – 6.10 pm (alternate weeks)

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). Lay Clerks are often required to sing at weddings, funerals and other special services, for which the higher special service fee is paid. 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 and contractors 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"> • Safeguarding training (training will be provided)
Essential experience	<ul style="list-style-type: none"> • Experience at singing in a high-level choir • Excellent musicianship skills including the ability to sightread to a high level • Awareness of 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
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
Personal qualities	<ul style="list-style-type: none"> • A good vocal tone • Flexibility • Organisational skills • Compassionate • Approachable

TERMS AND CONDITIONS OF SERVICE

Remuneration	£32 per statutory service, £67 per special service
Working time:	See main duties. – Hours of work follow the pattern of choir term time.
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 alexander@derbycathedral.org or telephone the office on 01332 341201.

Audition and Selection Process

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

Applications by email to: alexander@derbycathedral.org

If you are invited for audition, you will be asked to produce evidence of your eligibility to work in the UK. This position is offered subject to two satisfactory references and a DBS check at enhanced level.

Auditions will consist of a solo piece (song, aria or extensive solo passage from a choral work) and sightreading.

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 and foundation training before commencing this role. All courses are available online.