

BRADFORD CATHEDRAL



Hospitality Faithfulness Wholeness

Music Department Administrator



 THE CHURCH
OF ENGLAND

Diocese of Leeds



Thank you very much for showing an interest in the role of Music Department Administrator at Bradford Cathedral.

Cathedrals have a unique ministry. They are communities of Christian worship and mission, which, like Bradford, have stories that go back centuries. They also have a national and regional profile, working with the Diocesan Bishop to resource and support their ministry.

Bradford Cathedral's Chapter has recently defined the cathedral's purpose as serving Christ and transforming lives through welcome, worship and encounter. Until the pandemic, we might have understood that to mean something that happens in the cathedral. However, we are now committed to a significant online presence, and the music we offer as part of our worship plays a key role.

Bradford Cathedral has a thriving musical tradition. 90 children and adults in our choirs come to the cathedral each week to rehearse and sing for services. Our education programme gives over 30 young choristers from different backgrounds free singing lessons and tuition in music theory. Our recital series draw some of the finest performers from the UK and abroad.

The pandemic has been a catalyst for positive change and development here, and you will be part of a growing and energetic staff team.

With my prayers and best wishes,

The Very Reverend Jerry Lepine, Dean of Bradford



About this role

The Chapter of Bradford Cathedral seeks to appoint a highly organised and capable person to the position of Music Department Administrator, from **23rd August 2021** (or as soon as possible thereafter).

We are a centre of excellence for traditional church music and musical education within the Church of England Diocese of Leeds. We seek to bring people to the Christian faith through worship and high quality music. The Music Department Administrator is an integral member of the music department, who enables the department to run smoothly and efficiently.

This role is suited to someone who has a particular interest in working within the Church of England, and who has some liturgical knowledge. We expect our applicants to be hard-working and enthusiastic team-players, and to be fully part of the life of Bradford Cathedral.

If you would like an informal conversation about this role, please be in touch with Alex Berry, Organist & Director of Music (alex.berry@bradfordcathedral.org / 07507 456 741).

The music department

Personnel

Precentor	The Revd Canon Paul Maybury
Director of Music	Alexander Berry
Assistant Director of Music	Graham Thorpe
Choir Matron	Daniel Lappin
Chorister Singing Teachers	Helen Austwick Alistair Donaghue
Leader of the Grace Notes	Libby Harborne

The Cathedral Choir

Independent treble lines of boy and girl choristers sing for the majority of choral services. The choristers are aged 7 to 13, and have complete parity. There is no choir school; the boys and girls are recruited from many schools across Bradford. There are 24 places in each choir. At the end of choristership, children may be invited to continue as junior choral scholars, singing soprano, alto, tenor or bass. All young people receive free singing lessons, as well as theory and RSCM tuition.

For Monday and Tuesday evensong and the Sunday Eucharist, the alto, tenor and bass parts are sung by a combination of paid choral scholars, volunteer lay clerks, and junior choral scholars.

Sunday evensong is sung by the Cathedral Consort, an SATB adult choir. Volunteer sopranos sing with the paid choral scholars, volunteer lay clerks, and junior choral scholars. The Consort has a wider and more ambitious repertoire and sings for occasional services outside the weekly pattern.

Our community choir for children, Bradford Cathedral's Grace Notes, is an unauditioned choir of primary school children that meets once a week and sings contemporary worship music. It is led by Libby Harborne and sings at cathedral services six times a year.

Concerts and Recitals

The cathedral hosts weekly organ recitals and monthly coffee concerts, which draw large and friendly audiences.

We welcome local, national and international artists. Choral scholars may be invited to perform as part of the series.

The Cathedral Choir collaborates regularly with professional ensembles, performing music outside the standard cathedral repertoire. Recently we have worked with the European Union Chamber Orchestra and City of London Sinfonia. We also sing twice a year with our sister cathedral choirs at Ripon and Wakefield.

Key Responsibilities

The Music Department Administrator will assist the Precentor, Director of Music and Assistant Director of Music in all aspects of departmental administration.

Musical Administration

The Music Department Administrator will ensure there is the correct number of adult singers for all choral services, concerts and events.

They will help the Assistant Director of Music with any music library tasks and the preparation of the Organ Recital and Coffee Concert booklets.

They will produce posters to advertise the choir and musical events. They will liaise with the cathedral's Communications and Events Officer to ensure adequate publicity for music department events. They will manage the department's social media output. They will create graphics for and manage livestreaming at music department events.

They will liaise with singing teachers to produce lesson timetables, and submit entries for ABRSM, Trinity and RSCM exams. They will liaise with parents to ensure full details of lessons and exam entries are sent out clearly and in good time.

They will communicate with the Choir Matron to ensure the smooth-running of all choir commitments.

Tours and trips administration

They will collaborate with the Director of Music to organise choir tours, and prepare relevant tour documentation. They will be required to go on tour and have responsibility for logistical management.

They will have responsibility for the production of risk assessments for tours, trips and socials. They will produce consent forms for trips and socials.

Liturgical administration

The Music Department Administrator will produce orders of service for all liturgies, as agreed with the Precentor. They will also prepare special orders of service, and manage printing.

They will be responsible for Christian Copyright Licensing International and Performing Rights Society reporting. They will send details of services to newspapers (including, but not limited to, The Daily Telegraph and The Yorkshire Post).

Recruitment administration

The Music Department Administrator will contact local schools to arrange recruitment visits as requested by the Director of Music. They will liaise carefully with schools to confirm timings and expectations of workshops beforehand. They will prepare resources for workshops.

They will manage safer recruitment of choir volunteers and deputies. They will liaise with the Choir Matron and Cathedral Secretary to carry out DBS checks for new choir chaperones, choral scholars and other music department staff and volunteers. They will organise Safeguarding Training as appropriate. They will manage volunteer role descriptions for Lay Clerks, Consort Sopranos, and Choir Chaperones.

Database administration

The Music Department Administrator will keep ChurchSuite databases up-to-date, liaising with colleagues about new choir members.

Financial administration

The Music Department Administrator will receive invoices for the department, and procure signatures from the relevant responsible member of staff. They will record transactions in the department nominal codes spreadsheet, and liaise with the finance department.

Miscellaneous

The Music Department Administrator will attend the weekly diary meeting, and the weekly music department meeting, for which they will take minutes.

They will assist with any other appropriate music department administration.

Person Specification

	Essential/ Desirable	Measured by
EDUCATION		
Educated to A-level	E	A
Bachelor's Degree	D	A
Excellent written English	E	A W R
CHRISTIAN FAITH		
Sensitivity to the needs and aims of a Christian organisation	E	A I
Communicant member of the Church of England or another Christian denomination	D	A I
ADMINISTRATION		
Good working knowledge of Microsoft Word and Microsoft Excel	E	A R
Good working knowledge of email, telephone, Zoom/Google Meet, Whatsapp, and other forms of communication	E	A I R
Experience of using <i>ChurchSuite</i>	D	A
Experience of putting together orders of service	D	A I
Ability to create imaginative print media	D	A I
Keen eye for detail	E	A W
Ability to follow instructions	E	C W
SAFEGUARDING		
Awareness of current Safeguarding culture and procedures	E	A I R
Ability to model best Safeguarding practice	E	A I R
Interest in working with children and young people from a variety of backgrounds	E	A I R
Prior experience of working with children and young people	D	A I R
PERSONAL SKILLS		
Natural instinct for teamwork	E	A I R
Willingness to collaborate with colleagues across the cathedral	E	A I R
Sensitivity to the needs of a choir made up of both paid and volunteer singers	E	A I R
Ability to manage personal workload	E	A I R
Ability to receive criticism and adapt	E	A I R
Commitment, motivation and self-discipline	E	A I R
Willingness to work flexibly and cope with last-minute change	E	A I R
Understanding of and willingness to learn about the context of Bradford	D	A I R
Sense of humour	D	A I

A – Application Form
Computing Task

I – Interview

R – References

W – Written Task

C –

Terms and Conditions

The Music Department Administrator will be expected to work an average of **25 hours a week** (66.7% of an equivalent full-time post). It is anticipated that the successful candidate will work Monday to Friday (no weekend working). Some flexibility with working hours will be required, in the knowledge that some weeks will be quieter or busier than others. A desk with a personal computer and telephone will be provided in the cathedral. It is anticipated that in term-time the post-holder will do most of their work at the cathedral itself, but it is possible to do some work from home, by arrangement. The cathedral does not pay overtime, however it does operate a TOIL policy which will apply to this post.

This is a permanent post. Remuneration will be **£12,387 per annum**.

The holiday entitlement for an equivalent full-time post is 28 days plus bank holidays. This entitlement will be applied pro rata to this post.

The Cathedral participates in the Church Workers' Pension Fund. The Cathedral will pay a 5% contribution towards the employee's pension, provided they pay a minimum of 3.5% of their salary into the scheme.

Offer of the position will be subject to the completion of an **'Enhanced' DBS disclosure** and the agreement to abide by Bradford Cathedral's safeguarding policy.

The Cathedral takes the safety of everyone within the church very seriously and expects that everyone will work within the Cathedral's safeguarding policy. In particular, the Cathedral expects everyone who becomes aware of a safeguarding risk, of actual abuse or any other reason to feel concerned, then s/he should report it immediately - either to their manager Alex Berry, Director of Music or to the safeguarding representative Canon Mandy Coutts.

The Music Department Administrator will report directly to the Organist and Director of Music. Their place of work will be Bradford Cathedral.

There will be a probationary period of six months. During the probationary period, the notice is one month on either side. After that the notice period will be three months on either side.

How to apply

- ❖ Write a cover letter, detailing your reasons for applying for this position, and what you could bring to Bradford Cathedral.
- ❖ Fill out the application form.
- ❖ Fill out the attached Church of England Confidential Declaration Form
- ❖ Submit the names and contact details of two referees

Applications will be accepted by email to alex.berry@bradfordcathedral.org **by 9.00 a.m. on Friday 30th July 2021**. Alex Berry is very happy to talk to potential candidates informally about the position.

The Interview Process

Interviews will take place on **Tuesday 10th August 2021** at Bradford Cathedral. The interviews will include the following components:

Computing Task: Candidates will be asked to complete a task using standard computing software

Written Task: Candidates will be asked to complete a written task related to the job description

Formal interview: There will be a formal interview. The panel will include the Revd Canon Paul Maybury (Precentor), Alex Berry (Director of Music), Graham Thorpe (Assistant Director of Music), and a member of Cathedral Chapter.

About Bradford Cathedral

Bradford Cathedral sits just outside the city centre, on a hillside where there has been a Christian presence for at least 1,200 years. The Church of St Peter, Bradford, became a cathedral in 1919. In 2014, the new Church of England Diocese of Leeds was created. The cathedrals in Bradford, Ripon and Wakefield share equal status as the seat of the Bishop of Leeds.

This is an inner-city cathedral in one of the poorest cities in the UK. The parish ranks 475 out of 12,382 where 1 is the most deprived parish. The Dean is the Vicar of Bradford, and the cathedral is an important focus of Christian witness in the city.

The Cathedral Council, College of Canons, and Chapter currently make up the 'body corporate'; the congregation is represented on all three, and has its own Community Committee. The cathedral's governance is due to change under the new Cathedrals Measure.

Strategy and development

This year we are finalising our new strategic framework.

Purpose *“Serving Christ and transforming lives through welcome, worship and encounter.”*

Values Hospitality Faithfulness Wholeness.

Strategic Lines

- ❖ To encounter God
- ❖ To nurture faith and gifts
- ❖ To grow a healthy organisation
- ❖ To resource the Church
- ❖ To enrich city life
- ❖ To achieve financial sustainability
- ❖ To conserve and develop the heritage
- ❖ To respond to human need

The staff team is committed, energetic and supportive. Over the last few years, through good financial management and use of grant income, the team has expanded and continues to grow.

Amid the bustle of the city centre, the cathedral is a place of tranquillity and beauty. Visitors take pleasure in the cathedral’s surroundings and comment on the warm welcome.