Information for Candidates

Contents

• The Role
• Salary
• Hours
• Annual Leave
• Pension
• The Post Holder
• Job Description
• Person Specification
• Our History
• Governance
• Resources and Finance
• Staff and Volunteers
• Equality Statement
• Staffing Structure
• Music
• The Recruitment Process
The role
We are looking for an outstanding musician to play a key role in the music and liturgy department, developing standards of musical excellence at Rochester, directing the choirs, playing the organ, and ensuring the effective administration of the department.

Music – and in particular the cathedral choral tradition – is an integral part of the worship and mission of Rochester Cathedral. The Chapter are committed to:

a. promoting the Cathedral as a centre for excellence in liturgy and music;
b. ensuring that the pattern of liturgy and music is treasured, developed and promoted; and
c. securing a sustainable future for the Cathedral’s music.
(from Chapter Development Plan 2018-2022)

Music at Rochester Cathedral is at a time of new beginnings and significant developments. Following the appointment of a new Canon Precentor in 2017 (The Reverend Canon Matthew Rushton, previously Precentor of Canterbury Cathedral) and a new Assistant Director of Music and Sub Organist in 2018 (Jeremy Lloyd, previously Assisting Organist at York Minster), the appointment of the new Director of Music and Organist will complete the team. The post-holder will be expected to engage in the development and implementation of the Chapter’s vision for the future of music at Rochester Cathedral and explore new ways of developing its choral tradition. Alongside the aims and objectives of the Chapter Development Plan 2018-2022, the Chapter have articulated the following priorities for the future of music at Rochester Cathedral and the new Director of Music will be expected to share these priorities and work for their implementation:

- Achieving equality for girl and boy choristers.
- Prioritising the musical, educational and spiritual development and experience of the choristers.
- Deploying the resources of the music department efficiently and responsibly and where they will be most effective in supporting the Cathedral’s role as a centre of mission and worship.
- Continuing to implement a culture of best safeguarding practice in all those involved in the Cathedral’s music (staff and volunteers), recognising and learning from past failures, and promoting healthy and appropriate professional and pastoral relationships, boundaries and communication going forward.
- Expanding the Cathedral’s community and voluntary music programme, building on the successes of the Children’s Choir and the Voluntary Choir.
- Developing the fundraising/PR/media potential of music in promoting the Cathedral.

Salary
The salary is £36,000 per annum.

Hours
The role is full time – 40 hours per week. The post-holder will be expected to work flexibly, including evenings, weekends and public holidays as required. The current pattern of work is set out in the Job Description.

Annual Leave
The full-time annual holiday entitlement is 34 days plus public holidays. The post-holder may be asked to work on public holidays and will be entitled to time off in lieu. The leave year begins on 1st September.

Pension
The post-holder will be eligible to join the Church of England Workers’ Pension Scheme and will be automatically enrolled in the scheme from the commencement of employment. This is a contributory scheme. The current arrangement is that the Dean and Chapter pay 5.5% and the employee must pay a minimum contribution of 2.5%.
The Post-holder

The successful candidate will be an outstanding musician, choir trainer and organist, with a track record in cathedral music or a similar setting. They will be able to demonstrate their passion for the choral tradition of the Church of England and a commitment to explore new and innovative ways of developing that tradition for future generations. They may have experience beyond cathedral music, for example, in education.

They will be able to work with all members of the staff and volunteer teams and be willing to engage with Chapter and our partners and stakeholders. They will place the highest priority on rigorous safeguarding practice. They will be committed to their own professional and musical development. They will engage in the mission of the Cathedral and be in sympathy with the Christian faith.
Job Title: Director of Music and Organist

Line Manager: Chapter Clerk-Executive Director

Job Purpose: The post-holder will be responsible for the day to day operation of the Cathedral's music on behalf of Chapter and for implementing and contributing to the strategic direction of the department. The post-holder will work with the Assistant Director of Music to rehearse and conduct the choirs, play the organ and accompany, and ensure the effective working of the music and liturgy department.

Context: The Canon Precentor is the head of the music and liturgy department and the Chapter lead on music and worship. The Chapter Clerk-Executive Director is the line manager for the employed staff of the department. The Assistant Director of Music and Sub Organist supports the Director of Music in rehearsing and conducting, playing the organ and accompanying, and contributing to the work of the music and liturgy department. The department includes various part time posts, including Director of the Voluntary Choir, Director of the Children's Choir, chorister vocal coach, administrative support. The post-holder will work collaboratively within the music team and as part of the wider Cathedral community. All Cathedral employees are expected to work together to ensure that the Cathedral fulfills its mission.

The following is not an exhaustive list of the tasks but is indicative of the main responsibilities.

Choral music

- Lead in the provision of choral music at Rochester Cathedral and work in collaboration with the Canon Precentor, Assistant Director of Music and other cathedral staff.
- Lead in rehearsing the boy and girl choristers and adult singers, working with the Assistant Director of Music in taking and accompanying rehearsals.
- Conduct for services in the Cathedral and play the organ when the Assistant Director of Music is conducting.
- Contribute to accompanying the Voluntary Choir, Children's Choir and other accompanying.
- Supervise and contribute to the delivery of music theory teaching, vocal coaching and organ tuition.
- Work with the Chorister Supervisor/Tutor (to be appointed), Kings School and volunteer chaperones to ensure sufficient chaperones are available for all events involving choristers.
- Recruit choristers and adult singers.

Departmental administration and support

- Contribute to the effective administration of the department.
- Compile choir schedules, repertoire lists and music sheets and assist in the maintenance and organisation of the music library.
- Supervise the booking, financial administration, recruiting, auditioning and training of adult singers.
• Provide information effectively and on time to the Canon Precentor and other staff for the production of service sheets and other liturgical materials.
• Contribute to the production of choir handbooks, reports to Chapter and other committees, publicity material and programmes, budgets and other departmental documentation.

Communication
• Attend departmental meetings every week during term time.
• Develop good communication and positive working relationships with other members of the department and other cathedral staff, attending staff meetings as required.
• Collaborate with the King’s School and other schools attended by choristers, including weekly liaison with the Headmaster of King’s Prep School.
• Foster positive and professional working relationships with chorister parents and carers, maintaining appropriate boundaries and promote good communication between Cathedral clergy, staff, schools, choristers and their families.
• Proactively promote Rochester Cathedral as a centre of musical excellence within the diocese and nationally, through outreach, concerts, broadcasts, recordings, tours.

Performance and professional development:
• Develop an active performing profile, including organ recitals in Rochester and elsewhere.
• Seek opportunities for musical development and training.
• Ensure that professional skills are regularly updated through participation in training and development activities.

Other:
• Cover basic essential duties in the absence of other staff as directed by the Canon Precentor or Chapter Clerk-Executive Director.
• Ensure that the highest standards of professional performance are maintained.
• Promote equal opportunities and diversity in the work of the department.
• Ensure compliance with relevant legislation and statutory codes of practice, as advised.
• Ensure compliance with the Cathedral’s Safeguarding policies and procedures.
• Participate in the arrangements for performance review and appraisal.
• Attend meetings of sub committees and other groups as appropriate.
• Any other reasonable duties and responsibilities as may be required by the Canon Precentor or Chapter Clerk-Executive Director.
Working pattern

Current basic pattern of rehearsals and services during choir terms:

- **Midweek:**
  - Morning rehearsals (beginning at 0745) on Monday, Tuesday, Thursday, Friday
  - Afternoon rehearsals (beginning at 1620 or 1640) on Monday, Tuesday, Thursday, Friday
  - Evensong at 1730 on Monday, Tuesday, Thursday, Friday
  (King’s School services are usually at 0830 or 0900 on Monday, Tuesday, Thursday, Friday)
- **Wednesday:** day off with no duties
- **Saturday:**
  - Morning: girl chorister vocal tuition and theory teaching
  - Afternoon rehearsal (beginning at 1350)
  - Evensong (1515)
- **Sunday:**
  - Morning rehearsal (beginning at 0850)
  - Choral Mattins (0945)
  - Cathedral Eucharist (1030)
  - Afternoon rehearsal (beginning at 1350)
  - Evensong (1515)

The usual pattern of duties is subject to frequent change for special events, seasons, saints etc, and no two weeks are the same. Careful forward planning, flexibility and resilience are essential. The pattern of choral services and rehearsals are under review and the post-holder will contribute to the development of the most effective pattern for Rochester Cathedral for the future.

The Chapter is committed to enabling and encouraging personal and professional development and absences for musical engagements and training will be considered sympathetically. The Canon Precentor and Chapter Clerk-Executive Director will work with the post-holder to ensure sufficient rest periods and time away from work during choir terms. During choir holidays, the post-holder can take holiday absences and a more flexible approach to working hours is possible.
## Person Specification

<table>
<thead>
<tr>
<th>Values</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>• Understanding of and enthusiasm for the Cathedral’s overall mission and the ability to engender enthusiasm and commitment in others</td>
<td>Essential</td>
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<td>• In sympathy with the Christian faith</td>
<td>Essential</td>
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<td>• Communicant member of the Church of England</td>
<td>Desirable</td>
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<tr>
<th>Education &amp; Training</th>
<th>Essential / Desirable</th>
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<tr>
<td>• Education to degree level or equivalent</td>
<td>Essential</td>
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<tr>
<td>• Fellow of the Royal College of Organists or equivalent diploma level qualification</td>
<td>Essential</td>
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<tr>
<td>• Undergraduate degree or postgraduate study in music</td>
<td>Desirable</td>
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<tr>
<td>• Diploma level qualification in choral conducting</td>
<td>Desirable</td>
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<tr>
<td>• Qualification or formal training in teaching</td>
<td>Desirable</td>
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<tr>
<th>Knowledge &amp; Experience</th>
<th>Essential / Desirable</th>
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<tr>
<td>• Substantial experience of training and directing children and adult singers in a cathedral or equivalent setting</td>
<td>Essential</td>
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<tr>
<td>• Substantial experience of organ performance in a cathedral or equivalent setting</td>
<td>Essential</td>
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<tr>
<td>• Proven experience of supervision and music administration in relation to choirs</td>
<td>Essential</td>
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<tr>
<td>• Excellent organisational and time management skills, as well as meticulous attention to detail</td>
<td>Essential</td>
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<tr>
<td>• Knowledge and experience of developments in the choral tradition and current trends in cathedral music</td>
<td>Essential</td>
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<tr>
<td>• Excellent IT skills</td>
<td>Essential</td>
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<tr>
<td>• Experience of supervision and management of staff</td>
<td>Desirable</td>
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<td>• Experience of working with volunteers</td>
<td>Desirable</td>
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<tr>
<th>Competencies</th>
<th>Essential / Desirable</th>
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<tr>
<td>• Outstanding musical ability, significant profile as a performer, and proven commitment to professional development</td>
<td>Essential</td>
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<td>• Track record in leadership and demonstrable teamworking skills</td>
<td>Essential</td>
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<tr>
<td>• Commitment to ensuring the Cathedral’s safeguarding policies and procedures are applied consistently and understood by all those involved in the Cathedral’s musical life and a willingness to undergo regular training in this area</td>
<td>Essential</td>
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<tr>
<td>• Excellent interpersonal and communication skills and the ability to show judgement in leadership and to work collaboratively as part of a team in an approachable and constructive manner</td>
<td>Essential</td>
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<tr>
<td>• Understanding of the complexities of working with children and families and a demonstrable awareness of (and the ability to maintain) appropriate professional boundaries</td>
<td>Essential</td>
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<tr>
<td>• Willingness to work flexibly, including evenings, weekends and public holidays as required</td>
<td>Essential</td>
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<tr>
<td>• Understanding of the Christian year and liturgical practice</td>
<td>Essential</td>
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<tr>
<td>• Experience of marketing and fundraising</td>
<td>Desirable</td>
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Our History
The Cathedral was founded in 604 and is the second oldest Cathedral in England. Much of the current building is Norman and the earliest parts were built by Bishop Gundulf (who was also responsible for the construction of Rochester Castle and the White Tower of London) in the late 11th century. After a serious fire in 1137, it was rebuilt in the Romanesque style and it is this part (from 1140-60) that is the Nave today. Further building began in the 1180’s, when the Eastern end was remodelled in the Gothic style. In the 1340’s Bishop Hamo de Hythe added a central tower and spire and redecorated the Quire. He also added the Library doorway, with its superb carved surround. From this date, no further major building was added but there was substantial underpinning to the South Quire transept between 1825-1840, by Lewis Cottingham, which stabilised the building.

The Cathedral was established as a Benedictine foundation by Bishop Gundulf in 1083 and it remained as such until 1541. The ruins of the cloister and other monastic buildings form the backdrop to the Cathedral gardens. The Cathedral played an important part in the struggles of King John and the Barons, being used as a stable during the siege of the Castle. It was again used by the army during the Civil War and each of these invasions by secular forces left their mark, either through subsequent rebuilding or through loss of paintings and decorations.

More recently, there has been repair and conservation work and the addition of a fresco in the North Nave transept in 2004 in commemoration of the 1400th anniversary of the Cathedral’s foundation. The Cathedral’s Crypt, Library and Vestry were extensively restored as part of the Hidden Treasures; Fresh Expressions project. The £6.8million development, which was funded with the generous support of the Heritage Lottery Fund, was completed in 2017.

The Cathedral is home to Textus Roffensis (the Book of Rochester). Compiled in Rochester around 1120 Textus contains English laws going back to the 7th century, from the first Christian kingdom in Kent in the time after the mission of St Augustine in AD597. In the words of historian Michael Wood “it is the foundational document of English law, which along with our language and literature, is our greatest legacy to the world”.

Governance
The Cathedral is governed by the Cathedrals Measure of 1999 and by its own Constitution, which conforms to that Measure. The care of the Cathedral is governed by the Care of Cathedral Fabric Measure of 2011.

The head of the Cathedral is the Dean. He is supported by a Chapter, consisting of four Residentiary Canons, two of whom have roles in the Diocese, and three Lay Canons who were recruited for their skills and expertise in specific areas of Cathedral life. The Chapter Clerk-Executive Director is also a member of Chapter. Chapter is responsible for leadership, strategy and policy for the Cathedral. Chapter is also responsible for all the statutory duties of corporate governance, including mission and worship within the Cathedral; good financial planning and control; health and safety; safeguarding; human resources; and care of the fabric. Chapter meets monthly.

The Cathedral Council is a statutory body that meets four times each year and acts as an advisory and consultative body that supports the work of Chapter and ensures accountability to the wider community and the Diocese. It receives the Annual Report and Accounts and ensures that the Cathedral fulfils its legal responsibilities. Council members are drawn from within the Cathedral community and from the local Council and Educational establishments in the Diocese, thus ensuring a wide range of high quality advisors for the Cathedral.
The College of Canons is a statutory body of the ordained and lay canons of the Cathedral. It receives the Annual Report and Accounts and meets annually to review the year and offer advice and guidance to Chapter. The College offers informed opinions from across the Diocese to Chapter.

The Fabric Advisory Committee is a statutory body responsible for ensuring that the Cathedral’s fabric is preserved in accordance with the rules set down in the Care of Cathedrals Measure 2011. The committee consists of experts in the conservation and repair of historic buildings and artefacts and is supported by the Cathedral architect and archaeologist. It meets quarterly.

The Finance Committee advises Chapter on matters relating to finance, investments and the property portfolio. It consists of three voluntary members, recruited for their financial expertise, the Dean and two other members of Chapter and the Chapter Clerk-Executive Director. The committee meets monthly. The committee recently held a review of its investment management and has appointed CCLA Investment Management Ltd as the Investment Manager for all Cathedral funds.

The Cathedral Trust exists to support the Cathedral through raising funds to promote its work. Its current main purpose is to create an Endowment Fund for Music and it meets quarterly to plan the fund-raising campaigns. The Trust’s Patron is the Countess of Wessex; Jools Holland, David Starkey and Rory Sutherland are Vice-Patrons. The Trust members are high profile individuals from across the Diocese. The Trust is a registered charity (Reg. No. 291616).

The Association of the Friends of Rochester Cathedral is a body dedicated to supporting the fabric of the Cathedral through fund raising and endowment income. During the past year, the Friends have continued their regular support of maintenance to the Garth garden and contributed to the major project in the crypt. The Friends is also a registered charity (Reg. No. 273973).

The Cathedral Forum is an informal body that meets quarterly as a congregational group to discuss matters relating to the Cathedral family and worship. Two members of the Forum are also Cathedral Council members and this provides a useful link between the statutory body and the congregation.

Chapter is also supported by the Health and Safety committee, which includes volunteer members with specialist expertise. The committee meets quarterly to review all aspects of Health and Safety across the Cathedral and to make decisions as to training and any matters requiring attention. The minutes of the Committee are reviewed at Chapter meetings.

Resources and Finance
The Annual Report and Accounts are available on our website (www.rochestercathedral.org) and these show that the Cathedral has a general income in excess of £1 million. This relatively small income means that all resources must be carefully husbanded and that use must be within mission and strategic guidelines.

Careful fiscal management is maintained by a strict budget and financial control to which all staff members adhere. Monthly management accounts are shared with all budget holders and presented to Chapter each month. Adverse variances are discussed with budget holders and everyone recognises the importance of maintaining a positive annual outcome.

In recent years, we have set an annual maintenance plan that ensures that properties are kept up to standard and this is funded from the annual operating surplus. Capital expenditure is monitored by the Finance Committee which also ensures that the yield from our properties is in line with expected outcomes.
We hold an investment portfolio of £3.4m and we ensure that this is invested in line with Church of England ethical guidelines. We aim to achieve a 4\% yield on this fund and, with this aim in view, have recently appointed CCLA to take over management of the whole fund. We believe that this will increase yield by about 1\% or £30k annually.

We own 44 properties in Rochester and aim for 100\% occupancy of commercial and residential properties and try to ensure that vacancies are as short as possible. After a period in 2016/17 when several properties were empty due to refurbishment we have again achieved this aim.

In 2015, we introduced more prominent offertory boxes and this has increased our gift income by about 40\%. As a free to enter Cathedral, we aim to encourage visitor giving but this is currently still very low.

**Staff and volunteers**

The Cathedral staff team is small but dedicated, with most staff serving for many years and a small turnover of personnel that reflects the spirit of service.

The team is led by the Chapter Clerk-Executive Director, with heads of each department answering directly to him.

The Head Verger currently has a team of six vergers and two cleaners. They are supported by an Events team who work on a casual basis as required for major events and services.

The Cathedral is also supported by a team of almost 400 volunteers, who offer a wide range of expertise, time and service to support Cathedral life and mission. They are led by the Volunteer Manager.

**Equality Statement**

The Chapter recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The Chapter will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the Chapter’s behalf are required to adhere to this policy when undertaking their duties or when representing the Chapter in any other guise.
Music

Music is an integral part of the worship at the Cathedral. The Cathedral Choir is currently made up of three parts: maximum 20 boy choristers (currently 14), who all attend King’s School, maximum 20 girl choristers (currently 17), who are drawn from local schools, and a pool of adult professional singers. We also have a Voluntary Choir who lead the services on various occasions during the year. A recent development is our Children’s Choir which offers opportunities for local young people to take part in choral singing. The music team achieves a standard of music that is recognised nationally as of a high order. The choir is regularly heard performing on the radio and two of our boy choristers reached the final of the BBC Radio 2 Young Chorister of the Year competition in 2016 (and one of them won the title).

We are committed to continuing this excellence in music. As part of this commitment, we have created an Endowment Fund with the intention to raise sufficient capital to support the cost of music in the future. The Fund currently stands at just over £1 million.

The Cathedral Organ is one of the visual and aural glories of the Cathedral. The work by Mander Organs of London in 1989-90 is of the highest quality and this view was reinforced by a clean and overhaul in 2014. The replacement of the 1905 Swell reeds has been an enormous success and means that now the entire organ speaks with the same accent. It is successful in all areas of the organ repertoire and as an accompanying instrument to the choir and liturgy it is perfectly placed and can lead a full building on significant occasions.
The Recruitment Process

The closing date for applications is 9:00am on Monday 18th February 2019.

Applications should be made on the application form on the Cathedral website and accompanied by a cover letter. www.rochesterchathedral.org

They should be returned, by email only to theresa.buckland@rochesterchathedral.org.

The interview process will have two stages:

1st stage (Friday 8th March) in Rochester
- Prior submission of an example music list for discussion
- Interviews

2nd stage (Wednesday 20th March) in Rochester
- Formal interview, including presentation
- Short rehearsal with a choir
- Organ performance and tests (a piece by J. S. Bach and a contrasting piece)
- Meetings with key staff
(Practice time on the organ will be available on the evening of Tuesday 19th March or by arrangement.)

If you would like to have an informal discussion about the post, please contact the Precentor, the Reverend Canon Matthew Rushton on 01634 810063.