



APPLICATION PACK

MUSIC DEPARTMENT ADMINISTRATOR

PETERBOROUGH CATHEDRAL

Registered Charity number: 1206618



APPOINTMENT OF MUSIC DEPARTMENT ADMINISTRATOR

FULL-TIME

INTRODUCTION

The Chapter of Peterborough Cathedral is seeking to appoint to the role of Music Department Administrator. This full-time position is available from 3rd June 2024 or as soon as possible thereafter. Chapter's vision is to share the love of God in Jesus Christ, affirming life in all its fullness and drawing people into relationship with him. This is delivered through worship, learning, hospitality, and service across all activities. Chapter is committed to fostering a high standard of music-making within worship and ensuring that the choral music inspires worshippers. Projects such as concerts, tours, broadcasts and recordings are also highly valued as opportunities to develop the professional standing and standards of the Cathedral Choir and to make the wider public aware of the Cathedral's worship, ministry and mission.

The post of Music Department Administrator provides a significant opportunity for an enthusiastic and skilled administrator to have a substantial impact on, and to contribute to, the musical life of the Cathedral. Chapter is looking for an administrator capable of both embracing and building opportunity, who will exercise strong people and administration skills as this role is pivotal to the smooth running of the Music Department.

BACKGROUND INFORMATION

Peterborough is one of the new foundation cathedrals (together with Gloucester, Oxford, Chester and Bristol) created by Henry VIII as the monasteries were dissolved. There has been an Abbey on this site for over 1200 years, but the current building was begun in 1118. There is a lively Cathedral community including all age groups, and as well as regular worship led by the Choir it supports children's and young people's groups, education programmes, and a theological society. It contributes time and resources to a local project for the homeless, educational and other partnership initiatives, and provides hospitality to a variety of groups and gatherings in addition to a thriving events programme run throughout the year. The Cathedral is principally the seat of the Bishop of Peterborough, and hosts many of the larger Diocesan services and events.

The Chapter of Peterborough Cathedral

The registered charity that is Peterborough Cathedral is run by a Chapter (board of trustees) of three clergy and up to five Lay Canons.

The Cathedral Staff

The wider Cathedral team comprises specialist skills in areas such as publicity, media, education and visitors, personnel, Health and Safety, IT, management, property and finance. We expect all staff to work collaboratively, embracing our core values of joyfulness, generosity, inclusivity, and integrity. All staff are expected to undertake any training required, and regular performance reviews are held to support colleagues in their professional development. Key relationships will be with the music staff, the staff of King's School (from where our choristers are drawn), choir families, and the various departments within the Chapter Office.

Peterborough as a place to live and work

Peterborough is a city of nearly 200,000 inhabitants, with good local facilities and excellent transport links. London is only 45 minutes away by the faster trains, and Cambridge is 45 minutes away by car. A number of other centres in Eastern England, such as Leicester and Northampton, are within an hour's drive of Peterborough, and almost anywhere in the Midlands can be reached easily by train; the East Coast line connects Peterborough with York, Durham and Edinburgh. Oakham, Oundle, Stamford, Uppingham and a number of other well-known public schools are within the immediate area. The city centre of Peterborough has benefitted from recent regeneration projects, and boasts a wide variety of cafés, restaurants and pubs/bars, in addition to excellent shopping in the Queensgate Centre and

elsewhere. Peterborough is best described as a cross between a traditional Cathedral City and a New Town, enjoying the best features of both.

THE MUSIC DEPARTMENT – FURTHER INFORMATION

The Director of Music (Tansy Castledine, September 2018) is responsible for overseeing and directing all aspects of the Music Department. The music department staff comprises the roles of Organist (full time) and Head of Choral Development (part time). There is also an Organ Scholar (full time) appointed annually, Choir Chaperone (part time), Choral Scholars, Lay Clerks, and a singing teacher. A number of parent volunteers also assist with chaperoning the choristers; the Cathedral Choir currently comprises 51 boy and girl choristers who take an equal share in singing the daily services. There are also occasional Assistant Lay Clerks who sing on Sunday and at other major events, and a Youth Choir (ages 13-18), Festival Chorus (adult volunteers), and three Junior Choirs (ages 4-12) who meet regularly and participate in worship and concerts.

The King's School and Cathedral Choristers

All choristers are educated at The King's School, Peterborough, a successful Church of England Academy (day school) founded by Henry VIII in 1541. King's is one of the highest performing state comprehensive schools of its type nationally, having received an Outstanding rating in the most recent Ofsted and denominational inspections, and places are in high demand locally. It selects some pupils based on academic and musical aptitude, as well as appointing choristers, and awarding Church of England and sibling places. The Director of Music and other members of the Cathedral team are members of the Governing Body, and the School's admissions policy allows for nine chorister places (split between boys and girls) in each year group from Year 3 to Year 8.

Lay Clerks and Choral Scholars

The back row of the Cathedral Choir comprises six Lay Clerks and up to three Choral Scholars, who normally sing seven choral services per week. In addition to the Lay Clerks and Choral Scholars there may be up to three extra singers for Sunday services (Assistant Lay Clerks).

Pattern of choral services

The default weekly pattern for the Choir is as follows:

Monday 1730 Evensong: Boys or Girls (Years 4-8) sing Evensong with Lay Clerks and Choral Scholars; trebles not singing Evensong rehearse

Tuesday 1730 Evensong: Boys (Years 4-8), Lay Clerks, Choral Scholars

Wednesday 1730 Evensong: 'Upper Voices' (Boys and Girls Years 6-8)

Thursday 1730 Evensong: Girls (Years 4-8), Lay Clerks, Choral Scholars

Friday 1730 Evensong: Girls or Boys (Years 5-8), Lay Clerks, Choral Scholars; trebles not singing Evensong rehearse

Saturday – There is no weekly Cathedral Choir duty on a Saturday, though there are several Saturdays throughout the year with duties for the Cathedral musicians (e.g. Old Choristers' services, occasional special Evensongs, concerts and other events).

Sunday Matins 0915

Eucharist 1030

Evensong 1530

(all with Lay Clerks and Choral Scholars; Boys and Girls alternate morning services and Evensong on a week-by-week basis)

Each chorister group also rehearses before school on four weekday mornings.

Concerts and other musical events

The Cathedral Choir has an annual commitment for additional concerts and also undertakes fund raising events, tours, broadcasts, recordings and other work from time to time. There has been a hugely successful programme of recordings in recent years, and the choirs have visited Belgium, Holland, Spain, and the West Coast of America in more recent tours. The choir has a broad, high quality repertoire from plainsong to contemporary music.

Peterborough Cathedral Music Association (PCMA)

Peterborough Cathedral Music Association seeks to bring orchestras, soloists and other professional music-makers to the Cathedral, to enable local amateur singers and musicians to access professional leadership, and to provide opportunities for the choristers to be involved in performances of major works with orchestra. The Association is run by the Music Department with the help of committed volunteers, answerable by constitution to Chapter, and led by the Music Administrator and Director of Music.

JOB DESCRIPTION

Peterborough Cathedral seeks to appoint a Music Department Administrator, with effect from 3rd June 2024, or as soon as possible thereafter. The successful candidate will play a significant role in supporting the provision of choral music at the Cathedral and will assist the Director of Music and Canon Precentor in always ensuring the highest standards of departmental work.

Job title: Music Department Administrator

Contract: Full-time, permanent (Line Manager - Director of Music)

Job summary: Providing daily administrative support to the Music Department to ensure the smooth running of the department.

Specific tasks:

- To be the administrative first point of contact for all matters relating to the Cathedral's Music Department and all those with whom the department interacts
- To work collaboratively with the wider Cathedral team
- To maintain administrative procedures including record keeping, minute taking, payroll preparation and invoicing, newsletters and noticeboards, schedules and rotas, trip planning and risk assessments, schedules etc
- To assist in the induction of new members of music staff (including accommodation handover / conclusion / commencement)
- To provide chaperone support to the choristers from time to time as required by the staff team schedule
- To carry out social media tasks to help foster and further develop the wider reputation of the department
- To provide administrative support to Hastings Music Endowment Fund and other groups as required
- To communicate with those who sponsor music in any way and liaising with the Cathedral's fundraising team
- To liaise with Visiting Choirs regarding their bookings and preparation for their visit to Peterborough Cathedral and be responsible for their arrival into the space and orientation for their visit
- To assist the Director of Music and Canon Precentor in any other matter as requested which supports the smooth running and development of the department

Person Specification

Essential:

- A commitment to the Vision and Values of Peterborough Cathedral, being in sympathy with the values and ethos of the Anglican Church
- Previous experience in an administrative role, including basic accounting and social media experience
- A confident administrator and communicator able to work both independently and within a team
- Be able to relate to people of all ages and backgrounds
- A commitment to the education and inspiration of young people
- A commitment to personal and departmental development
- Educated to A-Level or equivalent, including GCSE English Language and Maths
- Excellent IT skills including Microsoft Office, Outlook, Excel, Powerpoint, Publisher, and familiarity with social media platforms
- Ability to manage own workload, priorities, and multi-task
- Excellent interpersonal skills and telephone manner, being able to listen and converse approachably
- Efficient, well organised, friendly and with a sense of humour
- Able to work in a calm and polite manner, with attention to detail, instinct, and good judgement
- Able to handle confidential information with respect and discretion

Desirable

- Some knowledge of the Church of England and its structures and processes
- Some knowledge or experience of music within a church, cathedral, or educational environment
- HNC/HND Administration and Information Technology (or equivalent)

Pay and Conditions

Salary: £22,830 per annum based upon a 37.5-hour week

Hours: Core office hours are Monday – Friday, 0830-1830 during which your hours should be taken with some flexibility, including a half hour unpaid lunch break, in consultation with your line manager.

Due to the nature of the post, the post-holder will be required to be flexible in the starting and finishing times / days from time to time to meet operational needs of the department. The post holder will also be required to work occasional evenings and weekends (eg for Saturday concerts, Choir recruitment days, or special services on Sundays): time off in lieu will be offered. During the choir's rest periods such as the summer and half term holidays, you may be required to undertake work within other departments of the Cathedral, upon prior agreement and subject to on-going work for the Music Department being completed adequately during that time.

Place of work: Your main place of work is 28 Minster Precincts, Peterborough Cathedral, Peterborough, PE1 1XZ. Some working from home may be possible subject to prior agreement from the Director of Music.

Holidays: 25 days per year plus bank holidays, to be taken during choir breaks (school half terms, the weeks immediately after Christmas and Easter, and during the school summer holiday).

Probation: The position is subject to a satisfactory 3-month probation period, and is then subject to

confirmation. The Cathedral has a continuing formal appraisal process.

Pension: Enrolment in the Cathedral's pension scheme is automatic upon completion of the probation period.

Equal opportunities: The Cathedral is an equal opportunities employer.

Further Information:

- All employees are required to abide by the Safeguarding, Health & Safety, GDPR and other general Cathedral policies.
- All Cathedral employees are required to undertake all appropriate training as and when offered or required
- The Chapter of Peterborough Cathedral takes the safety of every person within the Cathedral very seriously and expects that everyone will work within the Cathedral Safeguarding policy. In particular, the Cathedral expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Cathedral Safeguarding Officer, or the Diocesan Safeguarding Officer (DSO) or their Assistant.
- Disclosure and Barring Service: This role will be conditional upon receipt of a satisfactory DBS check. If you are shortlisted, as part of our safer recruitment, we will need to see documents and photo ID such as a passport, driving licence and a utility bill. These documents should be brought with you to your interview if called, and will be used for the DBS process.

How to apply

Making an application

If you have further questions about this post prior to application, please contact Tansy Castledine, Director of Music on 01733 355318 (Office) or via e-mail at: tansy.castledine@peterborough-cathedral.org.uk

Applications should be completed on-line using the secure form on the Cathedral website: [Jobs - Peterborough Cathedral \(peterborough-cathedral.org.uk\)](https://peterborough-cathedral.org.uk/jobs)

Please be sure to complete the supporting information section, summarising why you are interested in this post at the current time. Include relevant skills or experience that you have which in your view would assist in carrying out the range of duties required as per the job description.

The closing date for applications is **Thursday 23rd May 2024 at 0900**. As part of the selection process, candidates will be required to complete some administrative tasks in addition to an interview.