

THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

Role: Choral Director

Reporting to: Director of Education

Hours: Full-time (term-time only) or part-time (term-time only).

Full-time, 35 hours per week: flexible working will be required, including evening and weekend work as required by the role.

Part-time candidates will be considered and are encouraged to apply.

Location: Travel required within the Diocese, and nationally for training.

The diocesan office, The St Philip Howard Centre, is in Crawley.

Salary: £26,000 to £28,000 (or pro-rata for reduced hours)

Due to expansion of the [Schools Singing Programme](#) (SSP), we are looking to recruit a further Choral Director who will work within the diocesan Education Service and alongside two existing Choral Directors. The person appointed will be responsible for the Schools Singing Programme (SSP) in our diocesan schools in Surrey.

Choral Directors work with up to 12 schools in the diocese and are responsible for the development of choral singing in those schools, nurturing potential in the diverse communities served by our schools. The role also includes leading children's choirs and participating in parish worship on Sundays.

Responsibilities:

1. School-Day Choirs

The core work of the Choral Director takes place during the school day in the diocesan primary schools.

Singing sessions are led by the Choral Director for whole classes and school choirs. These sessions run during the school terms, cover a wide range of sacred repertoire, and seek to support the schools' overall offer for music within the National Curriculum.

The Choral Director will seek to make singing central to the school life with all pupils encouraged to participate.

2. After-School Choirs

Children in the Schools Singing Programme with a particular interest in singing will be encouraged to take part in after-school choirs. These choirs will provide liturgical music for diocesan events, school events and in parishes. Opportunities will be sought for choirs to participate in competitions and give occasional concerts.

3. Musical participation in parishes and the Cathedral

A key aim of the project is to encourage pupils in our schools to attend their parishes and contribute to the liturgy. The Choral Director, with the support of the Liturgy Adviser and others, will liaise with parishes and the Cathedral to identify and organise opportunities for choirs to participate in music ministry. Attending parishes with children's choirs is a key part of the role: accordingly, some Sunday working is required.

4. Other

- Identify, recruit, develop and maintain relationships with diocesan schools who may benefit from membership of the Singing Programme.
- Liaise with the Director of Education and participating schools to implement a Service Level Agreement which outlines the singing provision and financial contribution sought from schools.
- Contribute to the musical life of the Diocese, helping in parishes and the Cathedral.
- Attend, support and contribute to in house and external training programmes to aid continuous individual development. This will include visiting other Dioceses to observe their Singing Programmes and undertake training. A period of training in the Leeds Diocese will be necessary: availability to attend residential training in Leeds is required.
- Engage with the national network of Singing Programmes via conferences and informal networking: sharing resources and best practice through collaboration with Choral Directors in other dioceses. Residential conferences typically take place in February and September in Leeds, and the role holder is expected to attend.
- At all times act in a professional and appropriate manner and actively promote the development of singing and liturgy in the Diocese.
- General administrative tasks to include preparation of timetables for the choirs, procurement of resources and producing termly reports for the schools.
- Undertake all such other reasonable duties as may be required.

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It is expected to evolve as the SSP grows and may be amended from time to time, after consultation with the post holder.

Key Relationships:

- Diocesan teachers and pupils
- Diocesan Education Service
- Episcopal Vicar for Formation
- Liturgy Adviser
- Cathedral Dean
- Parish clergy
- Chief Operating Officer

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none">• Educated to degree standard with experience working within a similar environment	
Career Experience	<ul style="list-style-type: none">• Proven track record in choral music and choral conducting• An energetic and experienced musician able to lead choirs and teams of musicians• Experience in managing a budget• Experience of working in a school setting with children of a range of ages• Experience of working with volunteers• Producing high quality reports and correspondence	
Knowledge and Skills	<ul style="list-style-type: none">• A persuasive and passionate communicator with excellent interpersonal skills• The ability to encourage children to develop their music and liturgical skills• A thorough knowledge of music including choral repertoire	<ul style="list-style-type: none">• A detailed understanding of the Catholic liturgy and the Church year• Other musical instrument skills

	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> • Willingness to acquire a deep knowledge of Catholic liturgy and the relevant choral repertoire including the traditional chants of the Church • Keyboard/piano skills • Ability to deal confidently with a wide range of individuals and organisations • Ability to lead and encourage across all participating groups • Sympathy with the ethos of the Church and willingness to take a leadership role in developing young people to appreciate their faith and liturgy. 	
Personal qualities:	<ul style="list-style-type: none"> • Self-motivated and enthusiastic about the role with an ability to prioritise own workload and work with the minimum of supervision. • Passion, integrity, and positive attitude. 	
Other requirements:	<ul style="list-style-type: none"> • Full Driving Licence and own car. • This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service. • All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. • Regular safeguarding training will be provided and must be completed to the satisfaction of the Director of Education. 	

Other Information:

References and Reports

- Two professional references will be required.
- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

Health and Safety: All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Confidentiality: During their employment, the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.