



February 2019

Dear Applicant

ASSISTANT ORGANIST AND HEAD OF MUSIC OUTREACH

Thank you for your interest in the post of Assistant Organist and Head of Music Outreach at Norwich Cathedral.

As part of the application pack, I am pleased to enclose the following:

General Information about Norwich Cathedral and the post

Staffing Structure
Job Description
Person Specification
Terms and Conditions
Application Form

The closing date for applications is 5pm on Monday 11 March 2019.

If you would like to discuss the post before you apply and/or visit the Cathedral, please contact the Master of Music, Ashley Grote: music@cathedral.org.uk, tel: 01603 218306 or the Canon Precentor, Canon Aidan Platten canonprecentor@cathedral.org.uk, tel: 01603 218314

Yours sincerely

Neil Parsons
Chapter Steward

Application Pack



Assistant Organist and
Head of Music Outreach

February 2019

Background information to Norwich Cathedral

The Cathedral Church of the Holy and Undivided Trinity of Norwich has stood for 900 years as a beacon of faith and hope for the people of Norfolk. It has had different functions in different ages, and yet its purpose remains unchanged: witnessing to the constancy of God's love for each of us in Christ, and offering a perspective on the world that each generation inhabits.

Construction of the Cathedral began in 1096 and a monastic community was established based on the rigorous Rule of St Benedict. The monks and lay brothers lived and worked in buildings clustered around the cloisters, and worshipped day and night in the Cathedral Church. They were to offer unrestricted hospitality to pilgrims and those who came for help and advice. They were to be men of learning, offering their knowledge and their skills in the service of the wider community.

Those same Benedictine principles apply today and shape the vision for the future. Worship continues every day, both in large services and also in the prayers of individual visitors. Our award-winning Refectory Restaurant has been built on the site of the original monastic dining hall and our Hostry Visitor and Education Centre on the site of the original Hostry guest hall. Both were designed by Sir Michael Hopkins and opened by HM The Queen in 2010.

In April 2015, the Dean and Chapter launched its Strategic Plan. This sets down the aims and aspirations for the next five years. The Dean's introduction gave a clear focus for our work:-

“As we look to the years ahead, our focus will continue to be upon the worship of God and the service of His people – the people of the Diocese, the city and the wider community in East Anglia. In this five year strategic vision we pledge ourselves to making the very best use of our wonderful buildings to achieve the following:

- To enhance the experience of visitors and pilgrims.
- To provide imaginative space for music, theatre and the celebration of the arts, business and science.
- To draw people to a place where they can exchange ideas in an atmosphere of openness and mutual respect.
- To enable adults and children who come through our doors to discover the richness of the Gospel and its relevance to their daily lives.
- To engage with the Diocesan vision for growth in discipleship, spirituality and the number of people regularly worshipping in our Churches.
- To live by our core values.”

The Cathedral continues to do what it has always done. It provides the opportunity for personal reflection and prayer; it connects us with the wider Church on earth and in heaven; it provides a focus for the Diocese of Norwich; it offers opportunities for celebration, learning and discovery. The Benedictine principles inform our Mission Statement:

Norwich Cathedral is a Christian presence at the heart of Norfolk

A place where all are welcome
A place to share learning
A place to grow in holiness

Cathedral Management

The Chapter forms the governing body of the Cathedral. It sets policy, direction and key objectives, approves strategy and the annual budget, monitors performance and oversees the affairs and administration of the Cathedral. The Chapter is chaired by the Dean, as Head of the Foundation. The four Residentiary Canons (Precentor, Mission and Pastoral Care, Treasurer and Librarian) are all members of the Chapter, together with an Honorary Canon nominated by the Bishop, and three lay persons appointed by the Bishop after consultation with the Dean and Chairman of the Cathedral Council.

The Chapter is assisted in its management by a number of committees which report to the Chapter in an advisory capacity and make recommendations.

The Cathedral Council acts as a "*critical friend*" to the Cathedral Chapter. The Council considers proposals submitted by the Chapter in connection with the general direction and mission of the Cathedral. It receives and considers the annual budget, annual report and audited accounts. It supports the work of the Cathedral; spiritual, pastoral, evangelistic, social and ecumenical.

The College of Canons, as an honorary body, receives and considers the annual report and audited accounts, and takes an interest in the life of the Cathedral, particularly in the wider context of the Diocese of Norwich.

The Cathedral Refectory and Shop form Norwich Cathedral Enterprises Limited, a separate trading company, which is managed by a Board of Directors. All profits from Norwich Cathedral Enterprises Limited are gifted to the Cathedral to further its mission, worship and outreach.

Structure of the Cathedral Music Department

Overall responsibility for the liturgy and music at Norwich Cathedral lies with the Precentor, Canon Aidan Platten who joined the Cathedral Chapter in September 2017, having been Vicar of St Mark's, Hamilton Terrace, in London.

Norwich Cathedral Music Department is led by Ashley Grote, who has been Master of Music since September 2012. He previously held posts as Assistant Director of Music at Gloucester Cathedral, Assistant Organist of Westminster Abbey and Organ Scholar of King's College Cambridge.

David Dunnett is the Organist, having held the post of Organist and Master of the Music from 1996-2007. He came to Norwich having been Sub-Organist of Winchester Cathedral and, before that, Assistant Director of Music at Uppingham School.

The Cathedral organ scholarship is currently held by George Inscoe, previously Organ Scholar at The Temple Church in London, and a graduate of the Royal Academy of Music. As the organ scholarship in its current form is being discontinued, the Dean & Chapter are funding a new Junior Organ Scholarship, intended to give a young organist of sixth-form age the opportunity to participate in the work of the Cathedral Music Department and learn from the more experienced members of its staff.

The PA to the Canon Precentor and Master of Music is Mrs Tracy Bigwood. There are six Lay Clerks who sing alongside six Choral Scholars. There are twenty Boy Choristers, who receive generous scholarships to attend Norwich School, which is sited within the Cathedral Close. In addition, there are twenty-four Girl Choristers aged 11-18, who are volunteers and attend schools and colleges in and around Norwich.

The chorister vocal coach is Rebecca Duckworth, and the Lay Clerks and Choral Scholars receive vocal tuition from Patricia Rozario OBE.

As part of the daily liturgy, Norwich Cathedral Choir is committed to performing a broad and varied repertoire stretching from the renaissance to the present day. Recent commissions for the choir have included works by Richard Allain, Philip Moore, Ruth Byrchmore, Ben Parry and Alex Woolf.

In addition to its core duty of singing the daily office of Evensong and the Cathedral Eucharist on Sunday, the Cathedral Choir has an active programme of concerts, which includes an annual performance of a Bach Passion, a performance in the annual Norfolk and Norwich Festival and a popular Christmas concert, all of which are attended by large audiences. The Cathedral Choir has recorded three new discs in recent years: one entitled 'Sunday at Norwich Cathedral', another of Christmas music and, most recently, 'Evening Hymn - Music of light'. Recent invitations to the Cathedral Choir to perform away from the Cathedral have included Snape Maltings, and the Cathedral Choir broadcasts regularly on the BBC. On Easter Sunday 2017, two services were broadcast live on BBC Radio 4 and 3 respectively. The choir has a regular touring programme. Recent trips have included Sweden (2014), Southern Germany (2016) and Rome (2016).

The Dean and Chapter of Norwich Cathedral is now mid-way through a £2.5 million Music Appeal, with the restoration of the Cathedral organ as one of its key objectives, as well as to raise funds to support both the Boy and Girl Choristers. Since its launch in December 2017, the appeal has now raised nearly £1.5 million.

The Post and Further Background Information

The Dean & Chapter is seeking to appoint a versatile musician who will be an integral part of the Cathedral's thriving Music Department as an Assistant Organist and Head of Music Outreach. S/he will be a skilled organist who is eager to develop their experience in a Cathedral context. S/he will also have the necessary musical and personal skills to lead the Cathedral's Music Outreach work and, in particular, to direct the new Cathedral Children's Choir.

This exciting new role combines the duties of what was previously the Cathedral's organ scholarship with new responsibilities, borne out of the creation of a new Cathedral Children's Choir and the increasing success and expansion of the Cathedral's Primary Schools' singing outreach work.

Organ playing

In years past, Cathedral Organ Scholars were often undergraduates at the University of East Anglia. Since the closure of their academic music department in 2014, we have been fortunate to have two outstanding post-graduate Organ Scholars (Jonathan Stamp, graduate of the Birmingham Conservatoire) and George Inscoe (graduate of the Royal Academy of Music). They have both assumed a considerable share of the organ playing in the Cathedral alongside Cathedral Organist David Dunnett. This new role recognises the experience and skills of the recent post-graduate Organ Scholars with the new title of Assistant Organist, suggesting an ability to play as an accompanist and soloist to a consistently high standard. It is expected that the successful candidate for this position will see this as an opportunity to gain experience and develop their skills as an Organist within the context of a busy Diocesan Cathedral that is committed to offering music of the highest standard.

The Children's Choir

In 1995, Norwich was amongst the first Cathedrals to establish a girls' choir. Whilst under constant review, the Dean and Chapter feel that our current model of a Girls' Choir aged 11+ alongside the traditional boys' treble line aged 8-13 is working well. Both sing independently with the Lay Clerks and Choral Scholars, but also join together for concerts, at major festivals and on other occasions throughout the year. As part of its Benedictine ethos and commitment to Education, the Chapter has now decided to fund the establishing of a non-auditioned Children's Choir for boys and girls of Primary School age. It is intended that the Children's Choir will first meet in September 2019. This will not only provide for those boys who, for whatever reason, are not able to be Cathedral choristers, but will also offer a singing opportunity for girls who are not yet of secondary school age. The new choir will meet for an hour on Saturday mornings during term-time and perform at family services throughout the Church year, such as the Crib service, the Good Friday family liturgy, the County

Harvest Thanksgiving and the Animal Service. They will also take part in the termly Primary Schools' outreach concerts. The new Assistant Organist and Head of Music Outreach will manage and direct the new Children's Choir.

Music Outreach

Back in 2013, a choir outreach scheme was established in conjunction with Norwich School, working with three or four Primary Schools each term. Small groups of Cathedral choristers have visited local Primary Schools with the Head of Vocal Studies from Norwich School: each school then brings the participating pupils to the Cathedral at the end of term for a concert, which replaces Evensong. The format of these events has proven immensely popular and received tremendously positive feedback from Head Teachers and parents. The Cathedral Choir performs to the children and parents, there is a child-focused demonstration of the Cathedral organ, after which the schools perform first to each other and then all together, singing alongside our own choristers. The new Head of Music Outreach will assume responsibility for the delivery and development of this programme from September 2019 in conjunction with Norwich School.

They may also be opportunities to undertake some work as a piano accompanist at the University of East Anglia which will be remunerated separately and for which the post-holder will be freed from Cathedral duties by arrangement with the Master of Music.

JOB DESCRIPTION

Job Title: Assistant Organist and Head of Music Outreach

Reporting to: The Dean and Chapter

Line Manager: Master of Music

Job Summary: The Assistant Organist and Head of Music Outreach will be a key part of the Cathedral's music team who, alongside playing the organ, will direct the Cathedral Children's Choir and manage the Cathedral's music outreach programme.

Key Duties:

1. To play the organ for Cathedral services, as directed by the Master of Music and Organist (typically 2 weekday Evensongs and a share in Sunday duties)
2. In the occasional absence of the Master of Music or Organist, to direct the choirs in rehearsals and services as instructed.
3. To participate in the Cathedral's organ recital series
4. To direct and manage the Cathedral's Children's Choir
5. To direct and manage the primary schools' outreach project, liaising with schools to organise chorister visits and the termly Cathedral concert
6. To establish and maintain good relationships with Norwich School, the Norfolk Music Hub and other partner organisations to promote and expand the Cathedral's music outreach work
7. In partnership with the Cathedral's Schools and Family Learning Department, to organise events and initiatives to promote interest in the organ and organ playing amongst children and adults alike.
8. In collaboration with the PA to the Canon Precentor and Master of Music, to manage the programme of visiting choirs who sing services on Saturdays and during Cathedral choir holidays and, specifically:
 - a. To ensure visiting choirs are booked for the Sundays and major Festivals of the year when the Cathedral Choir are not in residence
 - b. To take all reasonable steps to ensure the competence and of visiting choirs and organists
 - c. To approve the selection of music for services by visiting choirs and organists, in consultation with the Master of Music and Canon Precentor
9. With the Cathedral Organist, to share the responsibility for playing the organ at the Sunday Eucharist when visiting choirs are in residence and at other times when required during Cathedral choir holidays
10. With the Organist, to share responsibility for the training of probationer choristers
11. To assist with the teaching of music theory to choristers
12. To attend the weekly Music Department meeting
13. To play the organ for Norwich School on occasion (which will be separately remunerated)

General:

1. To support the Dean and Chapter in its mission and ministry of Norwich Cathedral
2. To work closely alongside the Master of Music and Organist to support all aspects of the Music Department's work
3. To adhere to the Cathedral safeguarding policy, attending relevant training as directed
4. To participate in training courses as directed
5. To adhere to HR policy contained in the Staff Handbook
6. To take part in the Bi-Annual Appraisal/Review System
7. To undertake any other reasonable tasks, relevant to the post

PERSON SPECIFICATION

- A skilled organist of FRCO or equivalent standard, with proven experience of organ playing and choral accompaniment in a liturgical context
- Eagerness to gain experience from working in an excellent Cathedral Music Department and demonstrating ambition to make music of the highest standard
- Confident in working with children within the parameters of the Cathedral's Safeguarding Policy
- Some experience of choral directing, preferably with children
- An energetic approach which will enthuse and inspire children of all ages
- Good interpersonal skills and an ability to establish and maintain good relationships with parents, school teachers, partner organisations and colleagues
- An ability to work in a team alongside the Canon Precentor, Master of Music and other members of the Cathedral staff
- An organised and efficient approach
- Sufficient IT skills to be able to undertake the administrative aspects of the post and to communicate efficiently by email
- Warm and personable
- A commitment to Norwich Cathedral's values and a working style that reflects these
- An empathy with the Cathedral's Christian mission and ethos
- A flexible approach to work to support the needs of the Cathedral

TERMS AND CONDITIONS

Post:	Assistant Organist and Head of Music Outreach
Contract:	Full time
Salary:	£17,500 Plus additional fees for playing the organ at special services, concerts and other engagements. Typically this has been excess of £2000
Accommodation:	A generous and recently refurbished one bedroomed flat is supplied in the Cathedral Close for better performance of duties. The post holder will be responsible for utility bills and council tax.
Holidays:	8 weeks holiday, including 6 Sundays. These may not always be at the same time as the Cathedral choir holidays.
Hours:	Full time post. One day each week completely free of Cathedral duties.

The typical weekly routine for the music department is as follows:

Monday	8.10 – 8.35am 4.30pm 4.55pm 5.30pm	Short boy chorister/probationer rehearsal Boys' rehearsal Full rehearsal, Song School (Boys and Men) Evensong (Boys and Men)
Tuesday	8.10 – 8.55am 4.15-4.45pm 4.55pm 5.30pm	Boy chorister/probationer rehearsal Boys' rehearsal Full rehearsal, Song School (Girls and Men) Evensong (Girls and Men)
Wednesday	8.10 – 8.55am 4.30pm 4.55pm 5.30pm 6.20 – 7.00pm	Boy chorister/probationer rehearsal Boys' rehearsal Full rehearsal, Song School (Boys and Men) Evensong (Boys and Men) Men's rehearsal
Thursday	8.10 – 8.55am 4.15-4.45pm 4.55pm 5.30pm 7.30 – 9.00pm	Boy chorister/probationer rehearsal Boys' rehearsal (alternate weeks) Men's voices rehearsal, Song School Evensong (Men only) Cathedral chamber choir rehearsal
Friday	<i>(Likely to be Assistant Organist's day off)</i> 8.10 – 8.55am 4.30pm 4.55pm 5.30pm 6.20 – 7.00pm	Boy chorister/probationer rehearsal Boys' rehearsal Full rehearsal, Song School Evensong (Boys and Men, unaccompanied) Full Choir rehearsal, Song School
Saturday	9.15 – 10.15am 10.30 – 12.00	Children's Choir (commencing September 2019) Girls' Choir rehearsal, Song School

Sunday	9.10am	Chorister rehearsal (normally boys)
	9.30am	Full rehearsal
	10.30am	Sung Eucharist
	2.45pm	Chorister rehearsal (normally boys)
	3.00pm	Full rehearsal
	3.30pm	Evensong

Probation: The post is subject to a probationary period of three months. On completion, and unless otherwise extended, the position will become permanent and subject to one month's notice of termination of employment on either side.

Place of work: The usual places of work are Norwich Cathedral, the Song School and the Chapter Office, but the post will require work across the Diocese.

Teaching: With permission from the Canon Precentor, the post holder will be entitled to use the Cathedral organ and Song School for private music teaching if they so wish.

Pension: Norwich Cathedral offers a pension scheme consistent with pension auto-enrolment. In addition, employees become members of the Staff Death in Service Benefits Scheme, on commencement of employment, which entitles nominee(s) to receive a lump sum of twice the employee's annual salary at the date of death.

Smoking: The Cathedral operates a no smoking policy.

Equal Opportunities: The Cathedral operates an equal opportunities policy.

DBS: Norwich Cathedral is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and all applicants must be willing to undergo screening appropriate to the post, including checks with past employers, completion of a Confidential Declaration Form and the Disclosure & Barring Service application.

How to Apply for this Vacancy

Please complete the application form supplied. Your application will be assessed according to your fit against the Person Specification. Remember that you can include not only experience gained in paid employment or self-employment, but also relevant experience and skills gained in voluntary work, domestic/family duties, etc. We cannot consider a CV as an application, although supporting materials can be accepted.

We actively encourage submission of this application by e-mail. If you are completing the application form on paper, please use black ink to help us photocopy it; add whatever supplementary forms you see fit. If you are completing the form electronically, please take whatever space is necessary for your replies; you can add any supplementary files as attachments. Please save files as RTF (Rich Text Format).

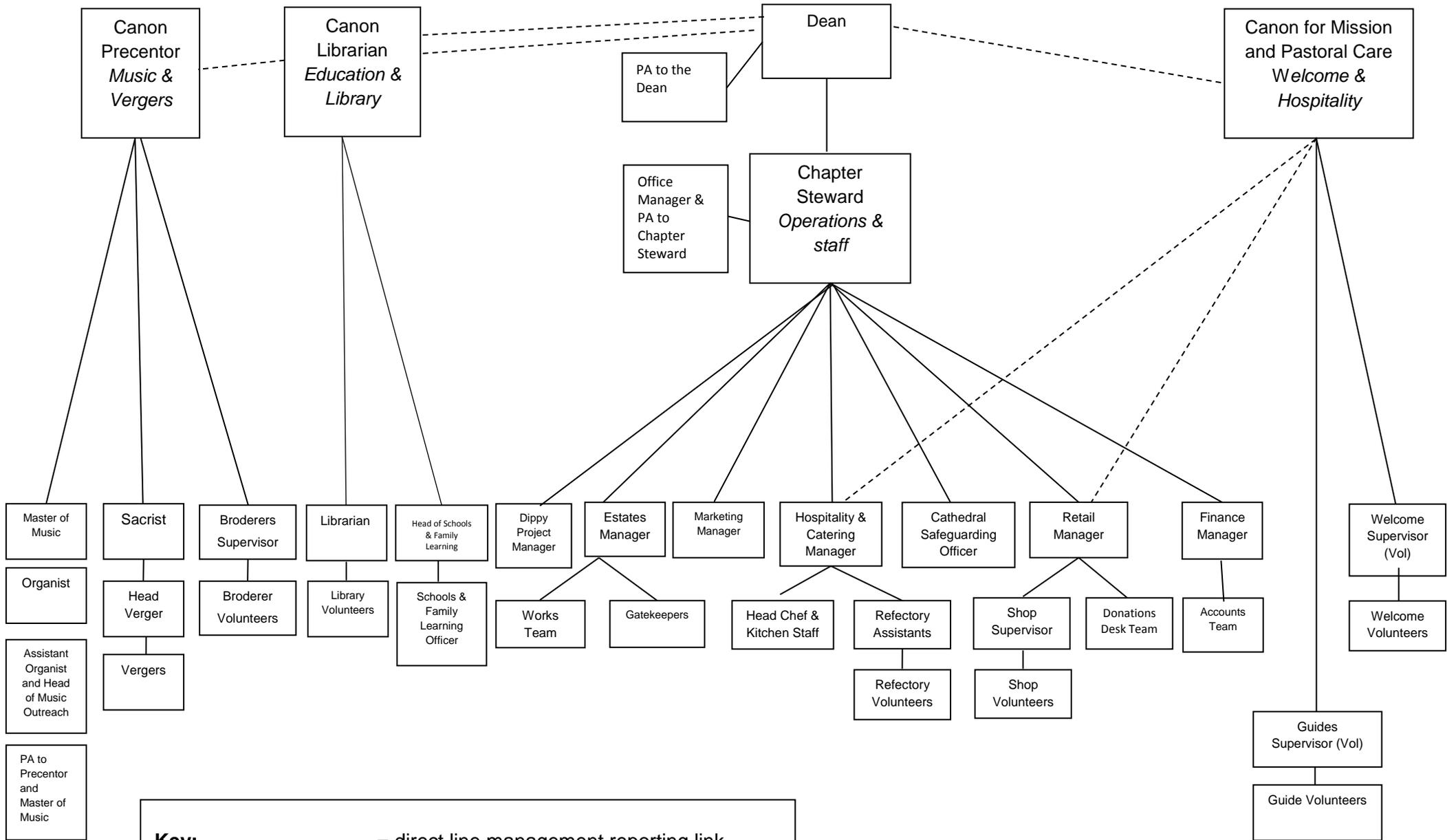
Applications should be addressed to Susan Bulpitt, PA to the Chapter Steward, Norwich Cathedral, 65 The Close, Norwich, NR1 4DH or by email to patochaptersteward@cathedral.org.uk.

The closing date for applications is 5pm on Monday 11 March 2019.

Interviews

Interviews will consist of informal meetings with key members of cathedral staff, an organ playing audition, a chorister rehearsal and a panel interview.

Short-listed candidates will be invited for interview on Friday 22 March 2019.



Key: _____ = direct line management reporting link
 - - - - - = functional link (not a direct report)



Application for employment

Please complete using black ink and return by 5pm on Monday 11 March 2019.

Position applied for: **Assistant Organist and Head of Music Outreach**

Personal information

Title	
Forenames	Surname
Address	Telephone numbers: Daytime (please withhold if you do not wish to be contacted at work)
	Evening
	E-mail:
Are you legally eligible for employment in the UK?	
How did you hear of this vacancy?	
Have you made any previous applications to Norwich Cathedral? If so, when and for which post?	

Referees

Please name two referees (excluding relatives), one of whom should be your present or last employer. Any offer of employment is subject to satisfactory references. Can we approach your current employer before an offer of employment is made? YES/NO

Name	Name
Address	Address
How is the referee known to you?	How is the referee known to you?
Telephone No. E-mail	Telephone No. E-mail

Education

Secondary Education (name and address of school)	From/to	Examinations passed and grades
Further Education (university, college, evening classes)	From/to	Courses and results
Professional memberships and qualifications		

Relevant training and personal skills

Please indicate skills and training courses undertaken relevant to this appointment (you may wish to include these details in a separate covering letter, in which case this box can be left blank)

Driving Licence: Yes/No

Current endorsements: Yes/No

Employment History

Begin with present occupation/last employer and work backwards

From/to	Name and address of company/ organisation	Position held Key responsibilities Reason for leaving Final salary in role
Please give details of any periods not accounted for, including any unemployment		

Date available to start work, or notice required

Do you consider yourself to have a disability? Yes/No

You do not need to give further details at this stage. However, if you are invited to attend for interview, please advise us of any specific arrangements or equipment which you require.

Additional information

Please explain why you are applying for this position and outline how you meet the skills specification, adding any other relevant information in support of your application. You may use extra sheets.

Please give details of hobbies and interests (include membership of any organisation, any office held and any voluntary work)

Under the Data Protection Act, information is obtained and held by Norwich Cathedral only as part of the recruitment and selection process. It is regarded as strictly confidential and will be stored securely.

I hereby provide explicit consent for the information to be stored within the organisation's manual and computerised filing systems.

SIGNED:

DATE:

If you give any information which you know is false, or if you withhold any relevant information, this may lead to your application being rejected, or if you have already been appointed, to your dismissal.

I confirm that all the information I have given is, to the best of my knowledge and belief, true and complete.

SIGNED:

DATE:

Equal Opportunities Monitoring

The information provided on this part of the application form will be used by Norwich Cathedral for monitoring purposes to ensure that we are not intentionally or unintentionally discriminating against any groups or individuals.

This information will not be used in the recruitment process.

Name	
Post applied for	
Gender	
Date of birth	

1. Ethnic origin

Please tick the category that most represents your race/ethnic origin

White: British	
White: Irish	
White: Other	
Mixed: White & Black Caribbean	
Mixed: White & Black African	
Mixed: White & Asian	
Mixed: Other	
Asian or Asian British: Indian	
Asian or Asian British: Pakistani	
Asian or Asian British: Bangladeshi	
Asian or Asian British: Other	
Black or Black British: Caribbean	
Black or Black British: African	
Black or Black British: Other	
Chinese	
Other ethnic group	
Decline to declare	

2. Disability

Do you have a disability within the terms of the Equality Act 2010? If so, please briefly explain.