



THE CHURCH
OF ENGLAND

Diocese of Southwell & Nottingham



Southwell
Minster

*The Cathedral and Parish Church
of the Blessed Virgin Mary*

SOUTHWELL MINSTER

Assistant Director of Music

Candidate Information Pack



AN INTRODUCTION BY THE RECTOR CHORI

Thank you for your interest in the post of Assistant Director of Music at Southwell Minster.

I was appointed as Rector Chori in April 2017 having spent seven and a half years at Guilford Cathedral. During the short time that I have been here it has been both a pleasure and a privilege to lead the Music Department in this wonderful place.

Music is at the heart of life in Southwell Minster, and takes a prominent role in worship. With a tradition stretching back over 900 years the Cathedral Choir is at the core of our music-making.

We seek to appoint a musician of the highest calibre. We need someone who is an excellent organist, and has a genuine interest in developing singers of all ages.

Southwell Minster is going through a period of change in order to develop opportunities for growth and to realise the full potential of the Cathedral for mission. To achieve our goals we have made a number of appointments recently, including a Cathedral Administrator, Canon Precentor, Head of Marketing and Events, and a Head of Finance. Along with our new colleagues you would be joining a well-established team at an exciting time.

The successful applicant will be able to demonstrate:

- A high level of musical ability, creativity and imagination;
- A passion for teaching;
- Personal values that align to the Minster as a Christian institution;
- Ability to be a team player who is flexible and resilient;
- Commitment to the safeguarding and wellbeing of all.

Should you wish to have a confidential discussion about this role, please email me at rectorchori@southwellminster.org.uk to arrange a conversation.

Paul Provost
Rector Chori

SOUTHWELL MINSTER, CATHEDRAL AND PARISH CHURCH

Brief History

The Cathedral and Parish Church of the Blessed Virgin Mary has stood in the centre of Southwell for centuries. The present Romanesque building replaced an Anglo-Saxon Minster church which in turn had been built on the site of an abandoned but significant Roman villa. St Paulinus baptised nearby in the River Trent, evangelising this part of England in the early seventh century. Later, successive Archbishops of York developed the Palace adjacent to the Minster, strategically positioned as the last stopping-off place in the York Province on the Great North Road (now the A1). Southwell became an important seat of ecclesiastical power and influence as a collegiate church. Since 1884 it has been the cathedral church for Nottinghamshire, despite being some 12 miles from the city of Nottingham, and is arguably the most beautiful twelfth-century building in England and perfect in its setting. The Minster is a beacon of living faith for the people of Nottinghamshire, witnessing through the centuries to God's love for his people, and today inspiring all who come as pilgrims or tourists.

The primary work of the Minster in 2019 is the same as it has been through the ages: the worship of God, the mission of the gospel and a ministry of hospitality and welcome. It is a prayerful place and a spiritual resource to the 307 parishes of the Diocese of Southwell and Nottingham, as well as the 57,000 visitors who come to visit the Minster each year. Daily worship is at the centre of our life. Southwell Minster as Cathedral and parish church offers all who come here an opportunity for celebration, learning and discovery.

The Locality and the Market Town of Southwell

The Minster (as it is referred to locally) is located eight miles from Newark-on-Trent and thirteen miles from Mansfield, and is the seat of the Bishop of Southwell and Nottingham, who resides next door in Bishop's Manor. Within the town centre there is a good selection of independent shops, friendly pubs selling traditional ales, cosy cafés and excellent restaurants. On Saturdays the Market Square hosts a lively market. Southwell has celebrated connections with Cardinal Wolsey, the Bramley apple, Lord Byron and King Charles I. There are guided heritage walks through the town, and the first ever Union Workhouse, now owned by the National Trust. There is a wide range

of local events including concerts and theatre performances. Southwell is proud of its many festivals, including The Gate to Southwell Folk Festival, The Bramley Festival, The Southwell Music Festival (which centres on the Minster) and The Southwell Library Poetry Festival. Schooling and pre-school care in Southwell is excellent, with many of the schools having a 'good' or 'outstanding' Ofsted rating.

Cathedral and Parish Church

The Cathedral is also the parish church for 5,500 people in the town, which has a total population of around 7,500 but is growing with new housing developments. It has diverse congregations; most live locally, but many more travel from across the county to worship, attracted by the choral tradition. The electoral roll stands at 227.



Safeguarding

Southwell Minster takes seriously its safeguarding obligations and is committed to caring and nurturing vulnerable adults, children and young people whilst abiding by the Cathedral's Safeguarding Policy at all times. It will be the responsibility of the post holder to ensure that safeguarding is a priority in all work settings.

Cathedral Worship

Worship is overseen by the Canon Precentor and is normally led by the Residentiary Canons or Priest Vicars. Music in services is led by one of the Cathedral's choirs and facilitated by the team of Vergers. In addition to the regular round of services, there are a number of regular special services. Owing to our rural setting, the occasions of Harvest and Rogation play a prominent role in shaping the year, the latter incorporating a procession to Brackenhurst Agricultural College. Other special occasions include services for the High Sheriff and Lord-Lieutenant, as well as our Advent Procession, Christmas Carol Services (attracting full congregations), and services for other special liturgical or commemorative occasions. We aim to be at the centre of the community in Southwell, and this is reflected in the use of the Minster for important occasions in the life of the town – for instance on Remembrance Sunday.



The Music Department

The Music Department consists of the Rector Chori, the Assistant Director of Music, the Organ Scholar and the Liturgy and Music Administrator. There are two Chorister Supervisors, and the whole department is overseen by the Canon Precentor.

We have two teams of Choristers (boys and girls) who learn to sing well and to read music as well as learn more about the Church year and the services at which they sing. They develop key skills such as teamwork, leadership, responsibility and confidence in the hope that when they leave us they have acquired many life skills.

There are six Lay Clerks who sing at services from Thursday to Sunday, and six Auxiliary Lay Clerks who sing when required. The Minster Chorale is under the direction of the Assistant Director of Music and sings when the Cathedral Choir is not available. We also warmly welcome visiting choirs during Cathedral Choir breaks.

Details about the choirs and the wider Music Department can be found on the Cathedral website: <http://southwellminster.org>.

The Minster School

The Minster School is a comprehensive school of 1,600 students with a catchment including local villages alongside the town of Southwell itself. As a Church of England Academy, a number of students actively engaged in their faith are awarded places alongside the majority who live within the catchment area and for whom this is their local comprehensive school. The school is strongly founded on Christian principles and fully inclusive of all, whether of strong individual faith or none.

The Minster School has a current 'outstanding' rating from [Ofsted and from its Statutory Inspection of Anglican and Methodist Schools \(SIAMS\)](#).

The school confidently plays a number of roles, each successfully supporting the very best education:

- Post-16 education provider for up to 400 students;
- Junior School provider for musically talented pupils, including the Cathedral Choristers;
- National Teaching School, The Minster Teaching School Alliance (MTSA);
- National Mathematics Hub;
- Choir school for Southwell Minster;
- Leading provider for the Nottinghamshire Music Hub.

The Minster School is one of the oldest continuous educational foundations in England, tracing its origins to the establishment of Southwell Minster and the education of the Choristers. There are close links with the Cathedral and this relationship enriches many aspects of school life. Juxtaposed with tradition is the contemporary setting in custom-built accommodation and daily efforts to ensure students are well equipped, not only academically but also with the skills and attitudes to help them succeed in a rapidly changing world.

As a choir school, the Junior School leads the way as the main source of education for the Boy and Girl Choristers. Situated within the main site, this 40-strong department comprises two classes with an excellent teaching staff. The main school music department – with five full-time classroom teachers, a number of visiting and peripatetic music teachers, and good resources – connects the Junior School to the senior departments. Choristers up to year 6 therefore receive their education in close proximity to a strong music department, from which they themselves gain great benefit. From year 7 onwards the Choristers are educated in the main school, and are encouraged to take a full part in school life. Recruitment of Choristers takes place as part of the Junior School audition process, and Choristers audition alongside other instrumentalists and singers in competition for places in year 3.

Both Cathedral and Minster School staff are committed to ensuring the best possible experience for Choristers. Regular meetings take place in which individuals' progress is discussed, as well as any issues that may arise. Good communication is enjoyed, allowing for the Choristers' duties at the Minster to be carefully managed within the context of their school life.

ROLES AND RESPONSIBILITIES

Choral Direction

1. To direct the Cathedral Choir on a regular basis, including at least one weekly Evensong and further services as required.
2. To rehearse the Boy and Girl Choristers, the Lay Clerks, and any other musicians as required by the Rector Chori.
3. To assist in overseeing the training of Junior and Probationary Choristers, together with the Rector Chori and the Organ Scholar.
4. With the Rector Chori, to liaise with vocal tutors on a regular basis.
5. Normally to rehearse and direct the Minster Chorale for all services and events both in the Minster and further afield.
6. To engage in professional development as required with respect to knowledge of vocal technique and choral direction, as well as teaching of children.
7. To assist in Choristers' training for RSCM Awards Examinations.
8. To attend and teach at all music theory sessions for Choristers.

Organ Playing

1. To act as principal accompanist to the Cathedral Choir, including for Cathedral services, concerts, broadcasts, tours, and recordings.
2. To be the normal accompanist for all choral services on Sundays and weekdays, except when directing the choir.
3. To accompany at concerts or other special services arranged by the Liturgy and Music Department.
4. To share with the Rector Chori and Organ Scholar the responsibility in playing at special services and occasional offices in the Cathedral.
5. To maintain a standard of excellence in choral accompaniment, solo playing and liturgical improvisation.

6. To take part in the annual series of Organ Recitals arranged by the Liturgy and Music Department.
7. With the Rector Chori, mentor the Organ Scholar, specifically in aspects of organ playing, but also in a more general professional capacity.

Administration

1. To assist with the administrative work of the Liturgy and Music Department, including production of termly schedules and music lists, and arrangements for any special events, as well as liaison with Chorister parents and other parties.
2. With the Rector Chori, to assist in the preparation of budgets, as well as maintaining financial records and signing off expenditure to an agreed authorised limit.
3. To assist in booking extra musicians as may be required from time to time (for example for occasional offices).
4. To be responsible for mentoring the Organ Scholar in their duties as Choir Librarian.
5. To be present at meetings as required, including the weekly Liturgy and Music Department meeting.
6. To help produce schedules and music lists for the Minster Chorale, and to assist in recruitment, ensuring its continuing development and success.
7. Participate in recruitment for all choirs under the lead of the Rector Chori.
8. With the Rector Chori, to be responsible for running the series of Organ Recitals in the Minster.
9. To assist with social media postings from the choirs' accounts on a weekly and *ad hoc* basis.
10. To attend the fortnightly meeting with school staff at the Minster School.
11. To attend the termly Lay Clerks' and Chorister parents' meetings.
12. To communicate with organ tuners in ensuring tuning dates are selected and booked in over the course of each year, and to feed back any potential problems.

General

1. To deputise for the Rector Chori in their absence.
2. To liaise with the Rector Chori to ensure all services are covered, both in terms of organ-playing and choral provision.
3. To attend any training that may be required for the better fulfilment of the role.
4. With the Rector Chori, to liaise with the Chorister Supervisors, ensuring suitable provision is made for the safety and supervision of Choristers.
5. To adhere to all Cathedral policies, in particular the Safeguarding Policy, and to work to best practice in all areas.
6. With the Rector Chori, to take responsibility for the welfare, good conduct and discipline and safety of all choir members.
7. To report immediately any issues arising that may threaten the safety and welfare of children and other young and/or vulnerable people.

The Music Department's Weekly Schedule

(ABP = Archbishop's Palace)

Monday

0800-0840 Boy Chorister rehearsal & Junior practice (ABP)
1300-1345 Pastoral meeting (at the Minster School, week B only)
1530-1720 Girl Chorister rehearsals (ABP & Minster)
1730-1815 Evensong (Girl Choristers)

Tuesday

0800-0840 Boy Chorister Rehearsal & Junior Practice (ABP)
0930-1015 Liturgy and Music Department meeting
1514-1615 Chorister Club
1615-1720 Boy Chorister rehearsals & Junior practice (ABP & Minster)
1730-1815 Evensong (Boy Choristers)

Wednesday

No duties

Thursday

0800-0840 Boy Chorister rehearsal & Junior theory (ABP)
0800-0840 Girl Chorister rehearsal (School)
1000-1030 Full staff gathering (Minster Centre)
1514-1615 Chorister Club
1530-1630 Girl Chorister rehearsal (Peace Room)
1615-1650 Boy Chorister rehearsal (Song School)
1700-1720 Full Choir rehearsal (Song School)
1730-1815 Evensong (Cathedral Choir)
1820-1900 Full Choir rehearsal (Song School)

Friday

0800-0840 Boy Chorister rehearsal & Junior practice (ABP)
1514-1615 Chorister Club
1615-1650 Boy Chorister rehearsal (Song School)
1700-1720 Full Choir rehearsal (Song School)
1730-1815 Evensong (Cathedral Choir)
1945-2145 Minster Chorale rehearsal (Song School)

Saturday

1600-1640 Boy Chorister rehearsal (Song School)
1645-1715 Full Choir rehearsal (Song School)
1730-1815 Evensong (Cathedral Choir)

Sunday

0830-0920 Chorister/Minster Chorale rehearsal
0930-1040 Family Eucharist (Choristers/Minster Chorale)
1000-1025 Chorister rehearsal (Song School)
1025-1100 Full Choir rehearsal (Song School)
1115-1230 Sung Eucharist or Mattins (Cathedral Choir)
1430-1515 Chorister and full rehearsals (Song School & Minster)
1530-1620 Evensong (Cathedral Choir)

PERSON SPECIFICATION

Essential	Desirable
Musical	
Outstanding proven ability as a liturgical accompanist who is both creative and imaginative whilst being sensitive to the needs of the liturgy.	
A confident solo player, with a wide repertoire and who will seek further to broaden their scope.	
A passion for teaching, especially young people and Organ Scholars.	Prior experience of working with Choristers
A good knowledge of basic vocal technique, with a will to develop and expand in this area.	The vocal ability to demonstrate good singing technique.
The ability to engage with young Choristers as well as adult amateurs, and to lead enjoyable and productive rehearsals.	
Confidence in working with other professional musicians, especially singers.	
A thorough working knowledge of the Anglican liturgy and its associated music.	
Christian Faith	
Sensitivity to the needs and aims of a Christian organisation and in sympathy with the ethos of Anglican choral worship.	An understanding of the broader context and role of this Cathedral, the Bishop and its place within the Diocese of Southwell and Nottingham.
Safeguarding	
Thorough knowledge and experience of current safeguarding procedures.	
Someone who values the welfare and wellbeing of others, especially children.	C2 Church of England Safeguarding training.

Administration	
Good time management and personal organisation with the ability to work under pressure.	
A willingness to take direction, but also to take the initiative and to lead as may be appropriate.	
Enthusiasm for working as a member of a team.	
Able to work to deadlines and under pressure.	
Personal Skills	
Commitment to development as a professional musician within the context of a Cathedral.	
Competence in key administrative duties, including the use of standard IT and music notation software.	
The ability to develop good working relationships based on mutual trust and respect.	
Willingness to work flexibly whilst maintaining a good work/life balance.	A sense of humour.

TERMS AND CONDITIONS OF EMPLOYMENT

Salary	£22,749 per annum. Accommodation (free of rent and council tax) is offered in a spacious two-bedroom flat in the historic Bishop's Manor, with guaranteed private parking, right next to the Minster. However, should you wish to take responsibility for your own housing, a final remuneration package would be negotiated.
Pension	Chapter will contribute annually, subject to the rules for the time being applicable thereto, into an approved personal pension plan, a sum equivalent to 8.5% of the gross annual salary, based on the normal working hours.
Hours of work	Full time – 42 hours per week at Southwell Cathedral. 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 will be provided.
Holidays	41 days consisting of 30 days paid leave, plus 8 statutory public holidays and 3 additional days as agreed by Chapter. The Assistant Director of Music will be required to work at Christmas and Easter. Holidays will be taken during choir vacation periods, in negotiation with the Rector Chori, to ensure organist cover at all necessary times. You may be required to work on bank holidays.
Probation period	Six months, during which time progress is regularly reviewed. The period may be extended at the discretion of the Dean and Chapter.
Safeguarding	Offer of the position will be subject to the completion of an 'Enhanced with barred lists' DBS disclosure and the agreement to abide by Southwell Minster's safeguarding policy.

NOTE:

The Cathedral Chapter intends to review job descriptions annually as part of the staff review process, to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

APPLICATION PROCEDURE

Your application should consist of the following:

- A brief covering letter (no more than two sides of A4), which should set out how your skills and experience match the requirements of the post;
- A completed application form, which can be downloaded from our website (<http://southwellminster.org/about-us/vacancies>).

Please send your application to Mrs Adele Poulson, *Cathedral Administrator*, in one of the following ways:

- By post, to The Minster Centre, Church Street, Southwell, NG25 0HD;
- Or by email, to administrator@southwellminster.org.uk.

The closing date for applications is **9.00am on Monday 10 June 2019**.

INTERVIEW PROCESS

Interviews and auditions for shortlisted candidates will take place in Southwell on **Wednesday 19 and Thursday 20 June 2019**, and will include the following components:

- **Organ playing:** Candidates should prepare a programme of two pieces in contrasting styles of no more than 15 minutes' duration on the organ. You will also be expected to undertake a number of keyboard tests and accompany the Cathedral Choir.
- **Choir practice:** Candidates will take rehearsals with the Girl Choristers, full Cathedral Choir and Minster Chorale. You will be notified about the repertoire in advance.

Full details of this process will be provided to shortlisted candidates in due course.

Please note that candidates will also be invited to attend Evensong on Tuesday 18 June.