



THE CATHOLIC DIOCESE OF  
**ARUNDEL & BRIGHTON**

## **Diocesan Choral Director**

Reporting to: Director of Education

Full Time: 35 hours per week, term time only (41 weeks).

To include flexible working and evening/weekends as required.

Part-time candidates will be considered.

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

Based in: up to 12 Sussex diocesan schools; office at the St Philip Howard Centre, Crawley.

Travel required nationally for training.

Two-year fixed term appointment

The Choral Director, working with the diocesan Education Service, will be responsible for delivering the Schools Singing Programme in our diocesan schools.

The Choral Director will work with up to 12 schools in the Diocese and will be 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 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 and secular 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. It is envisaged that these choirs will be

provide liturgical music for 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 COO 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 Director in other dioceses. Residentially conferences typically take place in February and September in Leeds, and the role holder is expected to attend. The programme is new to the Diocese of Arundel and Brighton, but some other dioceses have already begun their programmes and can provide advice and assistance.
- 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 and procurement of resources.
- Undertake all such other reasonable duties as may be required.

The SSP has been running for one year and the role is continuing to evolve. 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 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"> <li>• Educated to degree standard with experience working within a similar environment</li> </ul>	
Career Experience	<ul style="list-style-type: none"> <li>• Proven track record in choral music and choral conducting</li> <li>• An energetic and experienced musician able to lead choirs and teams of musicians</li> <li>• Experience in managing a budget</li> <li>• Experience of working in a school setting with children of a range of ages</li> <li>• Experience of working with volunteers</li> <li>• Producing high quality reports and correspondence</li> </ul>	
Knowledge and Skills	<ul style="list-style-type: none"> <li>• A persuasive and passionate communicator with excellent interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• A detailed understanding of the Catholic liturgy and the church year</li> <li>• Other musical instrument skills</li> </ul>

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

## **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.