

# DIOCESE OF SALFORD

<b>Job Title:</b>	<b>Choral Director</b>		
<b>Department:</b>	Salford Cathedral		
<b>Responsible to:</b>	Cathedral Director of Music		
<b>Responsible for:</b>	N/A		
<b>Location:</b>	The Cathedral Church of St John the Evangelist, Chapel Street, Salford (Base location)	<b>Travel Required:</b>	Regular travel throughout the diocese particularly to school sites. Business mileage will be payable.
<b>Level/Salary Range:</b>	£24,000 - £26,000 per annum	<b>Position Type:</b>	2 years fixed term contract
<b>Hours of Work:</b>	35 hours per week	<b>Holidays</b>	25 days holiday per year plus statutory bank holidays and 5 closure days (Maundy Thursday & 4 over the Christmas/New year period).

## Introduction and job purpose

The Diocese of Salford is looking to recruit an outstanding Choral Director to help deliver the work of a new Singing Programme in diocesan schools, including in-class singing sessions, and both establishing and directing after-school choirs. The Singing Programme forms part of the National Schools Singing Programme, founded, and supported by the Hamish Ogston Foundation.

The Choral Director will also work closely with the Director of Music to contribute to the vision of the Cathedral's Music Foundation, located in the heart of Salford.

## Job Description:

The Choral Director will play a key role in the delivery of the Singing Programme within the Diocese of Salford, including working with the Director of Music to:

- Identify and develop relationships with schools and parishes throughout the Diocese who may benefit from the Singing Programme.
- Deliver outstanding singing sessions to school children in classroom and assembly settings within the school timetable.
- Ensure that pupils are well equipped to provide music for collective worship in liaison with school colleagues.
- Establish after-school choirs in strategic locations throughout the Diocese as progression routes for those taking part in the Singing Programme within their school.
- Foster links between schools and parishes and seeking opportunities for after-school choirs to provide music in local parishes.
- Provide CPD to teachers on a local level to up-skill and build confidence in leading singing in the classroom outside of sessions led through the Singing Programme.

The Choral Director will also have an active role in the ongoing development of Salford Cathedral's Music Foundation, particularly in developing the newly established Children's Choir and Youth Choir.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Education to degree level or equivalent in any subject</li> </ul>	
<b>Experience, knowledge, and skills:</b>	<ul style="list-style-type: none"> <li>• Experience of teaching class and choral singing to children.</li> <li>• Deep knowledge and passion for music.</li> <li>• Experience of performing a wide range of repertoire in school and performance contexts.</li> <li>• Good communicator at all levels, both verbally and in writing.</li> <li>• Competent in the use of current IT such as email and Microsoft Office.</li> <li>• Well-versed in safeguarding issues and committed to best practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to play the piano.</li> </ul>
<b>Personal qualities and characteristics:</b>	<ul style="list-style-type: none"> <li>• Friendly and approachable manner.</li> <li>• Excellent preparation and organisation skills.</li> <li>• Understanding the importance of respect for others, equality, and respect for diversity.</li> <li>• The ability to work flexibly to respond to the needs of the key stakeholders.</li> <li>• Able to work effectively, both independently and collaboratively.</li> <li>• A willingness to work within the ethos of the Roman Catholic Church and support the witness of St. John's both as a Cathedral and as a parish church.</li> </ul>	

<p><b>Other requirements:</b></p>	<ul style="list-style-type: none"> <li>• This post is subject to a satisfactory 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> <li>• Willing to pursue continuing training in all aspects of liturgy and music</li> </ul>	
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The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the Head of Department.

**Other Information:**

**References and Reports**

- Two professional references will be required.
- This post is subject to a satisfactory Enhanced Disclosure by the Disclosure and Barring Service and barred list checks will be undertaken for working with children.

**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.

**Data Protection:** Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

**Safeguarding:** The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

**Probationary period:** This position is subject to completion of an initial probationary period of six months.

**Driving:** A driving licence and access to a vehicle along with the ability to travel regularly to various parts of the Diocese is essential.

All Diocesan employees are expected to work with the highest standards of conduct at all times. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:	Alex Patterson		19/08/2021
Reviewed By:	HR		September 2021

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures <https://www.csas.uk.net/procedures-manual/>

Print Name:		Date:	
Signature:		Department/ Parish:	

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