



Vacancy Detail

Overview, Role Detail and Person Specification

Chorister Recruitment Officer

12 months' fixed term contract

£30 per hour



This post will be offered subject to receiving satisfactory references, providing evidence of the right to remain and work in the United Kingdom, and an enhanced criminal record check with the Disclosure and Barring Service (DBS).



Overview

Preamble

The Collegiate Church of Manchester was first founded in 1421 by Charter and Royal Licence from King Henry V. The College was dissolved by Act of Parliament in the reign of King Edward VI and was in the year 1553 refounded by Queen Mary; it was again dissolved in the reign of Queen Elizabeth who thereupon granted it another Charter. The existing Charter was granted by King Charles I with the object of continuing and restoring the old College and founding it anew and by that Charter the College, consisting of a Warden and four Fellows, all being priests, was incorporated by the name of the " Warden and Fellows of the College of Christ in Manchester founded by King Charles " with perpetual succession. The Charter also provides that there shall be "forever in the said College two Chaplains or Vicars, being Clerks, and four men, being either Clerks or laymen, and four boys skilled in music, to perform daily prayers and Divine service in the Chapel of the College."

The Ecclesiastical Commissioners Act 1840 enacted that the Warden and the Fellows should be styled respectively the Dean and the Canons.

By Order in Council dated the 10th day of August, 1847, it was ordered that the Collegiate Church of Manchester should be constituted and become and should forever thereafter be a Cathedral Church and the seat of a Bishop and should be invested with all the honours, dignities and privileges of a Cathedral Church or Episcopal seat and that the Dean and Canons of the said Cathedral Church should be the Dean and Chapter thereof.

The Dean and Residentiary Canons are seized of the Rectory of the ancient Parish of Manchester, and the Dean, as well as being Chairman of the Chapter, is the Rector of the Residuary Parish of Manchester. As such, the Dean still acts as Chairman of the meeting of parishioners and Annual Church Parochial Meeting which have continued to be held according to ancient usage for the Residuary Parish of Manchester, at which Church Wardens continue to be elected annually and at which all other things necessary to be done at a meeting of parishioners and Annual Parochial Church Meeting continue to be done.

The finances of the Cathedral Church are governed by the Parish of Manchester Division Act 1850 and the Parish of Manchester Revenues Measure 1933 and other legislation.

A new Constitution and Statutes were drawn up by a Transitional Council established in accordance with the Cathedrals Measure 1999 and came into effect at Pentecost, 2002. New measures to strengthen governance and operational frameworks for England's cathedrals received their final approval by General Synod in November 2020; the new Measure has since been referred to Parliament and received Royal Assent in April 2021.

Vision

Led by the Holy Spirit we seek to:

- **be a sign** of the presence of God in the world as sacred space for worship, prayer, hospitality and sanctuary;
- **witness** to the inclusive gospel of Jesus Christ in word and deed;
- **encourage** and support Christian pilgrimage, spiritual formation and Christian education;
- **be a place of excellence** in supporting the ministry of the bishop, the diocese and its parishes, together with other churches in the city;
- **celebrate our diversity** as a city and diocese; engage prophetically for justice, peace and reconciliation in God's world;
- **engage in critical theological reflection and action** in collaboration with other agencies and especially with the universities;
- **preserve and develop** our heritage;
- **celebrate human flourishing** through music and the arts.

Background

The Cathedral is a praying community, founded as a Collegiate Church in 1421 and established as a Cathedral in 1847. Our spiritual life is sustained by the Daily Office and the celebration of the Holy Eucharist, and stands within the broad tradition within Anglicanism. Theologically we sit within the broad liberal tradition within the Church of England whilst at the same time being open to other traditions within the Church.

It is the seat of the Bishop of Manchester and plays its part in promoting the life and mission of the Diocese of Manchester, whose mother church it is. The Dean and Chapter ensure that the Cathedral plays its part in praying for and supporting the ministry of the bishop. The Cathedral Chapter aspires to excellence in liturgy and music, and asks visiting choirs and others responsible for planning or leading worship or other events here to share our aspiration. We are proud of our world class musicians and choir. Our choristers are recruited from the world renowned Chetham's School of Music next door to the Cathedral and form our statutory choir.

The Cathedral Chapter believes that the Gospel of Jesus Christ commits us to just and loving relationships and to offering generous hospitality irrespective of age, gender, sexual orientation, race, disability, religious conviction or social status. To this we seek to live as an inclusive community of faith seeking to offer generous hospitality to all people. We are committed to developing the Cathedral as a place of hospitality for Christians of all traditions, people of all faiths or none, and for our civic life.

The clergy team comprises the Dean and three Residentiary Canons (a Canon Missioner, Canon Precentor and the Archdeacon). There is also a retired Cathedral Chaplain who helps to lead worship and provide priestly ministry to the community; there are also a group of Honorary Day Chaplains, mostly retired, who assist with pastoral care in the Cathedral during the daytime.

The Chapter recognises that at the heart of the life of the Cathedral are the Eucharist and the Opus Dei. We are committed to modern, inclusive, imaginative and accessible worship; as cathedral for the Diocese, the worship offered on diocesan occasions seeks to be non-partisan, excellent and engaging.

Music is central to the worshipping life of Manchester Cathedral, which encourages the highest possible standards and creative imaginations in the musicians it employs. The Cathedral Choir consists of a mixed top line of boys and girls who attend the internationally renowned Chetham's School of Music, next to the Cathedral, from the age of eight until thirteen; the Lay-Clerks are all professional singers in and around Manchester and the Cathedral Voluntary Choir is a mixed adult choir that rehearses weekly in readiness of Sunday evensong.

Development Project

The Manchester Cathedral Development Project, launched in 2010 by the Bishop of Manchester, supports the mission of the Cathedral by the sustainable repair and renewal of its fabric and facilities for the 21st century. Almost £12 million was raised in the succeeding decade. A second phase of the project has been designed and tested over the past five years. The priorities of the second phase are as follows:

- To realise the West End development, including improved visibility for the Cathedral, level access at the West Door, and toilet provision, making connections with Cathedral Square and the Glade of Light memorial garden, in collaboration with Manchester City Council;
- The opening of the Tower for tours, as a new source of income, digitally and in person;
- The relocation of the Sacristy to the Champneys south east wing;
- The creation of improved facilities for learning and heritage interpretation;
- The provision of income-generating commercial accommodation, based on the Bishop Wickham Library and related infrastructure, and on the events marquee; and,
- The improvement of working conditions for staff and volunteers of the Cathedral.

The output from the project will benefit the entire community, including worshipping congregations and visitors, those in need or distress, and those involved in music, learning and heritage interpretation.

Role Purpose

Reporting to the Organist & Master of the Choristers but also under the direct leadership of the Dean, the Cathedral Chorister Recruitment Officer will support the Dean and Chapter's ministry and mission by delivering a vigorous recruitment programme that sits alongside the work of the Cathedral Choir and musicians of Manchester Cathedral. The role will be responsible for creating widespread awareness of the Cathedral chorister scheme across the region with the overall aim of generating a healthy number of chorister applicants that go on to join the Cathedral Choir.

The role will be pivotal in reimagining the chorister brand and its positioning in the Music and Dance Schools Scheme, by working collaboratively with colleagues from the Cathedral Music Department and from Chetham's School of Music to deliver a new musical outreach programme across the region by acting as a musical animateur. The role holder will be expected to work closely with the Music Department in taking responsibility for the establishment of a new children's choir in the Cathedral (for those aged 6 to 11 years) and possibly setting up singing groups within schools.

The successful candidate for this new and exciting role will be experienced in recruitment amongst young people (with specialist skills in vocal and choral training). They will be able to demonstrate exemplary team working skills and have the capacity to work flexibly and effectively. They will be expected to demonstrate strong interpersonal skills and have well-developed personal management skills; they will also be creative, energetic, open and collaborative with an astute ability to inspire and nurture the musical potential in young people. They will be fully conversant with and sympathetic to the choral tradition of the Church of England.

Responsibilities

- To help secure the future of the statutory choir by attracting a diverse range of chorister applicants that go on to join the Cathedral Choir;
- To act as Director of the Children's Choir on behalf of the Sub-Organist and lead 10 choir sessions per term, teaching music that will be both challenging and enjoyable; the repertoire must be chosen in consultation with the Sub-Organist;
- The Children's Choir will perform a concert near the end of each term and would be expected to sing at the occasional Cathedral service in consultation with the Organist and Master of the Choristers;
- To develop a link between the Children's Choir and the Cathedral Choristers in collaboration with the Organist and Master of the Choristers;
- To advise and assist the Sub-Organist with delivery of three BACFAD events per term – some will retain the present format but some should be more targeted by inviting specifically identified junior school choirs to come and sing at the Cathedral;
- To help present a vibrant, dynamic approach to cathedral choristerships and make them modern and appealing to children and their parents;
- To distribute the Cathedral's new chorister recruitment DVD to help explain why a choristership at Manchester Cathedral will be fulfilling;
- To harness the positive human interest required in order to inspire and nurture musical potential in young people and encourage them to participate;
- To participate in a planned programme of development in order to maintain growth in professional skills and knowledge;
- To bring to the attention of the Cathedral Administrator any matters relating to the health and safety of staff, clergy, volunteers and visitors;
- To engage with the Cathedral's commitment to deliver value for money services that optimise the use of resources by maintaining a cost conscious approach when undertaking all duties and aspects of the role;
- To perform any other duties appropriate to the role as may be required by the Dean.

Person Specification

Qualifications

| | The successful candidate should have: | Essential/ Desirable | Tested by* A, I, P, T |
|---|--|---------------------------------|----------------------------------|
| 1 | A qualification in Music or equivalent experience; | Essential | A, I |
| 2 | A performance qualification or teaching qualification; | Desirable | A |
| 3 | Full UK driving licence. | Desirable | A |

Background & Experience

| | The successful candidate should have: | Essential/ Desirable | Tested by* A, I, P, T |
|---|---|---------------------------------|----------------------------------|
| 4 | Demonstrable experience of recruitment amongst young people; | Essential | A, I |
| 5 | Proven success in working with and relating to young singers; | Essential | A, I, T |
| 6 | Previous experience of providing musical accompaniment for, or conducting, children; | Essential | A, I, T |
| 7 | Experience of working in a culture of safeguarding and child protection; | Essential | A, I |
| 8 | An understanding of the Church's liturgical calendar and the musical traditions of prayer and worship that underpin cathedral life. | Desirable | A, I |

Knowledge

| | The successful candidate should have demonstrable knowledge of: | Essential/ Desirable | Tested by* A, I, P, T |
|----|---|---------------------------------|----------------------------------|
| 9 | The current trends in choral music provision and the nuances of a specialist education (whether for young singers or instrumentalists); | Essential | A, I |
| 10 | Sibelius (or a similar score-writing software package); | Essential | A, I, T |
| 11 | Microsoft Office and Adobe Photoshop or similar design packages; | Essential | A, I, T |
| 12 | The Music and Dance Schools Scheme. | Desirable | A, I |

Skills & Competencies

| | The successful candidate should demonstrate: | Essential/ Desirable | Tested by* A, I, P, T |
|----|--|---------------------------------|----------------------------------|
| 13 | The ability to read and understand a musical score with the ambition and energy to achieve the highest possible standards of performance; | Essential | A, I, T |
| 14 | A proven ability in recent choral work with children and able to inspire and nurture musical potential in young people; | Essential | A, I, T |
| 15 | Administrative and leadership skills, self-motivation, the ability to work to deadlines and be unafraid of being accountable; | Essential | A, I, T |
| 16 | The confidence and the interpersonal skills required to develop initiatives and foster partnerships with schools, educational institutions and other external delivery partners for the purposes of recruitment of choristers. | Essential | A, I |

* A = Application form, I = Interview, P = Presentation, T = Test or Audition

Additional Notes

- This post will be offered subject to receiving satisfactory references, providing evidence of the right to remain and work in the United Kingdom.
- The post will be for a fixed term period of twelve months (renewable subject to funding):
 - Overall operational responsibility for the Manchester Cathedral Choir and recruitment of choristers sits with the Organist and Master of Choristers at all times;
 - Overall operational responsibility for the Children's Choir sits with the Sub-Organist at all times;
 - Approximately 1.5 hours per week x 10 sessions per term for the Children's Choir at £30 per hour;
 - Possibility of 3 x BACFAD sessions per term at 4.5 hours per session at £30 per hour;
 - Salaries are paid on a monthly basis on submission of timesheet.
- A full UK driving licence would be desirable with this role as it may involve commuting between local infant and primary schools and local churches to build interest and encourage excellence in the choral traditions – expenses incurred in undertaking the duties of this role will be refundable on receipt.
- Reasonable expenses incurred to attend interview will be refunded on receipt.
- Manchester Cathedral is committed to respecting your privacy and protecting your personal information. We will only use the personal information you provide during the application process to assess your suitability to work with us. You can review our Privacy Notice for Applicants online from the outset of the application process, which clearly outlines how your personal data is used and your legal rights regarding its use.
- **This role involves regulated activity and you will be responsible for the direct supervision of children – as such you will be required to complete a criminal record self-declaration as part of the application process and, if successful at interview, it will then be necessary for us to undertake an enhanced check of your criminal record history with the Disclosure and Barring Service (DBS).**

Organisational Chart

