

St. Peter's Church Harborne

*Growing in Love, Deepening Faith,
Working for God, Welcoming All*

Old Church Road, Birmingham B17 0BB

Tel: 0121 681 1940

Email: parishoffice@stpeterharborne.org.uk
www.stpeterharborne.org.uk

Regd. Charity Number 1140018



POST OF DIRECTOR OF MUSIC JOB DESCRIPTION

Main Responsibilities are to:-

- Play the organ and direct the robed choir at the Sunday 10am Parish Communion and 6.30pm sung Evensong services (3-4 per month), and at special services on Holy Days and festivals (Ascension Day, All Souls', Remembrance Sunday, Ash Wednesday, Maundy Thursday, Good Friday, Easter Day, Advent Sunday, Junior Church Nativity, Nine Lessons and Carols, Christingle, Christmas Eve and Christmas Day).
- Lead weekly choir practice (currently Friday evenings) and rehearsals before regular services, except in the weeks after Easter and Christmas, on Good Friday, during the month of August and school half-term weeks, unless otherwise specified.
- Provide a musical training for choristers for the RSCM medal courses and arrange medal testing; advise choir members of relevant training courses and communicate information about services and choir events.
- Play the organ and prepare the choir for any additional church services throughout the year where music is required. An additional fee based on the RSCM-recommended rates would be paid for such a service over and above annual remuneration.
- Play the organ and prepare the choir for occasional office – weddings, funerals, memorial services; playing at these services may be delegated where necessary. Additional fees are available for these services, incorporating the Church of England Parochial Fees, and are reviewed annually.
- Look to recruit and train new young and adult singers for the existing choir.
- Work with our church-linked primary schools, building on existing relationships, and play for the fortnightly Wednesday morning school services in church.
- Prepare music lists for approval by the minister and communicate regularly with Clergy and / or Churchwardens about service arrangements.
- Attend PCC meetings as required and work with the PCC Treasurer to manage the music budget.
- Inspire the singing of the congregation and develop choral outreach with our fellow Oversight Area churches.
- Supervise the maintenance of the organ and pianos.

Who are we looking for:-

- An excellent organist with a diploma in organ playing or equivalent qualification/experience.
- Someone who is knowledgeable and experienced in traditional and contemporary choral music in an Anglican liturgical setting, plus a willingness to develop and expand our repertoire.
- A team player with good interpersonal skills, working well with people of all ages and a sense of humour.
- Someone with knowledge of the statutory requirements of legislation concerning safeguarding, including child protection.
- The prospective Director of Music should show good initiative and have excellent self management and organisational skills.
- An enhanced DBS and commitment to safeguarding are essential to the role, including the completion of any required training.
- The appointment will be made in accordance with the Church of England's safer recruitment policy.
- The Director of Music will be directly responsible to the Incumbent/Priest in Charge/Church Wardens in vacancy and will need to work alongside the choir, liaising with Churchwardens and PCC as appropriate.

What we offer

- A genuinely supportive working environment that seeks to value each individual for the gifts and skills that they bring.
- A desire to continue and develop our musical tradition.
- A supportive Incumbent and PCC that value our musical tradition and are keen to develop it.
- A large two-manual organ built in 1975 by Messrs W. Hawkins of Walsall, the slider windchests & half of the pipework from an organ in 1920 by J J Binns for Walsall Congregational Church, with a new transmission and processor system installed in 2015. There are also a grand and an upright piano in church and another upright in the church hall.
- The ability to use the organ for private practice and conducting lessons at times arranged to avoid interference with church activities.
- Start date from January 2024 onwards, dependent on enhanced DBS and completion of safeguarding training.

Terms and Conditions

- A salary depending on qualifications and experience from £5,200 per annum, paid monthly
- Additional fees for weddings, funerals and extra services
- 6 weeks annual leave per year (to include no more than 6 Sundays, not during principal festivals)
- Enhanced DBS and completed safeguarding training

Applications

- Please complete the Application form below and send to parishoffice@stpeterharborne.org.uk
- Closing date for applications is **27th November 2023**.
- Interview dates to be advised
- Interview to include: Prepare an anthem for 30 minutes with the choir, sight reading, play a voluntary of choice

The PCC of St. Peter Harborne is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All postholders are expected to share this commitment. *All appointments to roles undertaking regulated activity are subject to pre-appointment checks, including a references and a satisfactory Enhanced DBS Check.* It is also committed to promoting a diverse and inclusive community - a place where all can be themselves and bring their unique identity to their ministry and / or work.

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Director of Music – Application Form

To apply for this role: please complete this application form and send it to the **PCC Secretary**, at **parishoffice@stpeterharborne.org.uk** by **12 noon November 27th 2023**.

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| Name: | |
| Address: | |
| Contact number: | |
| Email address: | |
| Are you currently eligible to work in the UK? | |
| Education and Qualifications – please give outline details, adding extra rows if necessary | |
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| Previous employment – please give outline details of the organisation and role, adding extra rows if necessary | |
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| Other relevant skills, training, volunteering and experience – please give outline details | |
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Please write a statement in support of your application with reference to the role description and person specification.

Referees: please provide details of two people whom we can approach for a reference about your work.
These must not be family members.

Referee 1

Name:

Contact number:

Email address:

How does this person know your work?

Can we contact them before interview? Yes/No

Referee 2

Name:

Contact number:

Email address:

How does this person know your work?

Can we contact them before interview? Yes/No

Declaration

I confirm that I would like to be considered for the position of Director of Music and that this information is accurate to the best of my knowledge.

Signature:

(attached electronic signatures or printed, wet ink signed and scanned applications are welcome)

Date:

Printed Name: