



YORK
MINSTER

Assistant Organist

APPLICATION
PACK



YORKMINSTER.ORG



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ABOUT YORK MINSTER



Introduction to working at York Minster

York Minster means so many different things to so many people! Everyone who joins our team is amazed at the range of skills needed here and the friendliness of the clergy, staff and volunteers. One recent new starter commented on how relaxed and unstuffy we are. We are a world of contrasts from the spectacle of a Royal visit through to the one to one pastoral care given to a grieving visitor. We calmly offer a daily cycle of services whilst also opening our doors to sightseers, concert goers and local people just wanting to catch their breath in a busy world.

We are the seat of the Archbishop of York, the Cathedral and the Metropolitan Church of St Peter in York – York Minster as it is better known – is the mother church of the Northern Province and the Cathedral for the Diocese of York. It is a centre for Christian life in the North of England. York Minster has been a place of prayer and pilgrimage for over 1,400 years and worship is still at the heart of our life. York Minster's Choir of adult Vicars Choral and boy and girl choristers is world renowned. The Choir's mastery of the English choral tradition is one of the Minster's crowning glories. Staff describe a 'tingle down the spine' as you hear voices soaring to the rafters or the majestic roar of the organ.

The Minster itself is a gothic masterpiece in stone and stained glass, a magnet that draws people to visit the City of York and a defining symbol of the ancient "capital of the North". Even long serving staff describe literally stopping in their tracks at times as the sun illuminates the intricate stained glass or spotlights the stonework. Each year around 650,000 people from all over the world come to explore the Minster, and visitor surveys find a high level of satisfaction from their experience. It is one of the centres of York's lively cultural and intellectual life, hosting many concerts, lectures and exhibitions.

The Minster community is diverse with 200 members of staff and around 450 volunteers. The Stoneyard's craftsmen and women are immensely skilled and knowledgeable about both the church building and the Precinct Properties; a fine Library is run in partnership with the University of York; there are two cathedral shops and a team of staff and volunteers who manage the floor of the Minster and work to ensure that all our visitors receive a warm welcome.

York Minster is more than 800 years-old and its gothic architecture is subject to a complex and ongoing cycle of repair, restoration and conservation. Whilst the York Minster Fund provides some financial security, the Minster relies on funds raised from visitors to ensure that the building is properly maintained. It receives no regular income from the Government.



MISSION STATEMENT



We don't ask staff whether they have a personal faith or not. All we ask is that you respect our mission and feel aligned to our values:

Our Mission Statement

Living Christ's Story through our prayer, hospitality, service and stewardship.

Our Values

- **Trust**
- **Wisdom**
- **Courage**
- **Humility**

Organisation, Management and Governance

The Minster is governed by the Chapter, chaired by the Dean and comprising executive members - Residentiary Canons - and non-executive members, Lay Canons. The day-to-day operation of the Minster is overseen by the Senior Executive Team comprising both lay professional staff and the residentiary clergy.

York Minster has recently completed registration with the Charity Commission in line with the Cathedral Measure 2021 and is now under the joint regulation of the Charity Commission and the Church Commissioners.

The Minster receives no regular income from the Government or the Church of England (less the stipends of three clergy), and relies on monies raised from visitors to ensure that the building can be properly maintained for future generations.

Assistant Organist

£21,793.20 per annum

42 hours per week

There is a vacancy in the Music Department for an Assistant Organist. This is an exceptional opportunity for an early-career cathedral musician to develop their musical and administrative skills to the highest level.

The Assistant Organist plays a key role in maintaining an excellent standard of music at York Minster, sharing responsibility for the liturgical organ playing, working closely with the Choir of York Minster and assisting with the training of the choristers.

This is a full-time role which will commence as soon as possible, and includes remuneration of £21,793.20 and accommodation in the Minster precinct.

Completed applications should arrive no later than **noon on Thursday 6th April 2023**. Interviews will take place on **Wednesday 26th April 2023**.

JOB DESCRIPTION



Job Title:	Assistant Organist
Department:	Music and Liturgy
Reporting to:	Assistant Director of Music
Managing:	N/A
Core Purpose:	To contribute to the Mission and Ministry of York Minster by maintaining and developing world-class music in the Minster's worship and work.
Accountabilities	<u>Organ playing</u> Share the responsibility of playing the organ for daily services, additional services and other events. Take a proactive approach to developing organ repertory and skills in playing choral and non-choral services to the highest standard through personal musical preparation. Assist the other organists and participate in services, concerts, rehearsals, recitals and other events as required. When required, play for visiting choirs during the Minster Choir's vacations, and on Mondays. Provide assistance and advice to visiting choirs and visiting organists and assist with the organisation of organ visits. Work with the Learning Team and other colleagues to develop organ outreach opportunities and support the Minster's musical education and participation projects. Participate fully in the daily musical life of the Minster and develop the broad skillset required of a cathedral musician, ensuring that the highest standards of professional performance are maintained at all times. <u>Choir</u> Assist in the regular training of the probationary choristers, with a particular focus on leading their music theory training. Take chorister rehearsals as required in the absence of the Director of Music or the Assistant Director of Music. Direct services sung by the Minster Choir as required. Participate in the musical direction of the St William's Singers. <u>Administration</u> Support the work of the Music and Liturgy Department in selected administrative duties.

JOB DESCRIPTION



Support the Choir Librarian by preparing sheets and booklets for weekends and special services, as well as contributing to overall organisation and maintenance of the library and musical typesetting.

Act as administrator for St William's Singers, an occasional choir formed of ex-choristers, which currently sings for two services annually.

Maintain a safe environment for children

Contribute to and work in line with the Safeguarding policies of the Minster and St Peter's School.

Work alongside Music Department colleagues, School staff, and Residentiary Canons, to take part in the pastoral oversight of choristers and staff.

Relationships and communication

Participate in the forward planning for the Department, including choice of repertoire, tours, recordings, broadcasts, concerts and special events.

Ensure good working relationships with Minster staff and volunteers.

Attend meetings of staff as required, including the weekly Music Department meeting, and deputising for the Assistant Director of Music where appropriate.

Personal Development

Undertake training required for your role or agreed as appropriate for future development.

Contribute to supervision and performance management arrangements by your line manager such as 1-1 meetings and interim/full year appraisal

Any Other Duties

This Job Description gives an overview of your responsibilities. It does not form part of your contract of employment and you may be required to undertake other duties that it is reasonable to ask of you given your knowledge, skills, experience and level of training.

There are further opportunities for the post-holder to tailor the role to their strengths and interests; these include but are not limited to:

- undertaking solo performance opportunities and projects
- further administrative projects (such as typesetting)
- observing rehearsals and undertaking further work with the choristers
- other opportunities to conduct and accompany outside the Choir of York Minster's regular routine
- peripatetic teaching.

JOB DESCRIPTION



Health & Safety

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. You must immediately raise any concerns concerning your health, safety or welfare at work to an appropriate person.

Safeguarding

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Minster. You will be required to understand and follow our policies and procedures including reporting concerns, undertake designated safeguarding training, diligently perform safeguarding duties specific to your role and follow good practice in relation to your own behaviour and conduct.

Equality, Diversity & Inclusion

We are striving to provide a warm and inclusive welcome to our staff, volunteers and visitors. As a values led organisation, we see our legal obligations as a starting point and are on a journey to ensure all our staff can be their authentic selves at work. We expect all staff to support this commitment as we seek to create an environment in which they feel empowered and equipped to challenge any inappropriate language, behaviours or ways of working that they witness.

PERSON SPECIFICATION



REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A - Application form I – Interview T - Test
Supporting Our Values Respect for the Christian ethos and mission of York Minster. Active support for our values of Trust, Wisdom, Courage and Humility.	E E	A/I I
Education/Qualifications/Training Courses • Organ study to an advanced level. • Music degree or graduate diploma. • Professional organ qualification. <u>Important Note</u> – we welcome applicants who have equivalent levels of education/qualifications/training or who have followed vocational or alternative routes to gain similar levels of knowledge.	E D D	A/T A A
Knowledge & Experience • Experience of playing for choral services. • Experience of directing singers. • Experience of Microsoft Office packages. • Experience of working with and training young voices. • Good working knowledge of Sibelius music processing.	E E E D D	A/T A/T A A/I A
Competencies • Talented, rounded musician. • Sensitivity to and ability to respond musically to Anglican liturgy. • Fluent ability at improvisation. • Confident verbal and written communication. • Efficient and able administrator with good time management. • Team player. • Ability to remain calm under pressure. • Strategies for supervising and motivating children. • Commitment and enthusiasm to professional development. • Ambitious and positive approach to work.	E E E E E E E E E E E	A/T I/T A/T A/I A/I A/I I/T I A/I A/I

PERSON SPECIFICATION



Special Features

- Sympathy with the services and aims of the Church of England.
- Willingness to travel when required for choir duties.
- Enhanced DBS Disclosure (with barring).

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Post-interview

Salary

The salary for this role is £21,793.20, plus contributory pension scheme where applicable.

Accommodation

Accommodation within the Cathedral Precinct is provided and the salary for the role has been appropriately adjusted to take this into account. All utility bills and council tax are payable by the employee.

Working Patterns

The role is a full-time position (42 hours per week) worked over a six-day working week, which will require the post holder to work hours that suit the needs of the Chapter of York, including evening and weekend work. It is expected that, in order to discharge the duties of organ-playing and service accompaniment, the post-holder will spend a significant amount of time in daily practice and preparation.

Annual Holidays

The FTE holiday entitlement is 42 days per annum plus 8 public holidays, to be taken predominantly in Minster Choir holidays by agreement with Music Department colleagues. If a member of staff is required to work on a public holiday, they will be entitled to the equivalent time off on an alternative day, to be agreed with their Line Manager.

Pension Scheme

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the occupational Staff Pension Scheme. The Chapter of York will contribute to a contributory pension scheme with the Church Workers Pension Scheme including Life assurance at three times salary. Employee contributions are 3% and automatic enrolment will be made unless the employee chooses to opt out. The contribution made by The Chapter of York is 10.25%.

Staff Discount

All employees receive a 10% discount on purchases from the York Minster Gift Shop and discounts from various shops and cafes within the vicinity of the Minster Precinct. A Cash Health Plan has been introduced providing lump sums towards dental, physio, optical costs, membership of the PerkBox discount platform, virtual GP access and an EAP.

Parking

Free parking is available subject to availability.

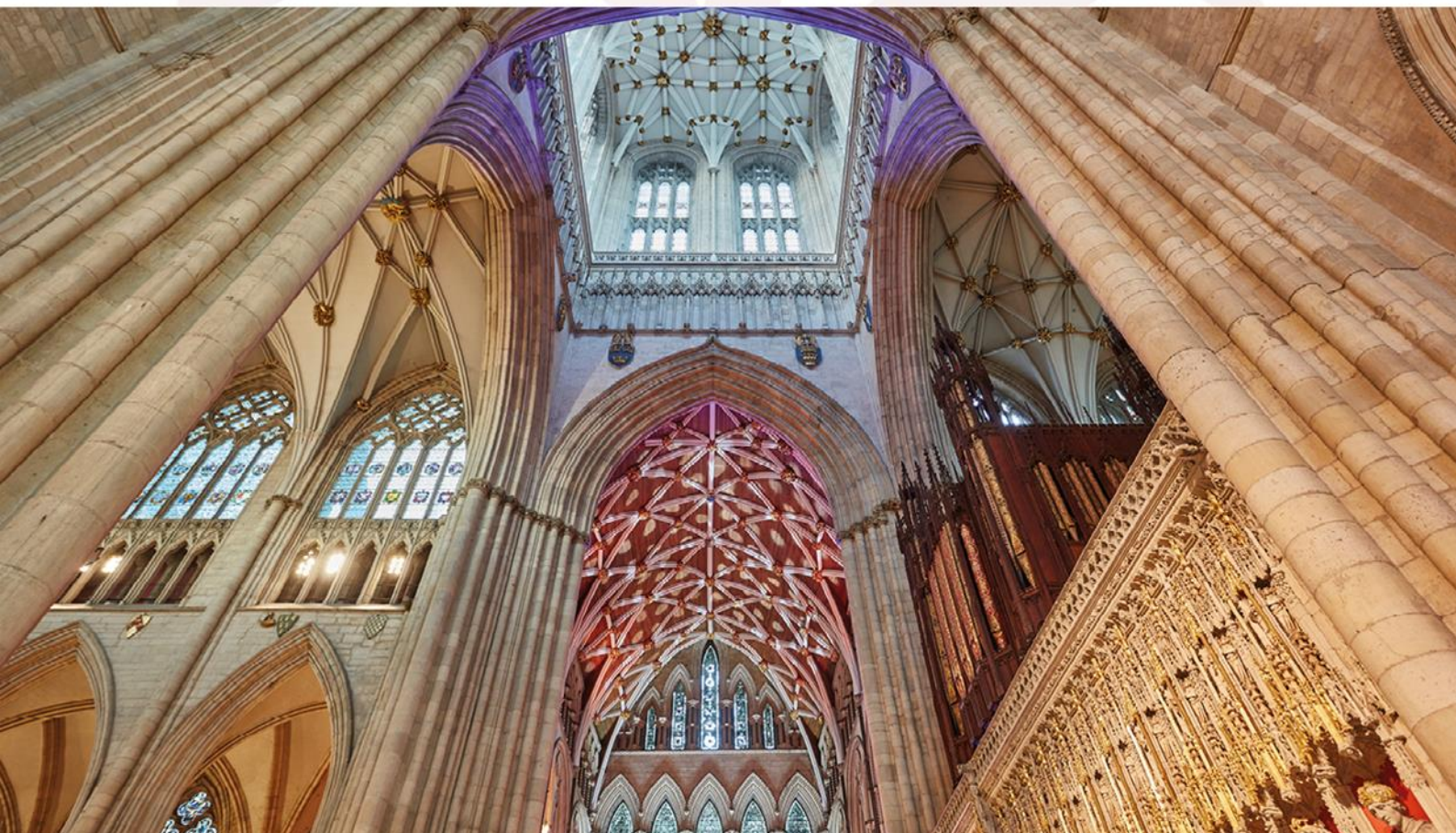


EQUALITY STATEMENT



Chapter aims to provide equality and diversity to all in employment, and aims not to discriminate on grounds of social economic group; gender; race; colour; nationality; ethnic or racial origin; carer responsibilities; sexual orientation; disability; age; appearance; religious or political belief; trade or union activity; or any other conditions, or requirements which cannot be shown to be justified. The same commitment also applies to discrimination based on association with someone who possesses any of these characteristics, and to discrimination based on the perception that someone possesses such a characteristic.

To ensure that Chapter's Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employee' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equality and diversity.



HOW TO APPLY



Please complete the Application, Confidential Declaration and Equality & Diversity forms in full that are available as a link on our online Jobs page yorkminster.org/jobs/ and send to:

jobs@yorkminster.org

Completed forms should arrive no later than **noon on Thursday 6th April 2023**. Interviews will take place on **Wednesday 26th April 2023**.

If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, medical clearance and, a Disclosure and Barring Service (DBS) check at enhanced level (with barring).

