



YORK
MINSTER

Assisting Organist
February 2020

APPLICATION
PACK



YORKMINSTER.ORG



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ABOUT YORK MINSTER



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 and is one of the most iconic and famous buildings in the United Kingdom. York Minster is a gothic masterpiece in stone and stained glass. It is a magnet that draws people to visit the City of York and is a defining symbol of the ancient “capital of the North”. Each year around 600,000 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 life, hosting where many concerts and exhibitions.

The Minster is a very diverse place with over 200 members of staff and almost 500 volunteers needed to run it. There is a large Works Department, whose range of skilled craftsmen and women all look after the Minster and the Precinct Properties; a fine Library run in partnership with the University of York, a cathedral shop and a team of Visitor Experience staff who ensure that all our visitors receive a warm welcome.

York Minster has been a place of prayer and pilgrimage for over 1,400 years and worship is still at the heart of Minster life. The worship cycle is presented in a magnificent setting with exceptional music and liturgy. York Minster’s Choir of adult Songmen and boys and girls from the Minster School is world renowned. The Choir’s mastery of the English choral tradition is one of the Minster’s crowning glories.

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



Chapter's current strategic plan (2015 – 2020) was developed in consultation with 1000 people. The plan was approved and endorsed by Chapter and the Archbishop. Work on a new plan covering the period 2020-2025 will begin later this year.

Mission: York Minster invites everyone to discover God's love through our welcome, worship, learning and work.

Purpose:

- to play an active role, across the Diocese of York and the Northern Province of the Church of England supporting the work of the Archbishop, sharing our skills and knowledge and working with communities and partners to further our mission;
- to inspire people, through the story of Jesus Christ, through our worship, prayer and music and through the heritage and history of York Minster, onto a journey of personal and corporate transformation;
- to engage all our community in a participative and consultative way;
- to put learning and the transformation of ourselves and of others at the heart of all we do;
- to manage our business successfully, covering our costs and generating the funding necessary to further our mission and to sustain the Minster.

Values:

- Courage
- Trust
- Wisdom

Organisation, Management and Governance

The work of the Cathedral is carried out by staff and volunteers, yet the '*corporate body*' responsible for the management of the Cathedral is the Chapter of York who is advised by the Cathedral Council and the College of Canons.

The Chapter is responsible for all aspects of the day-to-day management of the Cathedral. Chapter comprises the Dean, four Residentiary Canons, and currently four Lay Canons.

The Senior Leadership Team, led by the Chapter Steward, comprises the Dean and the Residentiary Canons and the Directors. The Team meets regularly to review performance against business plan and strategic objectives and to discuss permission requests.

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

ASSISTING ORGANIST

There is a vacancy in the Music Department for an Assisting Organist. This is a fixed term appointment for two academic years, and includes remuneration of £12,679.88 and accommodation. The appointment will commence in September or as soon as possible thereafter.

JOB DESCRIPTION



Job Title:	Assisting Organist
Department:	Music and Liturgy
Reporting to:	Assistant Director of Music
Supervisory Responsibility:	None
Financial/Budgetary Responsibility:	None
Job Purpose:	To contribute to the Mission and Ministry of York Minster by maintaining and developing standards of world class musical excellence in the Minster's worship.
Duties & Responsibilities	<p>Organ</p> <ul style="list-style-type: none">• Develop organ repertory and skills in playing choral and non-choral services to the highest standard.• Participate in the daily musical life of the Minster and learn as much as possible from it.• Play the organ when required (typically for all or part of at least two choral services a week, plus Monday Evening Prayer).• Play recitals in the Minster during the year, by invitation.• Play voluntaries before and after services as arranged between the organists.• When required, play for visiting choirs during the Minster Choir's vacations, and on Mondays.• Assist the other organists (as page-turner and registrant) and attend services (including special services), concerts, rehearsals, and other events as required. <p>Choir</p> <ul style="list-style-type: none">• Assist in the regular training of the probationary choristers.• 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. <p>Administration</p> <ul style="list-style-type: none">• Assist the work of the Music and Liturgy Department in selected administrative duties, as arranged by the Precentor or Liturgy and Music Manager, with a particular responsibility for the production and distribution of the Scheme of Services.• Assist the choir librarian as required, with particular responsibility for updating the catalogue database and maintaining the performance database, and for musical typesetting.

JOB DESCRIPTION



Maintain a safe environment for children

- Contribute to and work in line with the Safeguarding policies of the Minster and the Minster School.
- Work alongside School staff, Choir Chaperones and Residentiary Canons, to take part in the pastoral oversight of choristers and staff.

Supporting the Minster and our Mission – External Relationships and Outreach

- Act as host and guide for visiting recitalists, as required.
- Provide assistance and advice to visiting choirs and visiting organists.
- Accompany the Choral Outreach Project Children's Community Choir on Saturday mornings in school term.

Relationships and Communication

- Participate in the forward planning for the Department, including commissions, choice of repertoire, tours, recordings, broadcasts, concerts and special events.
- Ensure good working relationships with other Minster staff.
- Attend meetings of staff as required, deputising for the Assistant Director of Music where appropriate.

Additional responsibilities:

- Undertake personal musical preparation and learn new repertoire – both solo and accompaniment – as required.
- Ensure that the highest standards of professional performance are maintained at all times.
- Promote equal opportunities in the work of the Department.
- Ensure compliance with relevant legislation and statutory codes of practice, as advised.
- Participate in the arrangements for performance review and appraisal.
- Ensure that professional skills are regularly updated through participation in training and development activities.
- 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
 - observing rehearsals and undertaking further work with the choristers
 - other opportunities to conduct and accompany outside the Minster Choir's regular routine
 - peripatetic teaching
 - further involvement in the Minster's Choral Outreach programme.

General:

- Following a major restoration by Harrison & Harrison, the Minster's Grand Organ will be reinstated in November 2020, with a series of inaugural and celebratory events throughout 2021. The successful candidate will participate in these events and will embrace the opportunities presented by the return of an instrument of international renown.

JOB DESCRIPTION



- This is a full-time post (minimum 35 hours per week) which requires the post-holder to live on-site in accommodation provided by the Chapter. 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.
- The appointment is for a fixed term of two academic years.
- The duties of the Assisting Organist require the post-holder to work on 6 days of the week, with one full day off each week.

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.

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. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role.

Living Wage

The Chapter of York is an accredited living wage employer.

PERSON SPECIFICATION



REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A - Application form I – Interview T – Test
Absolute Integrity and Values The Minster exists to proclaim the Christian faith, so the appointee needs either to have or to be able to develop an understanding of the Church of England, its ethos, structures and mission, work comfortably and in sympathy with the worship and mission of the Cathedral and be willing to engage in all aspects of the Cathedral's life.	E	A/I
Education/Training Music degree or graduate diploma Organ study to an advanced level Professional organ qualification	D E D	A A A
Knowledge & Experience Experience of playing for choral services Experience of directing singers Microsoft Office 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 Confident verbal and written communication Team player Ability to remain calm under pressure Strategies for supervising and motivating children Commitment to professional development Sensitivity to, and ability to respond musically to Anglican liturgy	E E E E E E	A/I A/I I/T I A/I I/T
Special Features Sympathy with the services and aims of the Church of England Willingness to travel when required for choir duties Enhanced DBS Disclosure	E E E	A/I A Post-interview

Salary

The salary is £12,679.88 per annum, plus optional contributory pension scheme.

Working Patterns

The role is a full time position worked over a six day working week, however this post may require the successful candidate to work hours that suit the needs of the Chapter of York, including evening and weekend work.

Annual Holidays

The holiday entitlement is 42 days per annum including 8 bank holidays. If a member of staff is required to work on a bank 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.

All staff will receive access to a comprehensive Staff Handbook as part of their induction that sets out all terms and conditions as well as employment policies and practices at York Minster.

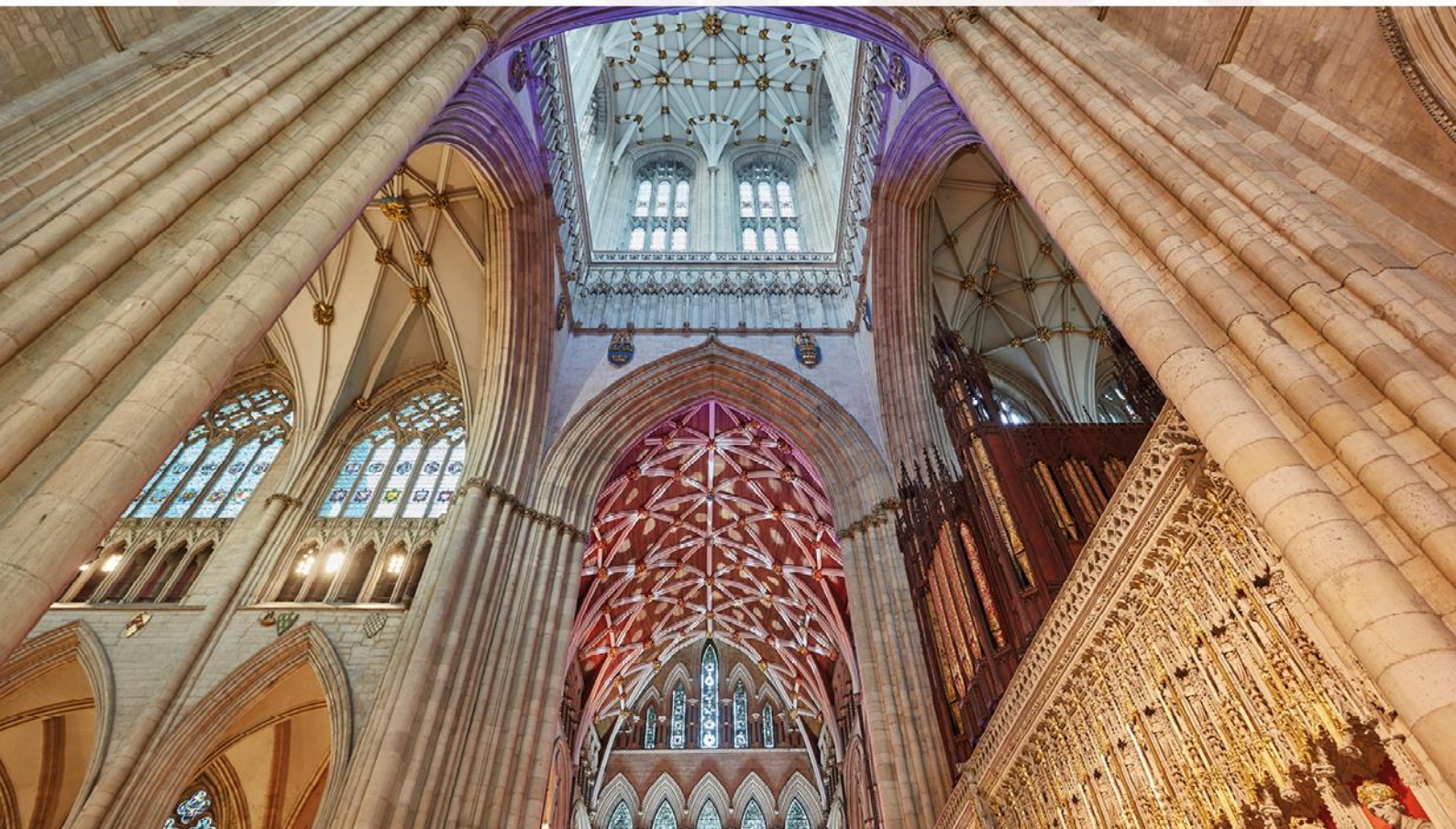


EQUALITY STATEMENT



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 and send to:

Victoria Imada
Church House
10 – 14 Ogleforth
York
YO1 7JN
Or email: jobs@yorkminster.org

Applications and Confidential Declarations should arrive no later than **23:59 on Monday 16th March 2020**. Interviews and auditions will take place on **Friday 3rd April 2020**.

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, where appropriate, a Disclosure and Barring Service (DBS) check at enhanced level.

