



**Metropolitan Cathedral  
of Christ the King Liverpool**

## **APPOINTMENT OF A SUB-ORGANIST**

Following a restructuring of the music department, the Metropolitan Cathedral of Christ the King is looking to make an appointment to the new post of Sub-Organist.

The Sub-Organist should not only have the necessary musical skills, qualifications and experience as outlined below, but should have a full and sympathetic understanding of the meaning and principles of the Catholic liturgy.

### **JOB DESCRIPTION**

<b>Job title</b>	Sub-Organist
<b>Department</b>	Cathedral – music department
<b>Reports to</b>	Director of Music
<b>Location</b>	The Metropolitan Cathedral of Christ the King, Liverpool.
<b>Hours of work</b>	40 weeks of the year, at 18 hours per week or as necessary to fulfil the requirements of the position. For the remaining 12 weeks, a degree of flexibility will be required to work as necessary to fulfil essential duties.
<b>Date of commencement</b>	1 September 2016
<b>Salary</b>	£8,000 p/a
<b>Terms</b>	Permanent (upon satisfactory completion of a six-month probationary period). During the probationary period notice will be 4 weeks by either party. After successful completion notice by either party will be three months'.
<b>Other</b>	A qualifying workplace pension with a 6% matched contribution scheme is provided which complies with automatic enrolment. Own car mileage expenses at archdiocesan rate Salary exchange scheme

This post is subject to an Enhanced Disclosure from the Disclosure and Barring Service.

	RESPONSIBILITY	EXAMPLE OF RELATED DUTIES
<b>Musical</b>		
1	Playing the organ at liturgies and concerts in the Cathedral & Crypt as required	- Prepare and perform organ accompaniments and repertoire - Provide details as required for OSM's/ service sheets eg, Organ Voluntaries
2	Teach Organ	- Identify and teach current/ former choristers the organ with a view to producing a steady stream of 'home grown' organ scholars.
4	Assist in rehearsal of choristers	- Work with small groups of choristers eg. Probationers, soloists, theory, music reading etc
5	Assist in the running of the cathedral music library	- Prepare musical copies required for rehearsals, services and concerts as requested.

### General

1	To make an active contribution to ensure the Cathedral music department operates in an efficient and professional manner at all times.
2	Where necessary, attend, support and contribute to in house and external training programmes to aid continuous individual development.
3	To take responsibility for bringing any matters of concern related to the Cathedral Music department or wider Cathedral community to the attention of the Director of Music or Dean of the Cathedral in a timely and appropriate manner.
4	At all times act in a professional and appropriate manner and actively promote the ethos of the Metropolitan Cathedral and the Archdiocese of Liverpool.
5	To undertake such other duties as may reasonably be required of you that commensurate with your level of responsibility and experience.

### Confidentiality:

During your employment you may gain knowledge of confidential matters, which may include personal and/or business related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

### Data Protection:

Where it is a requirement of the job for the post holder to use computers or other information technology, he/she will be required to ensure that security procedures are followed as appropriate and that confidential information for example, passwords, are not communicated to unauthorised individuals.

### Health and Safety:

All employees are required by Section 7 of the Health and Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts and omissions.

**Safeguarding:**

The post holder, during the execution of this role, will come into regular contact with children and vulnerable adults and will adhere to all Diocesan safeguarding procedures.

This role is subject to an enhanced DBS check for child workforce with a check against the child barred list. As the role falls under regulated activity and meets the criteria for an enhanced DBS check, the disclosure will include information held against the barred list for working with children under the age of 18 and any restrictions to that barring.

**Display Screen Equipment Users:**

Section 39 of the Employee Handbooks states that employees who, following a suitable assessment, are deemed to be a Display Screen Equipment (DSE) User will be eligible to have an eye test funded by the Archdiocese of Liverpool and, where necessary, financial support towards the costs of lenses.

This post does require the job holder to habitually use DSE as part of their normal work and therefore is classed as a Display Screen Equipment User.

**Voluntary Duties:**

During your employment, should you wish to engage with any activities which are deemed voluntary in nature, these must be undertaken outside of your contractual working hours as they do not form part of your employment with the Archdiocese.

**General Clause:**

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time after consultation with the post holder. It is envisaged that over time the job description may change. Any changes will be agreed in conjunction with the Dean of the Cathedral.

**Signed by Employee:** ..... **Date:**.....

**Print Name (Employee)**.....

**Signed by Manager** ..... **Date:**.....

**Print Name (Manager)**.....

## PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	Educated to degree level or equivalent standard. FRCO or similar standard.	Postgraduate study in music.
Experience	<p>Experience as a cathedral musician, or equivalent.</p> <p>Experience as a choral/ liturgical accompanist with a wide range of experience.</p> <p>Experience of giving organ recitals.</p>	
Skills and Knowledge	<p><b>Musical</b></p> <p>Extensive knowledge of organ repertory</p> <p>Highly developed skills as an organist, both as an accompanist and as a solo performer.</p> <p>Knowledge of sacred choral music and choral coaching techniques.</p> <p>Developed skills as a musician, able to draw from the musicians committed, musical and responsive performances.</p> <p><b>Liturgical</b></p> <p>Knowledge of the principles of the Roman Catholic liturgy as revised by the Second Vatican Council.</p> <p>Knowledge of current trends in Catholic liturgy and experience of playing the organ for liturgies.</p> <p><b>Interpersonal</b></p> <p>The ability to work collaboratively as part of a musical team, often involving conductor, organist and choir.</p> <p>The ability to train and inspire young people to high standards and to fulfil their musical potential.</p> <p>Ability to take initiatives and to work closely and cooperatively with colleagues as a member of a small team.</p> <p>Ability to organise, lead and direct others and able to receive direction when necessary.</p> <p>Good communicator, able to work harmoniously and cooperatively with colleagues, choir parents, community members and external agencies.</p>	Working knowledge of Gregorian chant.

	<p><b>Organisational skills</b></p> <p>The ability to prioritise and handle heavy workloads under pressure and working to fixed deadlines.</p> <p>The ability to work collaboratively and as part of a team including parents, staff and volunteers.</p> <p>Excellent computer skills, including use of Microsoft Office (Word, Excel, Outlook).</p> <p>Ability to use music software (eg Sibelius).</p>	
<p>Personal attributes</p>	<p>Sensitive, confidential and mature character.</p> <p>Ability to develop mature and harmonious working relationships.</p> <p>Enthusiastic, motivator of others.</p> <p>Ability to work flexibly and in a team.</p> <p>A willingness to take initiative and think strategically.</p> <p>Ability to develop the potential of all members of the music department.</p> <p>Sympathy with the aims and objectives of the cathedral.</p>	

**No reference made below should be considered contractual but stated for information purposes only.**

## **TERMS OF EMPLOYMENT**

### **Salary and pension**

The salary offered is £8,000 per annum.

A qualifying workplace pension with a 6% matched contribution scheme is provided which complies with automatic enrolment.

The archdiocese also provides a salary exchange scheme.

For some non-statutory services and concerts at the cathedral additional fees are payable. There is an agreed scale of such fees, payable monthly in arrears.

All expenses legitimately incurred on behalf of the cathedral will be reimbursed.

### **Employer**

The Sub-Organist is employed by the trustees of the Roman Catholic Archdiocese of Liverpool and is immediately responsible in all matters to the Director of Music of the cathedral. There will be a written contract of employment. The successful candidate will be required to comply with the relevant archdiocesan child protection procedures.

### **Facilities**

The Sub-Organist has the use of a shared desk in the cathedral building and the use of computer facilities, telephones, stationery, etc.

The Cathedral has four organs available to teach/ practice upon

- 1) The Cathedral Organ
- 2) The Crypt Organ
- 3) The Chamber Organ
- 4) Practice Organ

Accommodation is not provided.

### **Sickness**

In case of sickness the Sub-Organist is entitled to:

During first year of service – one month's full pay and (after four months' service) two months' half pay

During second year of service – two months' full pay and two months' half pay

During third year of service – four months' full pay and four months' half pay

During fourth and fifth years of service – five months' full pay and five months' half pay

After five years of service – six months' full pay and six months' half pay

In the case of long-term sickness absence the cathedral reserves the right to seek medical information regarding the absence.

## Disciplinary

Disciplinary procedures will be set out in the contract.

While employed, the postholder may gain knowledge of confidential matters, which may include personal and/or business-related issues. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action.

Because of the intimate involvement of the Sub-Organist in the work and worship of the cathedral, it is a condition of employment that the Sub-Organist should at all times have regard to the sacred nature of the place and its activities and should not do anything to bring it into disrepute.

## THE METROPOLITAN CATHEDRAL

### The cathedral

The Metropolitan Cathedral of Christ the King is the largest Catholic church in Britain, mother church of northern Catholics and seat of the Archbishop of Liverpool. It includes the extensive crypt, a fragment of a mighty uncompleted project of the 1930s in the classical style by Sir Edwin Lutyens, and the 1960s Modernist cathedral by Sir Frederick Gibberd. In addition to the main cathedral, which seats 2300, with its adjacent chapels, there are in the crypt a chapel and a concert room, each holding 300, and two large reception spaces. The entire complex is Grade II\* listed.

The cathedral is surrounded on all sides by Liverpool's universities and their student residences, and is close to the commercial centre of the city. The cathedral is also a parish church, albeit with only a small resident population. A wide variety of regular liturgies is provided for the different congregations ranging from family and student Masses to solemn choral services.

The grand organ is a fine four-manual Walker organ of 1967 of 108 (88 speaking) stops in the main cathedral and there is also a portable box organ by Kenneth Tickell. In the Crypt chapel there is a two manual Rushworth organ of about 1900. There are several pianos available.

There is an extensive library of church music.

## The music department

The music department has general responsibility for the provision of musical resources for cathedral liturgies, the style and content of which are planned in consultation with the clergy of the cathedral.

### Staff

The staff of the department normally consists of the Director of Music and Assistant Director of Music who are full-time. They are joined by a number of part-time staff including the Sub-Organist, Music Department Administrator, Organ Scholar, Finance Manager and a Senior Choristers' Supervisor. Members of the cathedral clergy normally act as chaplain to the members of the choirs and their families.

The *Director of Music* has general oversight of all music in the cathedral and is responsible to the Dean for all liturgical music. The main duties of the post are the overall planning of cathedral music in consultation with the Dean and the recruitment, training and direction of the Cathedral Choir.

The *Assistant Director of Music* is responsible to the Director of Music for duties relating to the cathedral's choirs, organ playing and administration. The Assistant Director of Music deputises for the Director of Music in his absence.

The *Sub-Organist* is responsible to the Director of Music for the playing of the organ at some liturgies and concerts in the cathedral.

The *Music Department Administrator* is responsible to the Director of Music for all non-musical aspects of the music department.

The *Organ Scholar* is usually an undergraduate or postgraduate student, holding the scholarship for one or two years in a training capacity under the direction of the Director of Music. The scholarship may be held jointly in conjunction with Liverpool Hope University.

### Choirs

The Cathedral Choir consists of boy choristers, girl choristers and gentlemen (lay clerks). All the choristers are educated at the two choir schools on adjoining campuses: Runnymede St Edward's (boy choristers aged 7-11) and St Edward's College (boy and girl choristers aged 11-16). The schools are about four miles from the cathedral. Morning rehearsals take place in school and the boys are taken by coach to the cathedral for services after school. The Cathedral Choir regularly broadcasts on BBC radio and television, has made several CDs, and tours locally and internationally when the schedule permits.

The Cathedral Youth Choir was formed in September 2014 drawing its membership from the ranks of ex-boy choristers (years 9-13) and ex-girl choristers (years 12-13). The choir acts as a musical stepping-stone for ex-choristers, as well as offering the opportunity for continued involvement and service to the cathedral community for young people who have spent many years as choristers in our choir.

The Cathedral Junior Choir meets weekly for rehearsal and sings once a month at the family Mass in the crypt chapel. Membership is drawn from local schools.

Visiting choirs are invited to sing during choir holidays.



**PROPOSED WEEKLY MUSIC DEPARTMENT SERVICE SCHEDULE**  
*from September 2016*

Note – the schedule below indicates which staff member would ordinarily play the organ at which service. However a degree of flexibility is required to account for staff absence, development and repertoire selected.

Monday:	17.15	Sung Mass (Organ & Cantor) SUB-ORGANIST or ORGAN SCHOLAR
Tuesday:	17.15	Sung Mass (girl choristers) SUB-ORGANIST
Wednesday:	17.45	Choral Evening Prayer (girl choristers with/ without gentlemen) SUB-ORGANIST
Thursday:	17.45	Choral Evening Prayer (boy choristers and gentlemen) SUB-ORGANIST
Friday:	17.45	Choral Evening Prayer (boy choristers and gentlemen) ASSISTANT DIRECTOR OF MUSIC
Sunday:	11.00	Solemn Mass ASSISTANT DIRECTOR OF MUSIC
	15.00	Choral Evening Prayer ASSISTANT DIRECTOR OF MUSIC