



# Diocese of Westminster

<b>Job Profile</b>	Organ Scholarship
<b>Department / Parish / Agency</b>	Cathedral Music Department
<b>Reporting to</b>	Master of Music and Assistant Master of Music
<b>Cost Centre</b>	MUS
<b>Location / Address</b>	42 Francis Street London SW1P 1QW
<b>Management of</b>	n/a
<b>Contract type</b>	12-Months Fixed Term Contract
<b>Hours</b>	25 hours per week (average)
<b>Salary</b>	£17,905 per annum / £13.15 per hour
<b>Job reference number</b>	669-MUS

Westminster Cathedral intends to appoint a post-graduate Organ Scholar with effect from 1 September 2024.

Westminster Cathedral is the principal Roman Catholic cathedral of England and Wales and is the seat of the Cardinal Archbishop of Westminster. Its world-famous choir is one of the three fully professional choral foundations in London and choral services take place every day. It is the only Roman Catholic cathedral in the country with a residential choir school.

The Scholarship provides a unique opportunity to learn from professional church musicians at the highest level by working closely with them on a day-to-day basis and offers a valuable experience of the rich musical heritage of the Catholic Church. Several previous holders of the Scholarship have subsequently developed successful careers in the field of church music.

He or she is provided with full board and lodging in the Cathedral Clergy House, which is deducted from their monthly wage at the HMRC Accommodation offset rate. The Organ Scholar receives £13.15 per hour for an average of 25 hours per week (more during choir term time, less during choir holidays) giving an annualised salary of £17,095. The Organ Scholar is expected to play for a number of special services, such as weddings, as part of their duties. Special services beyond this number will attract additional fees. Organ tuition fees incurred during the year of the scholarship will be reimbursed to an agreed level. The Cathedral organs are available for practice.

## **Job Purpose:**

The Organ Scholar works within the Music Department, which consists of the Master of Music, Assistant Master of Music and the Music Administrator.

## **Principal duties and responsibilities:**

Duties will include:

- Playing for Morning Prayer at 7.40am on weekdays.
- Playing for the weekend non-choral liturgies, as required, under the guidance of the Assistant Master of Music.
- Playing voluntaries and accompanying the Cathedral Choir at Capitular Mass and Vespers as required.
- Directing the Gentlemen of the Choir at Vespers (and from time to time Mass) on weekdays, as required.
- Assisting in the daily training of the Probationer Choristers.
- Acting as registrant and assistant to the Assistant Master of Music at principal services.
- Acting as the Choir Librarian and assisting the Chorister book boys in the day-to-day operation of the

Additionally, you will also be responsible for:

- The smooth running of the Music Department i.e helping to prepare and distributing material for department activities.
- Helping with the administration of concert series, including organ festivals, acting as host and guide for visiting recitalists, and assisting with preparations for concerts and recordings involving the Cathedral Choir.
- Assisting with the organisation of visiting choirs and accompany them as required; taking your turn in receiving visitors to the organs; giving at least one of the Wednesday afternoon recitals each term; and providing musical cover for the weekend after Easter, and for four weekends during the choir’s summer holiday period.
- Playing for special services and concerts when required, and as advised by the Master of Music.

**Person specification:**

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

<b>Skills/competence requirements</b>	<b>Essential/ Desirable</b>
Playing the organ to a high standard	Essential
Competent administrator	Essential
Organised and work in advance of deadlines	Essential
Highly self-motivated	Essential
Ability to musically direct rehearsals and services	Essential
Temperament and personality suitable for working with children	Essential
<b>Experience</b>	
Playing the organ in a liturgical context	Essential
Working with children, ideally in a musical context	Essential
Directing a Choir in performance	Essential
Familiarity with Catholic liturgy	Desirable
Familiarity with a Cathedral Music Department or equivalent	Desirable
<b>Qualifications</b>	
Evidence of significant organ study	Essential
Undergraduate degree or equivalent	Essential

**Our Diocesan Values**

Catholic social teaching covers all spheres of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools, it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person-centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance and Love.**

### **Competence**

We strive to achieve total competence in all that we do. As an employer and as the administrative support function to our parishes, agencies and schools, we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those we serve.

### **Reliability**

Because our parishes, agencies and schools rely on us to support them in the work that they do, we aspire to deliver excellent service with consistency. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

### **Honesty**

We will act with integrity and truth, and be straightforward in our dealings with others at all times. We will challenge when appropriate, and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

### **Perseverance**

We shall always demonstrate a steady persistence in every course of action. We will be tenacious, disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenges. We shall be persistent in our pursuit of continual improvement and excellence, and demonstrate determination, tenacity and integrity in everything that we do.

### **Love**

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion. We will value each other and celebrate colleagues' success; we will support, provide care and compassion to those who need it. We will be relied upon to be competent, reliable and honest.

**This role will require Disclosure and Barring Check**