



Diocese of Westminster

Job Profile	Director of Music/Organist
Department / Parish / Agency	Twickenham
Reporting to	Parish Priest
Cost Centre	TWICK
Location / Address	61 Popes Grove, Twickenham, TW1 4JZ
Contract type	Fixed-term contract for 2 years
Hours	2 hours per week
Salary	£6,720.48 per annum
Job reference number	767-TWICK

Job Purpose:

To manage and direct the direct the parish choir which sings at the 10.30am Mass; also, to manage and direct the choir for Christmas and Easter liturgies.

Principal duties and responsibilities:

These responsibilities are subject to ongoing review and adjustment by Parish Priest.

1. To work with the Parish Priest planning music for Church Services.
2. To recognise the character of the congregation and to chose music appropriate for their needs
3. To play the organ at the 10:30am on Sunday Masses, Christmas and Holy Week services and, for an additional fee, as and when required at other Masses and special celebrations specified in the Church calendar.
4. To lead the choir as appropriate in the sung liturgy.
5. To report on the tuning and maintenance needs of musical instruments in the Church.
6. To provide qualified substitutes for absences as necessary.
7. To maintain a high quality of music.

St James' Parish is a vibrant, sociable community in SW London. The congregation, made up of around 450 weekly attendees, contains a wide spectrum of ages, professions and nationalities – all of which are warmly welcomed at Twickenham Parish.

Our Values

Catholic social teaching covers all aspects 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.

We are person-centered and so we place human dignity at the heart of all that we do. 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 for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

Reliability

We deliver consistent, high-quality service and can be trusted to fulfil our commitments, making a meaningful difference to those we serve.

Honesty

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

Perseverance

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

Love

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

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.

Competencies	Essential/ Desirable
Excellent Communication Skills: Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
Excellent Organisational Skills: able to manage multiple deadlines and maintain attention to detail	E
Collaborative Teamwork: Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
Problem Solving: able to approach challenges creatively and make informed decisions under pressure	E
Adaptability and Flexibility -comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Experience	
Relevant experience in a similar role	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Other Requirements	
Commitment to the mission and values of the Diocese of Westminster, respect for the parish tradition, and nature of the characteristics of the area	E
Ability to demonstrate sensitivity and respect for diverse groups & vulnerable individuals such as children and the elderly	E
A desire and commitment to work for the Catholic Church ethos	D
Basic understanding of the Catholic Church and its structure	D