



The Cathedral Church of St. Michael, Coventry

The appointment of an Assistant Director of Music



The Cathedral

Coventry Cathedral is recognised internationally for its ministry of peace and reconciliation. The striking architecture of the new building sitting alongside the ruins of the bombed Cathedral provides a powerful symbol that is ever more relevant in our increasingly divided world. It is the spiritual home of a committed congregation of worshippers who, together with large numbers of visitors, pilgrims and tourists, enjoy the diversity of liturgy and music which comprises the worshipping life of the Cathedral.

The Way We Worship

Since 1962, Coventry has enjoyed a reputation for liturgical innovation. The Dean and Canons are committed to offering a home for the wide range of traditions found within Anglicanism. This commitment to respect for diversity is also a part of our worship. We seek to reflect the breadth of the Church of England, representing its varying traditions with integrity and style.



Dear Applicant,

Thank you for your interest in the post of Assistant Director of Music at Coventry Cathedral. Excellent music in worship is one of our main priorities and it is highly valued by Cathedral staff and congregations alike. We are looking to appoint someone who is keen and excited to play an active part in the musical ministry of this remarkable place.

The deadline for applications is Sunday 25 May at 11:59pm, and interviews will take place at the Cathedral on Monday 9 June 2025.

This letter is intended to help you complete the application form. Please read it carefully before the completion of your application form. If you have any difficulties or questions, please contact Rachel Mahon at rachel.mahon@coventrycathedral.org.uk or 024 7652 1219.

The application form is your opportunity to provide all the information we need to help us understand how you meet the requirements of the job, and plays an important part in the selection process allowing us to short-list candidates for interview, and helping as a basis for the interview itself. To ensure fairness to all applicants, short listing decisions are based solely on the information you supply on your application form. Even if we already know you as current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and abilities we are looking for in the person specification.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. *However, we guarantee to interview all disabled applicants who meet the Essential Criteria.*

If you wish to apply by e-mail, you will need to download the form onto your computer, complete it and return it via email to rachel.mahon@coventrycathedral.org.uk or by post to **Recruitment, Coventry Cathedral, Youell House, 11 Priory Row, Coventry, CV1 5EX.** Please remember that email is not a secure form of communication.

Ensure you clearly state the full job title and type or complete your form legibly in black ink, to allow for photocopying.

We are unable to accept CVs so please do not attach your CV, references, or copies of educational certificates to your form. If there is insufficient room on the form in a particular section, you can simply attach an extra page and mark it clearly with your name and the job title, indicating the number of the relevant question.

The 'Relevant skills & experience' section of the form is where you make your case for the job and is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - **tell us everything relevant to your application and complete all the sections on the form.**

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Equal Opportunities

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

Work Permits

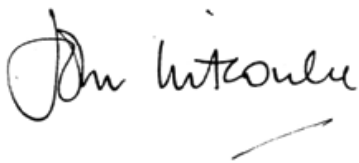
Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Short-listed applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS Checks

In line with our safeguarding policy, some employees and volunteers working in specific roles at the Cathedral will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates.

In the event of an offer of employment being made, we will take up references and reserve the right to validate all information entered on the application form.

We expect all our staff and employees to be in sympathy with our Christian values and help us to achieve the vision that we have set ourselves to work towards. A summary copy is attached for information.

A handwritten signature in black ink, appearing to read 'John Witcombe', with a horizontal line underneath.

The Very Reverend John Witcombe MA MPhil
The Dean of Coventry



Our vision & values

A reconciling Cathedral which is welcoming to all

Our VISION is of a reconciled and reconciling Cathedral which is open and welcoming to all, which serves to glorify God in our worship, and reaches out to the world in our ministry of reconciliation.

Our vision is also for a sufficiently robust resource base that we are able to be creative in our activity, confident that we have sufficient financial and human resources to deliver our vision without compromise. Our heritage and our future are rooted in the words of Jesus Christ, 'Father forgive', used by Provost Dick Howard on 15th November 1940 in the Cathedral ruins. Our calling is to be a people and place of reconciliation, one that marks us out in English cathedrals as having a unique role. It is this calling, embodied as it is in the architecture of the Cathedral, ruined and rebuilt, which provides the core rationale for our life and mission. The importance of our location is the way in which it embodies our mission. Hence our emphasis on 'Reconciliation, reconciliation, reconciliation'. The whole life of the cathedral is caught up and expressed in our work as a Centre for Peace and Reconciliation. We invite you to discover the part you can play in taking this vision forward.

"God was in Christ reconciling the world to himself, and has entrusted to us the ministry of reconciliation."

— 2 Corinthians 5.18

We will be known as much for our Values as our Vision. As we pursue the aims listed above, these provide a touchstone for our common life, expressed both in private and in public.

Our **VALUES:**

Hospitality

– of both people and ideas

Faith and Spirituality

– being open to the challenge and resources of God

Art and Creativity

– expressing the life of God amongst us in ways beyond words

Risk Taking

– confidently stepping out of the familiar in the service of God

Excellence

– always reaching beyond our present practice and experience

Community

– respecting and caring for one another



Assistant Director of Music

Permanent Contract

Start date of 1 September 2025

Average of 19.5 hours per week during term time

£15,697 per annum (£28,174, FTE of 35 hours per week)

Coventry Cathedral is well known internationally as a striking example of twentieth century church architecture and for its ministry of reconciliation. It has a committed core of worshippers who delight in the combination of traditional and contemporary liturgy and music and it attracts thousands of visitors both from this country and abroad. We are seeking to appoint someone who will join our team of musicians to contribute positively to our fine musical tradition as we reach out to a generation not used to church.

Work is largely over the weeks of term time together with Christmas, Holy Week and Easter. You will need to operate flexibly to fit the needs of services and choristers, and there may be some busy weeks where the hours required exceed those quoted above. Time in lieu of these hours is reflected in choir holiday weeks.

We may be in a position to offer accommodation (a 1-bed flat in the Cathedral precinct) to the successful candidate at a very competitive rate. This is subject to an ongoing programme of works to refurbish and expand the Cathedral Close.

Position involves regulated activity and is therefore subject to an enhanced DBS check. If you have any further questions about safeguarding at the Cathedral please see our Safeguarding Statement at <https://www.coventrycathedral.org.uk/about-us/safeguarding>.

The closing date for applications is 11:59pm on Sunday 25 May 2025 and interviews will take place at the Cathedral on Monday 9 June 2025.



The Cathedral Instruments



Coventry Cathedral's organ is one of the finest in the UK, well-known as an excellent instrument both for recitals and for accompanying services. With four manuals, nearly five thousand pipes and an eclectic stop-list, it is a very versatile instrument, accommodating most schools of music with integrity. Its vibrant sound (and the Cathedral's cavernous acoustic) makes it particularly appropriate for 19th and 20th century works. Built by Harrison and Harrison of Durham, it is also maintained by them. It is due for a full refurbishment and this is an ongoing project.

There is a six-rank, one manual with pedals Norwegian organ made by the Torkildsen Brothers of Aasen in 1966, currently sited in the Nave near the Chapel of Unity, and a four-rank chamber organ built by Peter Collins in 1972 which is currently placed in the Chancel area. There is a one manual (8', 8', 4') Goble harpsichord in the Nave next to a Bechstein grand piano. In addition, there are grand pianos in the Song School and upright pianos in the Choir Vestry, Chapter House, music store room and Chapel of Unity.

The Liturgical Department

The Liturgical Department of the Cathedral is led by the Canon for Worship and Welcome Nitano Muller, one of two residentiary canons at the Cathedral. The staff consists of the Director of Music (Rachel Mahon), the Assistant Director of Music (most recently Luke Fitzgerald, who will take up the post of Director of Music at Pembroke College, Cambridge this September), the Head Verger (and the Verger Team), and the Organ Scholar. There are also a number of voluntary posts, such as Chief Steward, Head Server, and so on. The Liturgical and Music Department have an office in the Cathedral.

The Choirs



Cathedral Music Trust Diamond Fund concert in 2021

There are three main choirs associated with the Cathedral

1. **The Cathedral Choir** - Two separate treble choirs (19 boys and 26 girls at present) who sing regularly by themselves and with the back rows, consisting of choral scholars, and volunteer and professional clerks. The Cathedral Choir is one of the most diverse choirs in the country and we are proud to recruit choristers from schools all over the city. The Cathedral Choir's regular weekly schedule during term time is as follows:

Tuesday	4.20-5.30pm boys' rehearsal 5.40-7.00pm girls' rehearsal
Wednesday	4.20-6.05pm boys' rehearsal and service (Evensong at 5.15pm) 6.10-7.30pm clerks and scholars' rehearsal (ADOM not usually required)
Thursday	4.20-6.05pm girls' rehearsal and service (Evensong at 5.15pm)
Saturday	9.00-10.20am boys' rehearsal (ADOM not usually required) 10.40-11.50am girls' rehearsal (ADOM not usually required)
Sunday	10.30am Eucharist (9am chorister rehearsal, 9:30am full rehearsal) 4.00pm Evensong (2:45pm chorister rehearsal, 3pm full rehearsal)

There are additional services in the busy Christmas and Lent/Easter seasons as well as annual diocesan services such as ordinations. The choirs often go on a tour every two years, either abroad or to somewhere in the UK, though an international invitation to perform will lead to this schedule being adjusted.

2. **Coventry Cathedral Chamber Choir** - 15-22 auditioned adult volunteers. This is run by the Assistant and they sing 2 or 3 services per term and rehearse in the few weeks before each occasion.
3. **Coventry Cathedral Chorus**- A choral society of around 60 members which is separate but affiliated with the Cathedral. The Chorus performs major choral works in concert, often with orchestra, and is directed by the Cathedral's Director of Music. The Assistant Director of Music is offered the rehearsal accompanist role for this choir which is currently remunerated at £81 per rehearsal. The choir rehearse weekly on Tuesday evenings.



Job Description

Job Title: **Assistant Director of Music**
Hours: **Average of 19.5 hours per week worked mostly over the weeks of term time, together with Christmas, Holy Week and Easter.**
Salary: **£15,697 (£28,174, FTE of 35 hours per week)**
Start Date: **1 September 2025**

Responsibilities

The Assistant Director of Music is broadly responsible for:

- Providing overall assistance to the Director of Music.
- Providing a link between worship and music.
- Representing and serving the Cathedral.

Core Duties & Activities

- Playing the organ or directing the Cathedral Choir and/or Chamber Choir during term-time at Wednesday 5.15 pm Evensong (boys' voices), Thursday 5.15pm Evensong (girls' voices), Sunday 10.30am Eucharist, and Sunday 4.00pm Evensong.
- Preparing for services (organ practice, score study etc.).
- Attending Staff Training as required.
- Playing and/or conducting, and rehearsing for special and seasonal services.
- Playing and/or conducting, and rehearsing for occasional concerts.
- Practising for and performing two organ recitals in the annual series.
- Supervising and assisting with the development of the Organ Scholar.
- Meetings with the Director of Music.
- Playing or conducting for outside organisations/weddings/funerals/graduations and similar (these duties will be remunerated separately).
- Training probationer choristers and help to prepare soloists during Tuesday rehearsals
- Assisting with the management of the music library and choir folders (normally, there are assistant choristers and a music administrator to help with this)
- Coordinating the Visiting Choirs.
- Assisting the DoM (Director of Music) with coordinating the Monday Lunchtime Organ Recital series.
- Assisting the DoM with correspondence which comes to the Music Department
- Assisting the DoM by playing for and/or directing, and chaperoning, on Choir Tours which occur annually, usually lasting a week. (Additional remuneration will be negotiated).
- To deputise for the DoM on occasion when required.
- Attending meetings concerning the restoration of the Harrison & Harrison organ.
- Choosing repertoire, conducting and running the Chamber Choir.
- Carrying out any other duties as may reasonably be expected.

Holidays / Time off

The full workload of the Assistant Director of Music is a 0.56-time position of an average of 19.5 hours per week worked mostly over the weeks of term time, together with Christmas, Holy Week and Easter. Holiday dates are to be agreed with the Director of Music and should normally be taken in choir holiday time.

Accountability & Supervision received:

At present, the Assistant Director of Music is accountable to the Canon for Worship and Welcome through the Director of Music. The Director of Music will provide supervision, with regular meetings and an annual review.

**Person Specification
required:**

- An organist with good keyboard skills who plays at FRCO standard.
- A skilled choral conductor with vocal coaching knowledge.
- Experience and enthusiasm for working with children.
- Efficient and organised IT skills, with a thorough approach to communication and process.
- Experience of English cathedral music both as conductor and organist.
- Excellent time management skills.
- A willingness to respond to constructive feedback.
- The ability to work well in a team.
- A willingness to work flexibly.
- A willingness to adhere to the Cathedral's safeguarding policies and to undertake training as required.

desired:

- A warm personality, a good sense of humour.
- A full member of a mainstream Christian Church or a sympathy with Christian values.
- A willingness to accompany and direct a broad range of styles of music that are a part of the Cathedral's worship.
- The ability to accompany as musically on the piano as on the organ.

General notes:

This is a permanent contract beginning 1 September 2025.

There is a probationary period of six months.

Termination of Employment: Notice of 3 months by either party.

The position is subject to enhanced DBS clearance.

The Assistant Director of Music will be supported in taking on freelance musical activities where possible, including teaching music lessons on the Cathedral premises. Several choristers usually take lessons from the Assistant. Additionally, the Coventry Cathedral Chorus offer the post of rehearsal accompanist to the Assistant. This involves weekly Tuesday rehearsals and sometimes playing in concerts where organ accompaniment is needed. Remuneration is currently £81 per rehearsal.

Job Applicant Privacy Notice

COVENTRY CATHEDRAL provide this notice to make job applicants aware of our policies relating to the processing of personal data in accordance with the Data Protection Act 1998 as amended, replaced, re-enacted or consolidated from time to time (including without limitation the General Data Protection Regulation (EU) 2016/679 and any national laws which relate to the processing of personal data ('Data Protection Legislation')) references to 'Personal Data' and 'Sensitive Personal Data' within this notice shall be references to those terms as defined in Data Protection Legislation.

Personal Data

We ask for Personal Data from job applicants including CV's and any ancillary information provided as part of your application to assist with our recruitment processes. Any Personal Data about you which is obtained by us during the application process (including any information obtained directly from you or from third parties such as your referees or as part of pre-employment checks) may be retained and used by us for the purposes of considering your suitability for employment, conducting appropriate checks and as otherwise reasonably required for our legitimate interests and compliance with applicable law.

If your application is successful, and you subsequently become employed by us, the information described above will form part of your personnel file. [If we do not employ you, we may still retain for up to 6 months so that we can consider you for future roles].

Sensitive Personal Data

You may also supply us with Sensitive Personal Data including but not limited to data relating to your racial or ethnic origin, religious or similar beliefs, physical or mental health and sexual orientation by completing our equal opportunities monitoring form. This information is gathered for equality of opportunity monitoring purposes and is anonymised. The provision of such Sensitive Personal Data by you is entirely voluntary.

If we receive information regarding any medical condition, disability, or relating to your physical or mental health including information provided within return to work forms, meetings or in medical reports, we will only use this information for the purpose of providing any necessary adjustments in accordance with equality legislation, to ensure compliance with employment law, to monitor sickness absence and to inform decisions regarding your fitness for work.

Staff Privacy Policy

For further information regarding the Personal Data we collect about you, how we use it, including disclosure to third parties, how we maintain security of your information and your rights to access the information we hold about you, please ask to see our Staff Privacy Policy which is available from the HR department.