



## **The Cathedral Church of St. Michael, Coventry**

### **The appointment of an Music Support Administrator**



#### **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 Music Support Administrator at Coventry Cathedral.

The deadline for applications is Monday 16 June 11:59pm, and interviews will take place at the Cathedral on 25 & 26 June 2025.

This letter is intended to help you complete your application. If you have any difficulties or questions, please contact Rachel Mahon at [rachel.mahon@coventrycathedral.org.uk](mailto:rachel.mahon@coventrycathedral.org.uk) or 024 7652 1219.

To apply, please send your CV along with two referees and a covering letter detailing why you would be suited to this position. To ensure fairness to all applicants, short listing decisions are based solely on the information you supply.

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.*

Please submit your application by email to [rachel.mahon@coventrycathedral.org.uk](mailto:rachel.mahon@coventrycathedral.org.uk) by the deadline above and ensure you clearly state the full job title of the position applied for.

Your covering letter 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.

#### **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

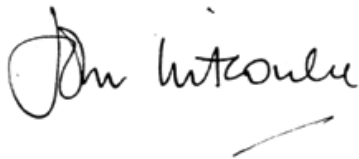
documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

### **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 from your application.

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 drawn underneath the name.

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



## 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. The Music Department has an office base within the Cathedral, working closely with colleagues in the Liturgical Department such as the Liturgical Assistant, Vergers and Stewards.

There are three choirs associated with the Cathedral – The Cathedral Choir which sings all of the main services during term time, the Chamber Choir which sings occasional services during term time and the Coventry Cathedral Chorus, a 60-voice choral society which sings large-scale works in concert throughout the year.



*Cathedral Music Trust Diamond Fund concert in 2021*



## ***Music Support Administrator***

### ***Fixed term contract for one year***

*This position is externally funded. We are continuing to work to find ongoing funding and if this is realised then the successful candidate will be approached to discuss any appropriate extension.*

**14 hours per week at £8,923 p.a.**

The Music Support Administrator would be expected to work on a mutually agreeable timetable within business hours on Tuesdays, Wednesdays and Thursdays, which is when the music department has office hours.

The closing date for applications is 11:59pm on Monday 16 June 2025 and interviews will take place at the Cathedral on 25 & 26 June 2025.

To apply, please send your CV and covering letter, along with two referees whom the Cathedral may approach – one must be your current or most recent employer - to [rachel.mahon@coventrycathedral.org.uk](mailto:rachel.mahon@coventrycathedral.org.uk).





## Job Description

Job Title: **Music Support Administrator**  
Hours: **14 hours per week – days and times flexible to be agreed with job holder**  
Salary: **£8,923 p.a.**  
Reporting to: **The Director of Music**  
Work base: **The Music Department Office**  
Fixed term contract: **1 year** (please see general notes below)

### Core Duties & Activities

- Managing schedules for Cathedral Choir rehearsals, services, workshops, meetings and performances.
- Creating and proofreading music lists to be displayed in the Cathedral and on the website
- Handling correspondence related to the music department.
- Assisting with bookkeeping and financial aspects of the music department.
- Creating and filing permission forms, risk assessments and other document as well as doing other various administrative tasks.
- Ensure that the music library is organised and that copies are properly bound and stored.
- Assisting in the planning and execution of special musical events, performances, and tours,
- Producing concert programmes and brochures for events such as organ recitals, choral concerts in the Cathedral and on tour.
- Communicating with schools, to book visits by the Director of Music
- After training, the administrator may take on responsibility for editing the music pages of the Cathedral website
- Attending meetings as required, and producing publicity materials as needed in coordination with the Cathedral Marketing Officer.

### Holidays / Time off

20 days annual leave (some of which will be compulsory) plus 8 public holidays. Holiday dates are to be agreed with the Director of Music and should ideally be taken in school holiday time where possible, though some flexibility will be negotiable.

### Person specification

- A warm and friendly demeanour, willing to support the department and cathedral.
- A person with an enthusiasm for detail and organising systems
- A clear communicator in person and on paper
- Ability to prioritise work to meet changing needs
- Good numeracy skills
- Enthusiasm for music and sympathy with the aims of the Cathedral's choirs

### Experience and knowledge required:

- Using MS office to a good standard
- Operating efficient systems to manage information – filing, record keeping
- Excellent use of English and an eye for detail in proof reading of documents, schedules
- Professional email etiquette, including with external organisations

### Experience and knowledge desired:

- Familiarity with liturgical terms, choral and organ music terminology and repertoire (for example Mass Settings, Canticles, Voluntaries)
- A member of a mainstream Christian Church or in sympathy with the values of Coventry Cathedral and the wider Church of England.

**General notes:**

Termination of Employment: Notice of 1 month by either party.

This is a fixed contract of one year made possible by external funding. We are continuing to work to find ongoing funding and if this is realised then the successful candidate will be approached to discuss any appropriate extension.



## 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.