



Exeter
Cathedral



**Cathedral Choir
Administrator & Chaperone
*Application pack***



Title:

Cathedral Choir Administrator
and Chaperone

Department:

Liturgy and Music

Reporting to:

Director of Music

Hours of work:

Part-time, 24hrs per week

Salary: £18,500 p.a.

Contract type:

Permanent

Location:

Exeter Cathedral



Purpose of the role

To provide smooth and efficient organisation and administration of all aspects of musical provision.

To act as pastoral tutor to the Cathedral Choristers whilst on Cathedral premises and liaise with Exeter Cathedral School.

To support the Dean and Chapter and Directors of Music in their duty of care for the Choristers and adhere to good safeguarding practices.



Duties and responsibilities

- To be the lead pastoral tutor for the Choristers.
- To act as a conduit for pastoral information between the Department of Liturgy and Music, the Choristers, their parents, and Exeter Cathedral School.
- To act as chaperone for morning rehearsals (in term time).
- To organise the Chaperones' rota.
- To liaise with chorister parents over practical and logistical matters.
- Attendance, and minute taking, at weekly Departmental and pastoral meetings, and other meetings as required.
- First point of contact for general enquiries, probationer auditions etc.
- Dealing with routine correspondence.
- Maintaining the departmental contacts database.
- Compile termly choir diaries.
- Updating the chorister phone contacts list.
- Producing and distributing the chorister contacts datasheet and photo permission form.
- Back row attendance/pay, and deputy invoices.
- Administration of the recruitment of new organists, choir members, choristers, Junior Choir members. | *Continued* >





- Liaising with HR and Volunteers Office to keep DBS and safeguarding training current, and to liaise with Exeter Cathedral School to ensure its Single Central Register is appropriately updated.
- Liaising with HR over new starter procedure for all departmental staff e.g. organ scholar and members of the Cathedral Choir, including Choral Scholars and deputy singers.
- Liaising with the Volunteers Office around the recruitment of volunteer singers (the St Peter's Singers) and volunteer chaperones (for the Cathedral Choir and the Cathedral's Junior Choirs, "Devon County Choir" and "Schola Exe").
- Timely provision of music related information to the Marketing Manager for inclusion on the website.
- Assisting with robe fitting and labelling and managing Junior Choir uniform.
- Managing administration of choir social events.
- Managing administration of choir concerts, e.g. programmes, tickets for choir parents, eating arrangements for back row, invoicing and choir pay.
- Managing administration of all off-site musical activity including risk assessments.
- Managing administration of and arrangements for the annual "Be a Chorister for a Day."
- Managing administration of and arrangements for voice trials.
- Managing administration of and arrangements for outreach programme.
- Managing administration of and arrangements for appraisal/review process for staff.
- To accompany the choir when it is on tour and to liaise with tour companies over arrangements.
- Organising Diocesan Choral Festival. | *Continued* >

- Administration related to the Visiting Choirs programme (in consultation with Precentor and Director of Music as necessary) i.e., booking visiting choirs to cover choral services during choir holidays, collate music details, making arrangements for rehearsals.
- Assisting with arrangements for Cathedral Choir concerts and organ recitals.
- General admin duties including photocopying, printing, typing etc.
- All other tasks that are reasonably required.
- To follow the Cathedral's policy and processes for Safeguarding.
- Raise any Safeguarding concerns with the Cathedral's Safeguarding Officer.
- Any other duties reasonably required by your Line Manager



Key challenges

- Working with a mix of volunteers and staff across a diverse and busy organisation.
- Understanding the pastoral needs of choristers.
- Several projects maybe running concurrently.
- The need to work to deadlines.

Safeguarding

- All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral and precinct. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role. All staff will be expected to successfully complete safeguarding training as part of their induction.
- To commit to continuous safeguarding training for yourself and champion this as part of your role
- To liaise with the Cathedral Safeguarding Officer, the Cathedral Safeguarding Lead and the COO in respect of any safeguarding incidents or concerns.
- **Please note that an enhanced Disclosure & Barring Service (DBS) check will be required for this role, and the post will be subject to this clearance.**

Key relationships

- Director of Music
- Assistant Director of Music
- Canon Precentor
- Departmental Secretary, Liturgy and Music
- Exeter Cathedral School
- Exeter Cathedral HR Officer and Volunteers Officer
- Paid Chaperone and Volunteer Chaperones
- Organ Scholar

Working pattern

This role is part-time (24 hours per week). During term-time, the normal pattern will be as follows: Mon, Tue, Thu, Fri: 0800-1500 (with an hour for lunch). Wed, Sat, Sun: day off.

During term-time, some flexibility will be needed for (very) occasional weekend/evening work. Time off in lieu may be taken outside term-time. Outside term-time, the working hours are flexible.



Candidate profile

Essential:

- Experience of working in an office in a busy administrative role.
- A willingness to train in safeguarding procedures and first aid, and to keep this training up to date.
- Outstanding organisational skills with an eye for detail.
- Excellent communication skills, written, in person and over the phone.
- Excellent MS Word, Access, Excel, Publisher and PowerPoint skills.
- Ability to manage several tasks simultaneously.
- Excellent customer service ethic and proven ability to manage external stakeholders.
- This post is subject to an Enhanced DBS check.



Desirable:

- Experience of working with children.
- Experience in a liturgical environment.
- Experience of working within a Cathedral or large church environment.
- Experience of working in an educational environment.
- Experience of following good Safeguarding practice with children and young people.

Benefits

- Exeter Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).
- Childcare Voucher Scheme.
- Holiday entitlement - 30 days including Public Holidays per annum pro rata.
- 10% discount in our shop and café
- Complimentary tickets to our in-house concerts (limit applies)



Exeter
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How to apply

Please complete the application form, available on our website at:

www.exeter-cathedral.org.uk/about-us/vacancies/

and submit it along with a covering letter stating why you are the right candidate for this role. You may also include your CV.

For an informal conversation about this role please email:

vacancies@exeter-cathedral.org.uk

Applications can be sent by email or post to:

Catherine Escott, Chief Operating Officer, 1 The Cloisters, Exeter, EX1 1HS

Email: vacancies@exeter-cathedral.org.uk

The closing date for applications is 26 February 2025. Interviews will be held on 3 or 7 March.

Thank you for your interest in this role.

We look forward to hearing from you!

