



JOB DESCRIPTION

Director of Music

Location:	St Nicholas with St Barnabas Church, Kenilworth.
Responsible to:	You will be employed by St Nicholas with St Barnabas Parochial Church Council. Your line manager will be the incumbent.
Salary:	£4,950 - £9,250 per annum depending on skills, experience and responsibilities undertaken. Salary is based on RSCM rates. Additional income can be earned from playing for weddings and funerals.
Hours:	This is a part time post, hours to be worked in accordance with the schedule of services. <u>Sunday Services</u> 1st and 3rd Sundays 10am Sung Eucharist 2nd Sundays 4.30 or 6.30 pm Choral Evensong 4th Sundays 10am Sung Eucharist and 4.30 or 6.30 pm Choral Evensong 5th Sundays 10am Family Communion (where required) <u>Festivals</u> Ash Wednesday, Maundy Thursday (where required), Good Friday (morning and afternoon service where required), Easter Vigil, Civic Services, All Souls, Christmas Candlelight Carol Service, Midnight Mass, Christmas Morning, Up to four additional services per year. In addition, the post-holder will take choir practice weekly (currently Friday evening) and attend occasional meetings that are necessary to meet their responsibilities.

Role Profile

We are looking for a passionate musician to lead and enable Christian worship in a variety of styles, continuing our rich musical tradition and developing our musical life in a missional way. The successful candidate will work collaboratively with clergy and other colleagues to oversee all aspects of the musical life in the parish. They will play the organ, or piano where appropriate, at regular worship services and festivals and will lead the choir. We are looking for a team player, who can lead others, build on existing relationships and develop new ideas. We are especially excited to develop ways to encourage and enable the musical talent of the congregation in a wide range of musical styles and to find ways of contribution to the cultural life of the town through our musical activities. We are therefore looking for someone who can work with children, young people and adults of all ages and can inspire others on their faith journey, through music.

The organ is a combined electronic and pipe organ. It was rebuilt by Compton Organ Company in 1963 and was refurbished by Cousans Organs in 2013. The specification can be found here: <https://npor.org.uk/survey/N07533>. The choir has 15-20 members, they are currently all adult

volunteers with a range of musical ability. Our main hymn book is Ancient and Modern: Hymns and Songs for Refreshing Worship.

Main Activities and Responsibilities

- Play the organ (or piano where appropriate), conduct the choir at services and lead the weekly choir practice using a range of traditional and contemporary styles.
- Seek to maintain and build up the choir, working to recruit new members, develop skills and encourage a positive team culture
- Select appropriate music for services, in collaboration with the incumbent and other worship leaders
- First refusal on bookings for weddings, funerals, and other similar services for which an additional fee will be paid, in line with the parish scale of fees.
- Meet occasionally with the incumbent and other worship leaders and colleagues, for the planning and review of music in worship
- Oversee the maintenance and tuning of the organ and piano and advise the PCC on any remedial works required and manage the music library to serve the current and future music needs.
- Liaise with the Team Administrator to ensure the accurate and timely recording of information needed for copyright returns.

Additional Activities and Responsibilities

- Encourage and enable the musical skills and talents of the congregation and develop groups of instrumentalists and singers to enhance worship.
- Develop our musical offering in a missional way; working with children, young people and adults to contribute to the cultural life of the town through music and inspire people on their faith journey.

Additional Information

- This is a permanent position and is subject to a probationary period of 6 months.
- Holiday entitlement is 6 weeks a year plus statutory bank holidays, pro rata. There may be a requirement to work on a bank holiday. Time off in lieu will be given.
- The role-holder will have regular supervision meetings and an annual appraisal.
- Attending relevant professional development training and an annual retreat is encouraged and supported.
- Director of Music may, by arrangement with the incumbent, use the organ for private practice when the church is not otherwise in use.

Safeguarding and Right to Work

It is a condition of any offer of employment we make to you that you have, or gain, permission to work in the UK. By law, you will not be able to start working for us until you are able to provide evidence that this permission has been granted

The Parish of St Nicholas with St Barnabas is committed to safeguarding children, young people, vulnerable adults and the elderly. All postholders are subject to a satisfactory enhanced DBS (Disclosure & Barring Service) and relevant safer recruitment processes, including the completion of a confidential declaration form and the completion of appropriate safeguarding training on appointment. You can find more information about our Safeguarding Policy here:

<https://www.stnicholaskenilworth.org.uk/more/safeguarding/>

Occupational Requirement

The post holder will have a vibrant and active Christian faith and a secure understanding of the Christian faith. It is therefore an Occupational Requirement (Schedule 9 part 1 of the Equality Act 2010) of this post to have a committed Christian faith and be actively involved in worshipping in a church community.

Equality, Diversity and Inclusion Statement

In St Nicholas with St Barnabas, Kenilworth we are committed to work with determination towards a fuller representation of the social, cultural and ethnic diversity which accurately reflects the people we serve in the parish. We expect all employees to promote and model equality, diversity and inclusion in their working practices and relationships and to uphold principles of equality of opportunity in accordance with our legal and theological obligations as written in Galatians 3:28 which says, "There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus".

If you have a disability, long-term illness or are neurodivergent and you feel that prevents you from meeting any of the essential criteria, please contact us to discuss what reasonable adjustments we can make for you.

As an equal opportunity employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

For more information or an informal conversation please contact the incumbent, Reverend Eira Hale. Email: vicar@stnicholaskenilworth.org.uk Phone: 07983 265037

Closing date for applications:	Monday 1 st July 2025
Shortlisting:	Thursday 3 rd July 2025
Interviews held on:	Thursday 17 th July 2025

Shortlisted applicants will be invited to attend an interview and assessment exercise. The assessment exercise will include playing the organ and piano, and conducting a short choir rehearsal.

Please send completed application forms to:

Email: vicar@stnicholaskenilworth.org.uk

or

Post: 28 High Street, Kenilworth CV8 1LZ

Person Specification: Director of Music	Essential	Desirable	Assessment
Skills and Experience			
Proven musical ability on the organ – to a level of satisfactory competence	☒		Application form / Interview / Assessment Exercise
Proven musical ability on the organ – to Diploma level		☒	
Proven musical ability and willingness to play our piano for hymns and songs where it offers most appropriate accompaniment.	☒		
Proven ability to lead and train a choir of adults with a range of ability.	☒		
Demonstrable ability to support the mission of a parish church and the discipleship of church members through its musical life.		☒	Application Form / Interview
Administrative and record-keeping skills appropriate to the responsibilities of the post.	☒		
Ability to explore fresh ways of enhancing the music in the liturgy		☒	
Able to embrace and encourage the musical gifts present in the congregation		☒	
Experience of developing the broader involvement of people of all ages, including children, within the musical life of the parish		☒	
Knowledge & Understanding			
Familiarity with a wide range of church music, both choral / traditional and more contemporary.	☒		Application form / Interview
Familiarity with copyright law applicable to church music.	☒		
Understanding of the liturgies and worshipping life of the Church of England.	☒		
Communication Skills			
Able to engage with and relate to a diverse range of people	☒		Application form / Interview
Personal Qualities			
Professional, friendly and approachable, including when under pressure	☒		Application form / Interview
Proven ability to work collaboratively with clergy and others.	☒		
Able to contribute to a positive culture within a team.	☒		
Proven ability to encourage others.	☒		
Occupational Requirements			
There is a genuine occupational requirement that the role holder is a committed Christian in accordance with Part 1 of Schedule 9 to the Equality Act 2010	☒		Application form / interview / references
Be prepared to work within and committed to our Safeguarding procedures and be subject to an enhanced Disclosure and Barring Service check	☒		