



# Application Pack

Youth Choir Chaperone – January 2022



WORCESTER  
CATHEDRAL

# About Worcester Cathedral



Worcester Cathedral is a magnificent sight as it rises majestically above the River Severn. Worcester has been the seat of a bishopric since the Seventh Century, and the Cathedral was served by monks until the Reformation. St Oswald and St Wulfstan were among the bishops. Since the eighteenth century, the Cathedral has been famous for its part in the annual Three Choirs Festival, the oldest choral festival in existence. Today the Cathedral is the centre of a vibrant community of clergy and laypeople, offering the praises of God each day, serving the city and diocese of Worcester, and attracting visitors from all over the world.

The Cathedral community is diverse with over 50 staff and 300 volunteers. We are rightly proud of the tremendous heritage and number of partners we work with across the Cathedral and City to provide a warm welcome to our visitors, to promote learning about the history of the Cathedral, attend our many events and activities and to participate in the worship and music that is at the heart of our Cathedral.

The Cathedral has recently implemented a number of changes to the structure of the Music Department. The Cathedral Youth Choir is a brand new ensemble – the first cathedral choir in Worcester ever to cater for this particular age bracket. It represents not only an opportunity for choristers from other choirs to continue contributing to music at the cathedral, but also a musical outlet for those across the area in that age bracket to begin a new association with the cathedral. The ensemble is directed by the Assistant Director of Music, Nicholas Freestone, and meets to rehearse every Friday evening in term time, singing at a selection of cathedral services and concerts over the course of each term.





# Job Description

**Job Title:** Youth Choir Chaperone

**Reporting to:** The post-holder is accountable to the Director of Music, with a key working relationship with the Assistant Director of music, who is responsible for directing the Youth Choir.

**Working hours:** Part-time, Fridays 6.45 – 8.45, and occasional weekend commitments according to the music department diary.

**Pay:** Real Living Wage £9.50 per hour

**Job Purpose:**

To support the work of the Music Department in order to enable the Cathedral's duty of care towards the choir members to be fulfilled.

**Duties & Responsibilities:**

1. To attend all rehearsals and services, responding to any sickness or special need whilst a choir member is in the Cathedral's care.
2. To keep a register of attendance at all rehearsals and services, and a log of any incidents, reporting to the choir director at the end of each session, or immediately as necessary.
3. To report any concerns regarding the safeguarding of choir members to the Director of Music, Assistant Director of Music, or Cathedral Safeguarding Lead.
4. To respond as required to ensure the safety and wellbeing of each choir member.
5. To prepare and supervise refreshments for the choir members when required.
6. To supervise robing and disrobing before and after services.
7. To ensure each choir member is safely collected by an authorised parent/guardian.
8. To supervise free time for the choir members as necessary.
9. To liaise with choir parents as necessary, attending new parent induction meetings.
10. To attend and provide support for choir trips, tours, recordings, and other events when the choir are singing.

**General**

11. To attend department and staff meetings when required.
12. To participate in statutory and specific training as required, including First Aid and safeguarding training.
13. To work within the Chapter's Health & Safety policy as it applies to the post.
14. To carry out any other appropriate duties.



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**Health & Safety:**

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health & safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the Organisation on health & safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

**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. 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. You will be required to complete safeguarding training as part of your induction period.

**Staff Discount**

All employees will receive a 10% discount on purchases in the Gift Shop and Café within the Cathedral.



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# Person Specification

*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.*

## Essential Qualities

- Awareness of current safeguarding, Health and Safety and behavioural matters
- Ability to work with children and young adults of different ages
- Ability to make and maintain boundaries of behaviour and relationships
- Excellent personal, relational and communication skills
- IT, email and mobile phone competence
- Attention to detail in record keeping
- Ability to work closely and flexibly within a small team.
- Ability to take initiatives and adapt
- Ability to respond to any choir member's health issues at appropriate levels (the post holder does not need to be medically qualified but must be knowledgeable about how to respond appropriately to any level of need, and hold or be willing to hold a First Aid certificate, for which training will be provided).

## Desirable Qualities

- In sympathy with the aims and practices of the Church of England
- Interest in Church Music



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# How to apply

The cathedral is also seeking to appoint a Choir Chaperone for the Voluntary Choir, to start as soon as possible in 2022. Applicants may wish to consider whether to make a joint application for both posts, the duties of each being fully compatible with the other. Details of both posts are available on the cathedral website.

Please complete the application form and send to:

[jobs@worcestercathedral.org.uk](mailto:jobs@worcestercathedral.org.uk)

**FAO Abi Thomas**  
**HR & Safeguarding Officer**  
**8 College Yard**  
**Worcester**  
**WR1 2LA**

The closing date for the job is Sunday 13th February at 12 noon.

Interviews will be held week commencing 14th February 2022.

