



DIOCESE OF BRENTWOOD

Job Title	Coordinator of Music at the 11am Sunday Mass
Parish/Department/Location	Parish of the Most Holy Redeemer, Billericay
Reports To	Parish Priest and Director of Music
Important Relationships	<ul style="list-style-type: none">• Choir Members• Musicians• Congregation as required
Number of Reports	N/A
Hours of Work	5 hours per week
Contract Type	Permanent

Main Responsibilities

- To direct the Choir for the 11.00am Mass and for rehearsals when they resume
- To introduce new material as appropriate, liaising with the Parish Priest and the Director of Music and other musicians within the Parish.
- To plan music for Sunday Masses and other Services as required
- To encourage participation in the Music Ministry of the Parish by young people, supporting the Children's Choir and enabling involvement with 11.00am Choir and Music Group.

Person Specification:

Essential:

- High Standard of keyboard skills
- Experience of leading a choir
- Enthusiastic and flexible approach
- Able to engage with and motivate others as part of a team
- Open to new approaches
- Willing and able to lead music of a range of styles
- Able to use music to enthuse the congregation to worship God
- Sympathetic to the ethos of the Catholic Church.

Desirable:

- Experience in multi-part choral direction
- Committed Christian.

Notes:

1. You will be expected to produce work to a high standard and to promote quality at all times.
2. You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
3. The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
4. You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
5. If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
6. Smoking is not permitted while on duty or in uniform (where this is worn).
7. Employees must be prepared to work flexibly to meet the changing needs of the organisation.

EQUAL OPPORTUNITIES

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

CHANGES TO THIS JOB DESCRIPTION

1. Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Senior Manager and HR.
2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.