



Diocese of Brentwood Schools Singing Programme

Choral Director

Information for Applicants

Contact for enquiries

Andrew Wright, Director of Music

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The Diocese of Brentwood

The Diocese of Brentwood was established by the Bull, *Universalis Ecclesiae Procratio*, of 20 July 1917. It consists of the Administrative County of Essex, the Unitary Authorities of Southend-on-Sea and Thurrock and the London Boroughs of Barking & Dagenham, Havering, Newham, Redbridge and Waltham Forest.

The Music Department

In 1982 Brentwood became one of the first dioceses in the country to appoint a Diocesan Director of Liturgical Music. Since then, under Andrew Wright's leadership, the Music Department has worked extensively with parishes and schools to develop musical skills and share expertise. There have been training courses for parish musicians and regular concerts with primary and secondary schools.

At the Cathedral, the Boy Choristers were established in 1984 and, with the dedication of Quinlan Terry's neo-classical building in 1991, the Cathedral Lay Clerks and the Cathedral Girl Choristers were introduced. The Cathedral Choir has achieved national recognition, undertaking foreign tours and making broadcasts and recordings.

At Brentwood the Music Department has the benefit of a new and fully equipped song school. The Cathedral itself has become a centre for artistic development in the area with a fine series of evening concerts and lunch-time recitals. In recent years there have been fruitful links with students from the London Conservatoires.

Job Description

The Diocese of Brentwood seeks to appoint an outstanding Choral Director to assist the Director of Music in the establishment and delivery of the Diocesan Schools Singing Programme, and to continue the development of Sacred Music in the Diocese and in the Cathedral.

Principal Responsibilities

- To develop singing in our London area primary schools through the delivery of high-quality curriculum-time singing sessions.
- To establish, recruit and direct after-school choirs in the Diocese.
- To foster links between schools and parishes, liaising with clergy to facilitate singing opportunities for after-school choirs.
- To rehearse and direct these choirs at services and at concerts in the Diocese.
- Opportunities to rehearse and direct the choirs and choristers of the Cathedral will be available to suitable candidates.
- To undertake such other reasonable duties as may be required by the Director of Music in respect of the Diocesan Schools Singing Programme.
- To learn and to follow the Diocesan safeguarding protocols and at all times to act in a professional and appropriate manner.

Personal Specification

| | Essential | Desirable |
|-----------------------------|--|---|
| Qualifications | <ul style="list-style-type: none">• Educated to degree/diploma level, or the equivalent | <ul style="list-style-type: none">• Educated to degree level in Music• Qualified Teacher Status |
| Experience | <ul style="list-style-type: none">• Experience of working with choirs within a secular or sacred setting• Proven experience of directing and encouraging young singers | <ul style="list-style-type: none">• Experience of planning and directing music within a liturgical setting• Experience of working in a classroom environment |
| Knowledge and Skills | <ul style="list-style-type: none">• Good level of piano/keyboard skills and the ability to accompany confidently• Knowledge of a good variety of choral music, both sacred and secular• Knowledge of choral direction techniques and effective warm-ups.• An enthusiasm for working with children and fostering young voices• Good communication skills and the ability to liaise with a wide range of people• Good working knowledge of current IT and music notation software• Excellent preparation and organisational skills | <ul style="list-style-type: none">• Ability to accompany liturgical music on the organ |
| Personal Attributes | <ul style="list-style-type: none">• A friendly and approachable manner and a good team player• The ability to work flexibly and a willingness to continue professional development• Punctual, with good time-management• A willingness to share in the vision and values of the Catholic Church and to work supportively with the Bishop, Priests and People of the Brentwood Diocese. | <ul style="list-style-type: none">• A full U.K. driving licence / access to a vehicle |

Terms and Conditions

Salary

Up to £30,000 per annum (pro rata). Mileage reimbursement for work-related travel at 45 pence per mile.

Contract

This is a permanent contract. It may be a full-time or part-time appointment, to suit the appropriate candidate.

Pension

The Diocese offers a non-contributory pension scheme.

DBS Check

The post holder will require an enhanced disclosure and barring service check.

Start Date

April 2024 or earlier, depending on the candidate's availability.

How to Apply

For an informal discussion about the post, please contact Andrew Wright, Director of Music, Email: music@brcdt.org

To apply for this post, applicants are asked:

- to download and complete the [Recruitment-Application-Form-March-2022](https://www.dioceseofbrentwood.net/diocese/working-for-us/) from <https://www.dioceseofbrentwood.net/diocese/working-for-us/>
- and please send a supporting statement of no more than two A4 pages outlining:
 - Why you are a suitable candidate for the post;
 - Which aspects of the job description particularly attract you to the post.

Documents should be returned by email to hr@brcdt.org

The closing date for applications is 12 noon, Wednesday 7th February 2024.

Interviews will be held during the week beginning 12th February.

Please note that the information you provide in your application will be used only for the purpose of recruitment and selection, and will be held in accordance with the Data Protection Act 2018.