



YORK
MINSTER

Music Secretary



APPLICATION
PACK

YORKMINSTER.ORG



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ABOUT YORK MINSTER



Introduction to working at York Minster

York Minster means so many different things to so many people! Everyone who joins our team is amazed at the range of skills needed here and the friendliness of the clergy, staff and volunteers. One recent new starter commented on how relaxed and unstuffy we are. We are a world of contrasts from the spectacle of a Royal visit through to the one to one pastoral care given to a grieving visitor. We calmly offer a daily cycle of services whilst also opening our doors to sightseers, concert goers and local people just wanting to catch their breath in a busy world.

We are the seat of the Archbishop of York, the Cathedral and the Metropolitan Church of St Peter in York – York Minster as it is better known – is the mother church of the Northern Province and the Cathedral for the Diocese of York. It is a centre for Christian life in the North of England. York Minster has been a place of prayer and pilgrimage for over 1,400 years and worship is still at the heart of our life. York Minster's Choir of adult Vicars Choral and boy and girl choristers is world renowned. The Choir's mastery of the English choral tradition is one of the Minster's crowning glories. Staff describe a 'tingle down the spine' as you hear voices soaring to the rafters or the majestic roar of the organ.

The Minster itself is a gothic masterpiece in stone and stained glass, a magnet that draws people to visit the City of York and a defining symbol of the ancient "capital of the North". Even long serving staff describe literally stopping in their tracks at times as the sun illuminates the intricate stained glass or spotlights the stonework. Each year around 650,000 people from all over the world come to explore the Minster, and visitor surveys find a high level of satisfaction from their experience. It is one of the centres of York's lively cultural and intellectual life, hosting many concerts, lectures and exhibitions.

The Stoneyard's craftsmen and women are immensely skilled and knowledgeable about both the church building and the Precinct Properties; a fine Library is run in partnership with the University of York; there are two cathedral shops and a team of staff and volunteers who manage the floor of the Minster and work to ensure that all our visitors receive a warm welcome.

York Minster is more than 800 years-old and its gothic architecture is subject to a complex and ongoing cycle of repair, restoration and conservation. Whilst the York Minster Fund provides some financial security, the Minster relies on funds raised from visitors to ensure that the building is properly maintained. It receives no regular income from the Government.



MISSION STATEMENT



We don't ask staff whether they have a personal faith or not. All we ask is that you respect our mission and feel aligned to our values:

Our Mission Statement

To deliver innovation, welcome everyone and offer outstanding experiences as part of our living tradition, where faith is nurtured.

Our Values

- **Integrity** – *We behave ethically, honestly, and professionally, take accountability, and consider the impact of our actions both short term and long term.*
- **Purpose** – *We are focused on achieving our objectives in a responsible way and delivering innovation and excellence in our welcome, worship and work.*
- **Humility** – *We are grounded and respectful in all that we do, ensuring everyone's unique contribution is valued and that we constantly seek to develop and share learning.*
- **Compassion** – *We are thoughtful in our attitudes and behaviours, so that everyone is listened to, treated with kindness and feels safe.*

Organisation, Management and Governance

The Minster is governed by the Chapter, chaired by the Dean and comprising executive members - Residentiary Canons - and non-executive members, Lay Canons. The day-to-day operation of the Minster is overseen by the Senior Executive Team comprising both lay professional staff and the residentiary clergy.

York Minster has completed registration with the Charity Commission in line with the Cathedral Measure 2021 and is now under the joint regulation of the Charity Commission and the Church Commissioners. The Minster receives no regular income from the Government or the Church of England (less the stipends of three clergy) and relies on monies raised from visitors to ensure that the building can be properly maintained for future generations.

Music Secretary

21 hours per week

£12 per hour

An exciting opportunity has arisen in the Music and Liturgy Department for an administrator to join the team as Music Secretary. The role will support the Director and Assistant Director of Music in a whole array of administrative tasks and provide a warm welcome through internal and external communications with the Department.

Reporting to the Director of Music, the successful candidate will have excellent IT and communications skills, along with a “can do” attitude.

Knowledge of the Liturgical Year and Church Music is a must and experience of providing high level support to senior management would be a bonus.

Please note that this role is subject to a basic DBS check.

Completed applications should arrive no later than **noon on Monday 27 May 2024**. Interviews will take place on **Wednesday 5 June 2024**.

JOB DESCRIPTION



Job Title:	Music Secretary
Department:	Music and Liturgy
Reporting to:	Director of Music
Managing:	N/A
Core Purpose: To deliver effective and efficient day to day administrative support to the Music and Liturgy Department.	
Accountabilities To assist the Director of Music and Assistant Director of Music with basic day to day secretarial support in relation to their roles, to include: <u>Administration:</u> <ul style="list-style-type: none">• Compiling and updating mailing lists for Choristers and Chorister information/databases: e.g. addresses, contact details, medical records, school permissions, risk assessments and safeguarding updates.• Secretarial tasks such as printing, photocopying, preparing and diary management for the Director of Music and Assistant Director of Music.• Emails, letters, newsletters and correspondence to Chorister Parents and Chorister recruitment.• Emails, letters, newsletters, and correspondence to Choir Stakeholders.• Emails, letters, newsletters, and correspondence to the Adult Choir members.• Co-ordinating and arranging meetings, auditions and appointments as required based on the Director and Assistant Director of Music schedules.• Ordering resources for the Director of Music and Assistant Director of Music in liaison with the Finance Department e.g. Bibles, book plates, musical gifts. <u>Communication:</u> <ul style="list-style-type: none">• Fielding telephone and email enquiries for the Director of Music and Assistant Director of Music.• Liaising with other team members within the department including the Assistant Organist, the Music and Liturgy Administrator, the Succentor and the Canon Precentor.• Liaising with other key contacts in the wider clerical and musical life of the Cathedral. <u>External Relations:</u> <ul style="list-style-type: none">• Note-taking for meetings at St Peter's School or in relation to the work between School and Cathedral.• Co-ordinating ticketing arrangements for services and arranging invitations and supporting social/stakeholder gatherings.• Assisting with booking musicians for specific services and events.• Assisting with the administration of St Williams Singers and Visiting Choirs as appropriate.• In exceptional circumstances, the Music Secretary may be requested to assist with chaperoning the chorister pupils from St Peter's school to rehearsals/services.	

JOB DESCRIPTION



Personal Development

Undertake training required for your role or agreed as appropriate for future development.

Contribute to supervision and performance management arrangements by your line manager such as 1-1 meetings and interim/full year appraisal (PDR) reviews.

Any Other Duties

This Job Description gives an overview of your responsibilities. It does not form part of your contract of employment and you may be required to undertake other duties that it is reasonable to ask of you given your knowledge, skills, experience and level of training.

Health & Safety

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and 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 and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. You must immediately raise any concerns concerning your health, safety or welfare at work to an appropriate person.

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 Minster. You will be required to understand and follow our policies and procedures including reporting concerns, undertake designated safeguarding training, diligently perform safeguarding duties specific to your role and follow good practice in relation to your own behaviour and conduct.

Equity, Diversity & Inclusion

We are striving to provide a warm and inclusive welcome to our staff, volunteers and visitors. As a values led organisation, we see our legal obligations as a starting point and are on a journey to ensure all our staff can be their authentic selves at work. We expect all staff to support this commitment as we seek to create an environment in which they feel empowered and equipped to challenge any inappropriate language, behaviours or ways of working that they witness.

PERSON SPECIFICATION



REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A - Application form I – Interview T - Test
Supporting Our Values Respect for the Christian ethos and mission of York Minster. Active support for our values of Integrity, Purpose, Humility & Compassion.	E E	A/I I
Education/Qualifications/Training Courses <ul style="list-style-type: none"> • Educated to A Level standard or equivalent. • Educated to degree level or equivalent. <p><u>Important Note</u> – we welcome applicants who have equivalent levels of education/qualifications/training or who have followed vocational or alternative routes to gain similar levels of knowledge.</p>	E D	A A
Knowledge & Experience <ul style="list-style-type: none"> • Excellent IT skills including the use of Microsoft Office. • Experience of diary management. • Experience of administering meetings and minute taking. • Experience of managing relationships. • Experience and knowledge of handling confidential information. • Experience of managing extensive filing systems. • Knowledge of the Liturgical Year and Church Music. • Experience of providing high level support to a Senior Manager, in a complex organisation. 	E E E E E E E D	A/T A A/T A/I I T I/T A/I/T
Competencies <ul style="list-style-type: none"> • Takes pride in delivering high quality and accurate work. • Able to work as part of a team. • Able to establish strong professional relationships. • Able to demonstrate initiative. 	E E E E	I/T I/T I/T I/T
Special Features <ul style="list-style-type: none"> • Ability to work occasional evenings and weekends for choir events. 	E	A

Salary

The pay for this role is £12 per hour, plus contributory pension scheme where applicable.

Working Patterns

This role is 21 hours per week, working patterns are primarily Monday to Friday.

Annual Holidays

The FTE holiday entitlement is 25 days per annum plus 8 public holidays. If a member of staff is required to work on a public holiday, they will be entitled to the equivalent time off on an alternative day, to be agreed with their Line Manager.

Pension Scheme

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the occupational Staff Pension Scheme. The Chapter of York will contribute to a contributory pension scheme with the Church Workers Pension Scheme including Life assurance at three times salary. Employee contributions are 3% and automatic enrolment will be made unless the employee chooses to opt out. The contribution made by The Chapter of York is 10.25%.

Staff Discount

All employees receive a 10% discount on purchases from the York Minster Gift Shop and discounts from various shops and cafes within the vicinity of the Minster Precinct. A Cash Health Plan has been introduced providing lump sums towards dental, physio, optical costs, membership of the PerkBox discount platform, virtual GP access and an EAP.

Parking

Free parking is available subject to availability.



EQUALITY STATEMENT



Chapter aims to provide equity and diversity to all in employment, and aims not to discriminate on grounds of social economic group; gender; race; colour; nationality; ethnic or racial origin; carer responsibilities; sexual orientation; disability; age; appearance; religious or political belief; trade or union activity; or any other conditions, or requirements which cannot be shown to be justified. The same commitment also applies to discrimination based on association with someone who possesses any of these characteristics, and to discrimination based on the perception that someone possesses such a characteristic.

To ensure that Chapter's Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employee' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equality and diversity.



HOW TO APPLY



Please complete the Application, Confidential Declaration and Equality & Diversity forms in full that are available as a link on our online Jobs page yorkminster.org/jobs/ and send to:

jobs@yorkminster.org

Completed forms should arrive no later than **noon on Monday 27 May 2024**. Interviews will take place on **Wednesday 5 June 2024**.

If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, medical clearance and a Disclosure and Barring Service (DBS) check at a basic level.

