

# Assistant Director of Music

Hexham

## Role Description and Person Specification

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The Church of England is committed to promoting a safe environment and culture for children, young people and vulnerable adults. Anyone appointed to this role will be expected to work within the relevant safeguarding policies and procedures, and to attend all required safeguarding training.

## Role Description

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**Main purpose of the role** The Assistant Director of Music will play a vital role within the Music department, working alongside the Director of Music in assisting with training and conducting the choir and playing the organ when required

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**What the role involves** You will be expected to:

- be Assistant Organist for the Abbey.
- rehearse and conduct the church choirs for the Abbey as directed by the Director of Music.
- assist the Director of Music in planning and arranging choir tours and visiting choirs.
- assist the Director of Music to recruit, retain and train young choristers and adult singers.
- assist with Choir direction, administration and any aspects within the parameters of the music programme.
- be aware of and comply with all relevant safeguarding requirements.
- know how to respond to and report any safeguarding concerns or allegations.
- provide ongoing support, encouragement and supervision for team members.
- provide induction for new team members.
- attend meetings for planning and your support, guidance or supervision.
- ensure that personal data is stored securely.
- ensure the environment is safe for everyone involved.

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**When and where you will be doing it** Hexham Abbey services each Sunday at 10am and 6.30pm; Choral Evensong on Wednesdays and Thursdays in term time at 6.30pm. Also services on Ascension Day and Ash Wednesday, Good Friday, Easter Eve, Easter Day, Christmas Eve, Christmas Day and Carol Services. Any other concerts/events by agreement with the Rector/Director of Music.

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<b>Disclosure and Barring Service check</b>	An enhanced check is required with both children's and adults' barred list checks.
<b>To whom you will be responsible</b>	The Director of Music and the Rector
<b>Safeguarding training requirements</b>	The following safeguarding pathways will need to be completed: <ul style="list-style-type: none"> <li>• Basic Awareness</li> <li>• Foundation</li> <li>• Leadership</li> </ul>
<b>Support you will be given</b>	The Director of Music, the Rector, the wider staff team and Safeguarding team
<b>Other information</b>	Applicants should either be a communicant member of the Church of England; a practising member of a Christian church in good standing with the Church of England, or be sympathetic to the aims and objectives of the Church of England.  Annualised contract for 624 hours. Annual salary £9,000. Some additional fees for occasional offices. Pension Scheme and Life Assurance. Additional benefits of on-site car parking and staff discounts.

## Person Specification

<b>Knowledge, skills, experience, personal attributes, qualifications or other requirements</b>	This role requires someone who: <ul style="list-style-type: none"> <li>• Is familiar with a broad genre of relevant church music</li> <li>• Has good communication skills</li> <li>• Is a gifted organist and choral trainer</li> <li>• Builds good relationships with tact and sensitivity</li> <li>• Is an encourager, able to nurture skills in others</li> <li>• Is approachable and empathetic</li> <li>• Is punctual</li> <li>• Is willing to develop skills and to engage with training</li> <li>• Treats everyone with respect and dignity</li> <li>• Works well as part of a team</li> </ul>
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## Additional Information

The following information is relevant to **everyone** who has a role in the church.

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**Promoting a Safer Church** Everyone must read and have access to the Church of England's safeguarding policy statement entitled [Promoting a Safer Church](#).

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**Training** Everyone must undertake training that is relevant to the role. Most safeguarding training can be completed online via the Church of England's [Safeguarding Training Portal](#). However, face-to-face training will be provided to anyone who can't access the online portal.  
Safeguarding training needs to be refreshed every three years.

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**Policies and Procedures** Everyone must read and comply with any relevant policies and procedures that have been approved by the PCC.

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## Document Approval

This document was approved by Kirsty Wills on 23/08/2024.