



Music Outreach Worker

Job Description – April 2022

BACKGROUND

St Mary's is the church in the centre of the community in the market town of Attleborough, Norfolk. The church is centrally located and the building, with its attached hall, is widely used by different community groups. Music making at St Mary's enjoys a fine and long-established tradition. The church hosts several concerts a year, is known for its superb acoustics, and has a well-respected choir of c.30 singers (including a number of children choristers) that has deputised frequently at Norwich Cathedral and enjoyed temporary residence at other cathedrals, including St Paul's Cathedral, Westminster Abbey, Peterborough Cathedral and St Edmundsbury Cathedral. A dedicated part-time Director of Music (Dr Ben Miller) and Assistant Director of Music (Nigel Waring) lead music making at St Mary's, with support from a number of volunteer singers and musicians, and with general oversight by a musical Rector (Revd Matthew Jackson, who is a singer himself), assisted by two other members of clergy and a team of lay-workers and retired clergy. In addition to several electronic keyboards and a large pipe organ, the church has recently received a gift of a grand piano.

St Mary's enjoys good links with local schools and families through its existing work with children, and this work is something we are keen to grow further as we emerge from the Covid-19 pandemic. Music is important to us and we therefore seek to build on our musical tradition to develop St Mary's as a local centre of musical excellence for Attleborough and the wider Breckland area. Central to this vision is employing a dedicated Music Outreach Worker based at St Mary's to develop a new music outreach programme for children in the local community, in partnership with the Norfolk Music Hub.

We see our aspirations as being fulfilled through the establishment of a new children's choir aimed at primary school aged children and by developing an exciting programme of regular music workshops and activities that would be run by the Music Outreach Worker and/or external specialists. The new children's choir would be separate from the existing choristers of the church choir, as we see the need for an explicitly secular after-school singing club for children. The new children's choir would meet weekly to sing together for fun in the church building and would be recruited from the community and local schools.

The post-holder will work with members of the music team at St Mary's to lay the foundations of our music outreach programme and would take principal responsibility for running the new children's choir and organising the activities and workshops. The post represents an opportunity for someone who would be excited to develop these plans from an early stage.

We are extremely grateful to Youth Music, which has provided a grant to support the establishment of this post.

THE POST

The Music Outreach Worker will be employed for two days per week for two years in the first instance (with a three month probationary period), working primarily during term time. It is not required that the post-holder be a Christian, but they should be in sympathy with the aims and ethos of the Church of England.

The post-holder will be responsible to the Rector and the Director of Music.

The successful candidate will:

- work with the Director of Music and other staff to develop a vibrant music outreach programme for local children and young people in Attleborough and the surrounding areas, delivering:
 - an after-school singing group in collaboration with local primary schools, open to all children from Year 2 onwards, which would meet weekly during term-time.
 - one-off music workshops to be led by external specialists/organisations and regular workshops to be delivered in collaboration with the Norfolk Music Hub.
- direct all rehearsals and performances of the children's choir, and oversee their musical development.
- lead the recruitment of children for the new choir, and (in collaboration with others) take an active role in promoting them.
- undertake the preparatory work and administration relating to the children's choir and music workshops, in collaboration with other members of staff.
- liaise with local schools to encourage participation, e.g. through assembly visits and holding taster sessions.
- manage, under the supervision of the Director of Music, a budget to support the work of the choir and enable the music workshops.
- obtain and keep up-to-date appropriate safeguarding credentials as directed by the Parish Safeguarding Officer; and collaborate with the Director of Music and Parish Safeguarding Officer in all matters related to safeguarding.
- be pro-active in creating opportunities for external visits such as concerts and performances away from the Church, both locally and potentially further afield (e.g. in care homes, in concert venues, etc.)
- assist with organising church concerts and publicising music outreach activities through posters, leaflets, social media, press releases and web articles/blogs, etc.
- collaborate with the Norfolk Music Hub to establish and promote additional music activities for children in the local area, e.g. instrumental workshops.

Additional factors:

- This is a part-time post (0.4 FTE) and could easily be combined with other work or study.
- The precise hours of work are to be determined with the successful candidate.
- St Mary's Attleborough is committed to safeguard all children, young people and vulnerable adults in line with the Diocese of Norwich and the National Church of England policies. Any appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).

PERSONAL SPECIFICATION

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training fit each of the below criteria.

Criteria	Essential	Desirable	Assessment
Qualifications and experience	<ul style="list-style-type: none"> Highly respected and experienced director of choirs that demonstrate consistent levels of excellence. Demonstrated aptitude and relevant experience of directing children's choirs. Sufficient keyboard skills to lead and accompany choir rehearsals unaided (the post-holder need not be an organist). 	<ul style="list-style-type: none"> Music degree (or equivalent). Qualifications in education. Relevant experience of leading other music workshops for children, young people and adults. Relevant experience participating in ensembles as a performer. Mastery of a keyboard or non-keyboard instrument. 	AF, I, ST, R
Skills and knowledge	<ul style="list-style-type: none"> Good time management and organisational skills. Good IT skills. 	<ul style="list-style-type: none"> Experience or qualification in supporting people with learning disabilities, or physical or sensory impairments. 	AF, I, R
Personal Attributes	<ul style="list-style-type: none"> Passionate about helping children through music. A genuine desire to work with children and young people. Able to communicate effectively with children, young people and adults both verbally and in writing, with the potential to be a charismatic mentor for young people. Ability to work unsupervised, use initiative, and apply creativity to solve problems, but also to work as part of a larger team when required. Well organised and self-motivated. Take reasonable steps to ensure the safety and wellbeing of children and young people. 	<ul style="list-style-type: none"> Flexible for availability with regard to occasional evening and weekend work. Experience in child safeguarding. 	AF, I, ST, R

AF = Application form I = Interview ST = Selection test R = References

EMOLUMENTS

The post-holder will receive:

- a salary of £9,500 per annum.
- access to the grand piano (and organ if applicable) for personal practice.
- assistance in planning a programme of professional development, with a budget to support training and meeting/conference attendance, plus training from members of the Norfolk Music Hub, and free mentoring and training where those skills may exist among the staff or parishioners of St Mary's Attleborough.

APPLICATION PROCESS

Please submit a full CV, covering letter and the names and contact details of three referees (one of whom should be a current employer/supervisor), to reach us by 5pm on 10 May 2022 to:

Revd Matthew Jackson, Rector: therectory@me.com

(E-mail applications preferred, but postal applications accepted):

Revd Matthew Jackson,
c/o St Mary's Church Office
Church Street, Attleborough, Norfolk, NR17 2AH

To arrange an informal conversation about the post, please contact:

Revd Matthew Jackson, Rector: therectory@me.com and/or

Dr Ben Miller, Director of Music: music.attleboroughchurch@outlook.com

We hope that interviews will be held in the week commencing 23 May 2022, with a view to the post-holder starting in the summer or as soon as possible thereafter.