

**Lead Choir Chaperone – Information for Candidates**

**Background**

Guildford Cathedral is a sacred space and a community of people who engage with God and the wider world for the common good. We do this by being a warm hearted community open to God, to all, to growth and to transformation. Over 100,000 visitors come to the Cathedral each year and our Cathedral ‘community’ comprises thousands who feel close the Cathedral because of historical connection, the purchase of a brick in the 1950s, their membership of the worshipping congregations or staff and volunteers.

The core task of Guildford Cathedral is worship. Daily and Sunday choral services are the backbone of our work. The Cathedral is led by the Dean with the Cathedral Chapter which is akin to a Board of Directors and charity trustees. The Residentiary Canon with Responsibility for Liturgy has the responsibility for liturgy and outreach. The Organist and Master of the Choristers has responsibility for provision of sacred music in support of the liturgy.

The Chapter wishes to appoint a paid position of Lead Choir Chaperone with effect from 1 September 2018 to assist the Organist and Master of the Choristers, the Sub Organist and the Organ Scholar with the proper safeguarding of children and vulnerable adults in Guildford Cathedral Choir in line with the Cathedral’s safeguarding policy.

**Job Specification**

Job Title: Lead Choir Chaperone

Accountable to: Organist and Master of the Choristers

Hours of work: Split per term: approximately 324.5 hours in the autumn term, 303 hours in the spring term and 253.3 hours in the summer term (approximately 880.8 hours total) covering the Cathedral choir’s annual schedule of USUALLY 35 weeks’ singing, plus up to five hours per week administrative time (175 hours annually). Additional hours as per choir schedule involving residential weekends.(usually one a year for girl choristers) and choir tour nationally and internationally.

Two year contract (Sep 18 – Sep 20)

Main Terms and Conditions:£7582.58 per annum, paid monthly in arrears in regular amounts every month irrespective of choir activity. Holidays pro-rata.

The appointment is subject to the successful completion of a probationary period of 3 months during which employment can be terminated by one week’s notice by either party.

An Enhanced DBS Disclosure will be required before commencing this post.

**Key Tasks**

* To take responsibility for the safety of choristers and young people under 18 by providing a chaperoning service for all choirs’ activities when young people are present either at Guildford Cathedral, Lanesborough School or other sites where the Cathedral Choir is required to be for rehearsals, services, concerts or broadcasts, both at home and abroad.
* To carry out chaperoning duties in the early morning (7.45 a.m. to 9.15 a.m.) and afternoons on Tuesdays, Thursdays and Fridays (usually 4.00 p.m. – 6.45 p.m.) and evenings on Tuesdays (until 8.45 p.m.), some Saturday afternoons (according to choir schedule – usually one or two a term) and Sundays (8.45 a.m. – 12.30 p.m. except second Sunday of a month - 8.45 a.m. – 11.15 a.m. and 4.30 p.m. (girls) or 4.50 p.m. (boys) – 7.15 p.m.) and other times as detailed on the choir schedule.
* To carry out administrative tasks, such as the recruitment and booking of additional chaperones and organisation of choir teas.
* To ensure that volunteer chaperones’ safeguarding training and requisite first aid training is up to date.
* To provide volunteer chaperone rotas.
* To draw up and revise any individual chorister care plans as required.
* To send out, collate and maintain information documents pertaining to the choristers and revise them on an annual basis.
* To draw up any risk assessments for trips off site as required.
* To meet with the Cathedral music staff as required.
* To travel to and from Lanesborough School on a minibus as lead chaperone on Tuesdays and Thursdays to collect the choristers and chaperone them en route to the Cathedral.
* To always work within the Cathedrals Safeguarding Policy and Procedures.

**Essential (E) and Desirable (D) Skills and Attributes**

* To have the personality and interpersonal skills required to enjoy working with people between the ages of 7 and 17, and have the requisite experience of dealing with people in this age group (E)
* To be able to use stairs easily and keep up with the children (E)
* To have good communication skills, especially in dealing with the children’s parents and Cathedral Staff and Volunteers (E)
* To be able to work as part of a team but also use initiative when required (E)
* To be willing to work with the boy and girl choristers both separately and together on occasion (E)
* To be able to deal effectively with confidential information concerning children and their welfare, and deal appropriately with any child’s/children’s pre-existing or other medical conditions (E)
* To be flexible with working patterns and hours, especially at the start of the academic year and for choir concerts, tours and other extra-curricular activities (E)
* To be competent in the use of Outlook, Word, and Excel (E).
* To be qualified in First Aid at Work and Paediatric First Aid (D) (training can be provided)
* To have clean driving licence (D).
* To have an in date passport (D).

**Recruitment Process**

To apply for this post, please visit the Cathedral Website ([www.guildford-cathedral.org](http://www.guildford-cathedral.org)) and complete the application form provided. Please send this with a covering letter addressing the Key Tasks and Essential Skills and Attributes, as well as your CV, to [Dops@guildford-cathedral.org](mailto:Dops@guildford-cathedral.org) or Matt O’Grady, Guildford Cathedral, Stag Hill, Guildford GU2 7UP. Referees will not be approached without your consent. Applications will only be considered with a completed application form, CV and covering letter. Guildford Cathedral operates under a Safer Recruiting policy. Enhanced DBS clearance will be required before taking up the post, as will proof of eligibility for working in the UK.

Closing Date: Friday 13 July 2018, noon.