



Liturgy & Music Officer

JOB TITLE: Liturgy and Music Officer

RESPONSIBLE TO: Dean's PA

KEY INTERNAL

RELATIONSHIPS: Canon Precentor, Dean's PA, Head of Music, Head of Events

SALARY: £21,850 per annum

PENSION: Subject to meeting the relevant criteria you will be enrolled in the Cathedral's Pension Scheme with 8% employer contributions.

HOURS: 37 hours per week (Monday to Friday, with an infrequent Sunday working requirement)

HOLIDAYS: 28 days (PRO RATA) plus bank holidays

Holidays are not normally to be taken in the fortnights prior to the annual Readers Admission and Licensing Service; Ordinations; Holy Week (and in Holy Week itself before Good Friday); nor in Advent.

Detailed Job Description:

- Working closely to support the Canon Precentor in all aspects of booking and scheduling Acts of Worship and Services
- Organising for appropriate proofreading of Service Sheets
- Production and Printing of Service Sheets
- Support with data gathering, including by capturing accurate figures for online participation in services.
- Production of Monthly Services List.
- PRS Returns
- Production of Lectionary
- Admin Support for Head of Music / Music Department
- Transcription of music using Sibelius software
- Responsibility for liaison and booking of visiting choirs in collaboration with Canon Precentor and Head of Music.
- Organising Volunteer Rotas
- Production of Cathedral Notices
- The role will include several hours a week of PA responsibility for the Canon Precentor – including diary management, printing and operational support

Person Specification:

- An organised and methodical approach to your work (essential)
- An excellent team player (essential)
- Good telephone manner and all round communication skills (essential)
- Ability to read and transcribe music (essential)
- Willingness to learn and use new software including Sibelius (essential)
- Meticulous eye for detail (essential)
- Ability to multitask (essential)
- In sympathy with the ethos of the Church of England (essential)
- Understanding of the Anglican Liturgical calendar (desirable)

We are an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as those of global majority heritage are currently under-represented in our staff team, we would particularly welcome applications from those groups.

Deadline for Applications: **Wednesday 8 February 2023**

Interviews will be held at the Cathedral on **Friday 17 February 2023**.

Please send your completed application form to: recruitment@birminghamcathedral.com