



The Diocese of
Southwark

Job information pack

Director of Music

An exciting part time role for a gifted musician with the skills and passion to Direct the Children's Choir at St Faiths.



St Faith's
NORTH DULWICH

Closing date: 3 March 2025

Interviews: 12 March 2025

**Christ
Centred**

**Outward
Focused**



The Diocese of
Southwark



St Faith's
NORTH DULWICH

Dear Applicant,

I am delighted that you have expressed interest in our role of Director of Music. I hope that you will find the information provided in the pack inspiring. I would be very happy to have an informal discussion about the role, and to provide more information; please contact me through e-mail at njquanrud@gmail.com.

We are looking for a gifted musician to integrate into the parish of St Faiths as they direct and further develop the children's choir. The Director of Music must have a desire to give first class musical education to those who would not necessarily have the opportunity, and to inspire and encourage individuals and groups to discover their musical potential.

If you feel called to be part of our journey, we would be delighted to hear from you.

With best wishes

Fr Nick Quanrud

Associate Priest, St Faith's, North Dulwich



The Diocese of
Southwark



St Faith's
NORTH DULWICH

Diocese of Southwark Job Description

Job Title:	Director of Music [18 hours/week]
Reporting to:	The Parish Priest, St Faith's North Dulwich
Location:	St Faiths Church, Red Post Hill, London, SE24 9JQ
Key Relationships:	The Parish Priest (line manager) Local schools and children's groups Other Volunteer Leaders and the wider congregation St John's Clergy/Music staff

Background to the job

This is an exciting opportunity for a Director of Music to play a key role in implementing “*A Fruitful Future II: Strategic growth and cultural change in the large, diverse Diocese of Southwark*”. Specific projects have been identified in places across the Diocese of Southwark where there is a clear opportunity for growth and funding has been obtained from the Church of England's Strategic Development Fund to support these projects.

One of these places is St Faith's, North Dulwich, a vibrant Church of England parish with a diverse congregation worshipping in the catholic tradition. The church is situated at the edge of the affluent Dulwich Village to the south and the Denmark Hill Estate to the north of the parish. We regularly have 60-80 in church at the Parish Mass on Sunday mornings, though for larger services we can sometimes have as many as 100-150. Our congregation is predominantly of West African and Caribbean background, and we frequently have 20-30 children and young people in church, many of whom take an active role in serving or singing. Despite never having had an employed Director of Music until relatively recently, St Faith's has a deep love of music. Over the years we have been blessed with gifted volunteer musicians, and music has been an essential way of involving people in the life of the church. Since May 2022, St Faith's has partnered with St John the Divine Kennington in a new Resourcing Church initiative. St John the Divine have for many years run very successful music programmes for young people, and we have begun work to establish something similar at St Faith's, while maintaining the distinct identities of the two places. We are keen to build up our children's choir, both to enhance our worship in church, and principally as a means by which to reach out in mission into the local community. We would like to better engage with the children in our existing congregation, and to provide them with musical opportunities both within and beyond the choir.

Job Purpose / Summary

- To take a leading role in all aspects of the musical life of St Faith's, North Dulwich.
- To recruit, train and develop the children's choir to sing for the liturgy at St Faith's, North Dulwich.

- To work closely with the Parish Priest in developing this ministry; to ensure that the children's choirs are integrated into the life of the parish; and to nurture and develop the musical gifts of young people within the congregation.
- To build relationships with local schools and community organisations, developing a collaborative approach to supporting choristers, ensuring streams of recruitment and mechanisms for referring pupils to the choirs.

Key Responsibilities

- Train and rehearse the children's choir every Monday during term time.
- Direct and accompany one of the choirs at the Family Mass on the first Sunday of the month.
- Direct the choir at other specified services (up to six times a year).
- Direct the choir at engagements away from the parish as these may arise; (external engagements to be made with the agreement of the Parish Priest).
- Work closely with the Parish Priest in the choice of music appropriate to the liturgy.
- Work closely with parents and volunteers, encouraging their support of the choirs.
- Communicating regularly with parents, schools, and the wider parish, promoting the choirs in the community.
- Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the Diocese and parish.
- Work in collaboration with the musicians of St John the Divine Kennington in developing opportunities for choristers from both churches.
- Integrating with the existing congregation to develop new musical opportunities for young people.
- Undertake such other reasonable duties that may be required by the Parish Priest.

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Person Specification

This post is subject to an occupational requirement that the postholder be a practising Christian under Part 1 of Schedule 9 of the Equality Act.

Essential	Desirable
Experience and qualifications	
<ul style="list-style-type: none"> Strong choral practitioner who works well with children. 	<ul style="list-style-type: none"> Graduate level qualification in music or equivalent.
<ul style="list-style-type: none"> Experience of leading a choir or singing group in a relevant context. 	
Skills/Aptitudes	
<ul style="list-style-type: none"> Excellent musical and teaching skills, and good keyboard skills. 	
<ul style="list-style-type: none"> The ability to teach children from a diverse range of backgrounds and of differing levels of experience of faith, and to command their respect. 	
<ul style="list-style-type: none"> The ability to inspire and encourage individuals and groups to discover musical potential. 	
<ul style="list-style-type: none"> Knowledge and understanding of the place of music within the liturgy, and be sympathetic to the ethos of the Church of England. 	
<ul style="list-style-type: none"> The ability to work collaboratively with others, including musicians, clergy, parents, teachers and parishioners. 	
<ul style="list-style-type: none"> Strong interpersonal skills recognising that they will be working with people from diverse backgrounds and of different levels of experience of faith. 	
Character and personal qualities	
<ul style="list-style-type: none"> The willingness to integrate into the community at St Faith's, through staying on for drinks or social occasions after Mass. St Faith's is a welcoming, diverse and inclusive church, and it is important to us that the Director of Music is supportive of our ethos 	
<ul style="list-style-type: none"> A strong desire to give a first class musical education to those who would not necessarily have the opportunity. 	

It is a requirement of this role that a satisfactory Enhanced DBS check takes place before commencement.

TERMS AND CONDITIONS

Director of Music, St Faiths North Dulwich

Part-time

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW. This post is a fixed term until 30 June 2028, funded by the Church of England's Strategic Development Fund.

Normal Place of Work

Your normal place of work will be St Faith's North Dulwich, Red Post Hill, London SE24 9JQ.

Salary

The post has a salary of £18,000 [£35,000 pro rata] per annum.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

18 hours per week including evenings and Sundays

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays [pro rata]

The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Cycle to Work Scheme

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Employee Assistance Programme

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.