**Job description – Alto/Countertenor Lay Clerk**

**Title:**  Alto/Countertenor Lay Clerk

**Salary scale:**  £7,139 per annum

**Hours**: 8 hours per week across 38 weeks of the year

**Accountable to:** Director of Music

**Location:** Liverpool Cathedral

**Job Summary:**

Lay Clerks sing as part of the Liverpool Cathedral Choir at five of the seven principal services each week, and at such rehearsals as are laid down in the timetable below.

The standard singing timetable for Lay Clerks is:

THURSDAYS: Rehearsal 5.00 - 5.20 / Evensong 5.30 - 6.00

FRIDAYS: Rehearsal 5.00 - 5.20 / Evensong 5.30 – 6.00

SATURDAYS: Rehearsal 2.00 - 2.30 / Evensong 3.00 - 3.40

SUNDAYS (morning): Rehearsal 9.30 - 10.00 / Eucharist 10.30-11.50

SUNDAYS (afternoon): Rehearsal 2.00 – 2.30 / Evensong 3.00 - 4.00

The only deviation is on Saints days and other Holy days of obligation where the commitment will be stated clearly on the choir schedule which is issued at the end of one term for the next term. They may also be required at any additional rehearsal which might be considered necessary and scheduled in advance in the diary. All Lay Clerks must familiarise themselves with solos or new music in advance of rehearsal, at which a punctual start is expected.

Up to six Lay Clerks are appointed to provide two singers in each part, having knowledge of the music and procedure at the Cathedral services. The six Lay Clerks are supplemented by six Choral Scholars, bringing the total number of each voice to four (12 in total).

**Key responsibilities include:**

* Singing with the Cathedral Choir across 5 of services each week
* Preparing music before a rehearsal
* Arranging for deputy singers on occasions where the Lay Clerk themselves cannot sing.

The post holder will undertake other relevant duties as may be requested from time to time and commensurate with the role.

**This role is subject to a satisfactory DBS check.**

The Cathedral Choir consists of separate boys’ and girls’ top lines which are augmented by the Lay Clerks and Choral Scholars. The role of Lay Clerk therefore requires an enhanced DBS.

**Encounter Liverpool Cathedral**

Liverpool Cathedral is a place of spiritual and cultural significance for the city and region of Liverpool. From its foundation in the early part of the 20th century it has existed as community and building built by the people, for the people to the glory of God.

Liverpool Cathedral is more than an iconic Grade 1\* listed building. It’s a vibrant, active place that the people of the city, regions and world encounter in many ways. So alongside those who come for one of our daily worship services, people may encounter us for a gala dinner or a school trip. A tourist may visit us or we could be hosting an awards ceremony or graduations. People encounter us in many ways. But in each way, we hope they encounter a warm welcome and sense of God.

As part of their visit we believe everyone will encounter:

Inspiring Christian worship

A breathtaking experience

A community committed to justice and mercy

A safe, generous place in joy and sorrow

A dynamic community of staff and volunteers

A God who knows and loves you.

Working for Liverpool Cathedral will bring you into a community that seeks to make those encounters happen. You will be someone who can subscribe to, and live out, our values of excellence, dynamic, integrity and inclusive. You will have the benefits of working in a landmark building with colleagues who are serious about the work life balance with generous holiday allowances and access to an Employee Assistance Programme. We have a strong working partnership with the Diocese of Liverpool bringing extra support to our activities.

For more information about Liverpool Cathedral go to [www.liverpoolcathedral.org.uk](http://www.liverpoolcathedral.org.uk/)

**Liverpool Cathedral Values**

Our values underpin the culture of working for Liverpool Cathedral, they are:

**Integrity:** This means we act honourably and truthfully and display consistency of character. We show respect to all recognising how we speak and act affects others. We uphold high standards and are accountable for our behaviour.

**Inclusivity:** This means we actively co-operate with one another and value our differences and solve problems by listening and finding solutions together, always treating everyone fairly and promoting participation. We create a culture of warmth and belonging, where everyone is welcome.

**Excellence:** This means we go that ‘extra mile’ and follow through on our commitments and consistently deliver the highest quality of service to all. We demonstrate professionalism and have high expectation of each other being committed to teamwork, sharing knowledge, resources and skills.

**Dynamic:** This means we actively embrace change, welcome progress and display enthusiasm, passion and enjoyment for our work. We are innovative, open minded and willing to adapt; and we use our drive and commitment to energize, engage and inspire others.

**Person Specification**

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| --- | --- |
| **Essential** | **Desirable** |
| **Experience** |  |
| Singing as a professional musician in a cathedral choir, large parish church choir, or a choir of another comparable institution. | Working knowledge of the Anglican choral tradition. |
|  |  |
| **Knowledge & Skills** |  |
| Demonstrable excellent singing voice within the vocal range of the voice advertised. | Knowledge of good vocal health. |
| Sight-singing to a high standard. |  |
| **Personal Qualities** |  |
| Approachable, friendly and willing to work as part of a close-knit team. |  |
|  |  |
| **Qualifications** |  |
| Either hold a degree in music or have equivalent experience in the relevant field. | Degree in Music |
| **Work Related Circumstances** |  |

**The post holder must be in sympathy with the aims and ethos of the Church of England. The post holder must also fully support the Values of the Diocese of Liverpool/Liverpool Cathedral.**