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**Parish of St Wilfrid’s, Cowplain**

***Our vision for St Wilfrid’s is to be a vibrant,***

***welcoming and consistently growing church***

***that is seen by our community to be at its heart.***

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| Job Profile | Information |
| Job title | **Organist** |
| Reports to | **Priest in Charge**  **Chris Spencer** |
| Accountable | **The Parochial Church Council (PCC) of the Parish of St. Wilfrid’s, Cowplain** |
| Work pattern/hours | To be discussed with successful applicant |
| Special conditions of employment | None |
| Salary | In accordance with nationally agreed terms |
| Date written/updated | **May 2024** |

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| Role context |
| St Wilfrid’s church is looking forward to a new era, with the appointment of Rev Chris Spencer as priest in charge. Chris was licensed on 3rd September 2023 and he will be fully involved in the recruitment process for this post. Interested potential applicants may wish to view the Parish Profile to gain an overview of the church and the parish. |

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| Role purpose and objectives |
| To provide organ music for worship services and other church functions including weddings and funerals. The successful applicant will be able to display a good level of musical talent from training and experience, have a thorough working knowledge of the worship services and a theological understanding of church music. The ideal candidate will be able to communicate well and in a friendly manner with the ministry team, and members of the congregation. |

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| Key Responsibilities and Code of Conduct |
| St Wilfrid’s Church current has a 2-manual Makin digital organ.  Worship in church  The organist will be required to play at the communion service, which is currently at 9am and other services as agreed throughout the year with the line manager.  The organist will be expected to   1. Work with the Priest in Charge and Ministry team on the choice of hymns for these services and produce a monthly music list. 2. Be responsible for choosing, rehearsing and playing these items of music on the organ at the relevant church service. 3. Introduce to the congregation new music, hymns and songs when appropriate. 4. Play the organ for all weddings and funerals (Life Events) in the church where such musical accompaniment is requested. St Wilfrid’s church does not have many weddings (2023: 1 wedding service) but when the marriage service happens it is usually on a Saturday. St Wilfrid’s church does not have many funerals (2023: 4 funeral services) at church but when the funeral service happens it is usually during the week (Monday to Friday). 5. For periods of holiday or for other absences the organist will inform the line manager and the church will determine the course of action: this might be to request the services of the retired former organist for such occasions, or to use alternative technology to play the music, or consider the organist’s recommendations of who might play the organ.   Safeguarding   1. Follow the safeguarding policy and complete the relevant training when needed.   Life Events (Wedding and Funerals)   1. Liaise with the Priest in Charge or the minister where music is required for a wedding in church. 2. Liaise with the Priest in Charge or the minister conducting the funeral where music is required for a funeral in church.   Management of Resources   1. Oversee care and maintenance of the organ and liaise with nominated contractors. When the organ needs some maintenance, the will to liaise with the line manager. 2. Keep a record of music for overview and assist the person reporting for CCLI purposes.   Training   1. Attend appropriate training courses as approved by the line manager such as courses with the Royal Academy of Music or Royal College of Organists; payment for such courses would need to be discussed with the line manager. |

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| Essential and desirable skills, knowledge and experience required for the role |
| We are looking for someone who wants to be part of our worship team here at St Wilfrid’s church, who enjoys playing music using the organ, and to be part of a team and support the growth of the church.  Essential  An Applicant who:   * Has the suitable music skills and experience. * Can encourage, communicate well and work as part of a team. * Understands how music supports the worship. * Is creative and organised. * Has a reasonable standard of musical knowledge. * Has good listening skills. * Is self-motivated, pro-active independent worker. * Has excellent organisational and time management skills. * Possess a flexible attitude and understands the need for high levels of confidentiality. * Has ability to engage with and encourage others. * Is a capable and willing individual, with a positive attitude to work, and prepared to work flexible hours. * Has a vision for the place of music in the growth and mission of the church. * Who will get enjoyment from the role.   Desirable   * Has previous experience as church organist/ assistant organist. |

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| Work expectations |
| * Part time * Annual holiday entitlement of Four Sundays to be taken at a time agreed with the line manager * Attend relevant training opportunities as agreed with the line manager |

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| References |
| Any appointment will be dependent upon satisfactory references. The names of two referees will be required, one being able to give information regarding the ability to fulfil the role. In addition, proof of visual identity is required such as a passport or photographic driving licence. It is helpful if these are brought to the interview.  The expectations of this role are that you have no relevant unspent convictions, are not currently the subject of any criminal investigation or pending prosecution, and that there is no cause for concern regarding your conduct with children, young people or adults at risk in the context in the role for which you are applying.  It is also expected that if you become the subject of a criminal investigation, or a social services investigation, you will inform the relevant person in the organisation. You should also be in agreement with any Code of Conduct applied to your role and agree to abide by it. If you have any concerns regarding your suitability for the post that you have applied for, you should discuss this with an appropriate person. |

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**Part time Organist**

Thank you for your interest in this post. Applications should be sent to

St. Wilfrid’s Parish Office, Padnell Road, PO8 8DZ

or by email to [vicar@stwilfrids.org.uk](mailto:vicar@stwilfrids.org.uk)

Applications must be received by Sunday 7th July 2024.

The organist will play a crucial role in supporting worship services and other church functions including weddings and funerals in St. Wilfrid’s church.

The ideal candidate will be able to communicate well, have a love of music and have heart for serving the church community.

Your application should consist of your CV and a covering letter, outlining why you feel you are suitable for the role. Please include your contact details (address, phone and email if possible). Please mark the envelope or email title Organist application.

Please also provide the names and contact details (address, phone and email if possible) of two people we could contact to provide a reference.

Applicants who are shortlisted will be informed by Tuesday 9th July. Interviews and a short practical exercise will be held at St. Wilfrid’s Church on Monday 19th July. If you are unable to attend on this date, please let us know when you apply.

If you would like to talk to someone about the job, please contact Reverend Chris (priest in charge of St. Wilfrid’s church) by email at [vicar@stwilfrids.org.uk](mailto:vicar@stwilfrids.org.uk) or telephone 023 9226 2544)

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**Application form for organist**

**Closing date for Applications: Sunday 7th July 2024**

Please complete this form electronically and return to St. Wilfrid’s Parish Office, Padnell Road, PO8 8DZ or by email to vicar@stwilfrids.org.uk.

Once your application has been received, you will receive a confirmation email.

*Please complete this form as fully as you can, and enlarge any text boxes as necessary. If you have any questions or queries, please do not hesitate to contact us on 023 9226 2544.*

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| Post applied for: | organist |
| Where did you see the post advertised? |  |

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| Personal Details | |
| Title |  |
| Surname |  |
| Forename(s) |  |
| Address |  |
| Work tel. no. |  |
| Home tel. no. |  |
| Mobile tel. no. |  |
| Email |  |

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| Current (or most recent) employment | |
| Post (and current salary) |  |
| Employer |  |
| Date from/to |  |
| Summary of responsibilities |  |

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| Previous Posts (Most recent first) | | | | |
| **Employer** | **Post** | **From** | **To** | **Summary of responsibilities and reason for leaving** |
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| Education and Qualification (Most recent first) | | | |
| **School / college / university** | **From** | **To** | **Qualifications (level and grade)** |
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| Relevant Experience  Please outline the experience and skills that you feel you would bring to this role | | |
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| Courses and training attended which are relevant to this role |  | |
| Additional Questions | | |
| If successful, what is the earliest date that you could start the job? | |  |
| Are you free to remain and work in the UK with no current immigration restrictions? | |  |

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.

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| Do you have a disability you wish us to know about at this stage? | | **Yes** |  |
| **No** |  |
| If yes, please let us know what access requirements you may have. |  | | |

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| Referees  Please supply the names and address of two referees. If you are currently an employee, one of your referees must be your employer. | | |
| 1 | Name |  |
| Position |  |
| Address |  |
| Tel. No. |  |
| Email |  |
| May we approach before interview? Yes/No | | |
| 2 | Name |  |
| Position |  |
| Address |  |
| Tel. No. |  |
| Email |  |
| May we approach before interview? Yes/No | | |

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| The Church of England is committed to the safeguarding, care and nurture of everyone within our church community. In the Diocese of Portsmouth, we follow and are committed to the Church of England's House of Bishops’ Safeguarding Policies and the relevant statutory legislation and guidance "Working together" to ensure the welfare of children and young people is paramount.  Recruitment for any role involving direct contact with children or vulnerable adults will be subject to the guidelines outlined in the Church of England’s Safer Recruitment & People Management practice guidance including a DBS check where a role is eligible.  Where appropriate, completion of the relevant Church of England safeguarding training may be required as part of the probation period for successful applicants. |

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| Declaration | |
| I declare that the statements made by me in this application are true and that the accuracy thereof shall be a condition of any contract of employment offered to me by the PCC of St Wilfrid’s Cowplain. | |
| Signature of Applicant |  |
| Date |  |

*The information you have provided will be held securely for the duration of the application process. Unsuccessful applicants’ information will be destroyed.*