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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 | **November 2024** |

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| Role context |
| St Wilfrid’s church, Cowplain wants to continue to grow disciples who live out their faith day by day. Rev Chris Spencer is the Priest in Charge who 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 services such as weddings and funerals. The successful post holder will be able to display a good level of musicianship, have a working knowledge of worship services and some understanding of church music. |

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| Key Responsibilities and Code of Conduct |
| St Wilfrid’s Church has a 2-manual Makin digital organ.  The post holder will be required to play the organ at the 9am communion service and other services as agreed throughout the year with the ministry team.  The post holder will be expected to:   1. Work with the clergy on the choice of hymns for these services and produce a monthly music list. 2. Play the organ for all weddings and funerals (Life Events) in the church when needed. The church does not have many of these (1 wedding is currently booked for 2025). 3. For periods of holiday or for other absences the organist will inform the Priest in Charge.   Safeguarding   1. Follow the safeguarding policy and complete the relevant training when needed.   Life Events (Weddings and Funerals)   1. Liaise with the Priest in Charge or the minister where music is required for either of these.   Management of Resources   1. Advise the Priest in Charge of any problems arising with the function of the organ. |

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| Essential and desirable skills, knowledge and experience required for the role |
| The postholder would be part of our worship team and support the growth of the church.  The postholder will be expected to:   * Have the suitable music skills and experience. * Encourage, communicate well and work as part of a team and be able to work on their own as required. * Value the place of music in the growth and mission of the church. |

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| Work expectations |
| * Part time (to be agreed with the postholder). * Annual holiday entitlement of Four Sundays to be taken. * Attend relevant training opportunities as agreed with the Priest in Charge. |

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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 of 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**

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 Tuesday 25th February 2025.

To provide organ music for worship services and other church services such as weddings and funerals. The postholder should have a love of music and enjoy serving the church community.

Applications should consist of a CV and a covering letter, outlining why you feel you are suitable for the role. Please include 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 4th March. Interviews and a short practical exercise will be held at St. Wilfrid’s Church on Tuesday 11th March. 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: Tuesday 25th February 2025**

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. | |
| 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.*