



Assistant to the Canon Precentor
& the Director of Music
Recruitment Information Pack
September 2025



CHELMSFORD
CATHEDRAL

JOB DESCRIPTION

Assistant to the Canon Precentor & the Director of Music



Job Description

Job Title:	Assistant to the Canon Precentor and the Director of Music
Line Manager:	Canon Precentor
Hours:	21 hours per week. The role requires, on occasion, some out of hours working including weekends, evenings and bank holidays so some flexibility is required.
Salary:	FTE £30,000 per annum (pro-rated £18,000.00)
Annual Leave:	The FTE holiday entitlement is 30 days per annum plus 8 public holidays.

Role Purpose

The mission and purpose of Chelmsford Cathedral is rooted in its daily worship and music. The role of Assistant to the Canon Precentor and the Director of Music is to provide administrative and practical support to the delivery of worship from within the Liturgy and Music department, ensuring that we serve our community to the very best of our ability, nurture our young musicians and consistently achieve the highest standards in liturgy and worship.

Our worship is underpinned by the daily offering of Morning and Evening Prayer and the Eucharist, but we also conduct a number of special services for the Diocese and fulfil our role in civic life through special services with County dignitaries and partner organisations. As well as nurturing our choir, the music team are involved in the many conferences, concerts, and other events which the Cathedral hosts. Teaching and supporting our Cathedral community and the wider communities throughout the Diocese is also vital work, and this role will help assist musical outreach to encourage, in particular, young choristers and musicians.

Members of the Liturgy and Music department include: The Canon Precentor, the Director of Music, the Assistant Director of Music, the Organ Scholar and two Chorister Welfare Assistants.



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OUR CATHEDRAL

Chelmsford Cathedral, the Cathedral for the Diocese of Chelmsford, stands at the very centre of the county of Essex. As well as serving the whole of that richly diverse county, it also serves East London. A parish church Cathedral (it acquired Cathedral status in 1914), the building is 15th Century; but its interior, vividly and creatively reordered in the later twentieth century, glows with an evocative clarity of rare colour and warmth. It has been described as a “jewel box of contemporary art” - from the haunting and sombre external sculpture of St Peter by Thomas Huxley Jones to the green and gold of Mark Cazalet’s Tree of Life mural; from the bright ordered geometry of Beryl Dean’s patchwork at the east end of the Chancel to the stark glass etching of St Cedd in the chapel dedicated to him in the North-west corner.

At the heart of both city and county, the Cathedral is a hub for a rich variety of community activity. It’s a space for refreshment, respite and prayer for hundreds of people every day passing through its grounds. It’s a gathering place for schools, for civic events and services (such as the Justice Service and the Mayor’s annual service), for Diocesan occasions such as ordinations; and, of course, the great Feasts of Christmas and Easter, where the intimate space of one of England’s smallest Cathedrals is crowded out. Its congregation is thriving and diverse, with a lively junior church, and its liturgical and musical life is flourishing, with a rapidly growing choir of young choristers (boys and girls) as well as adult singers.

The Cathedral is growing its appetite for curating, hosting and theming a variety of cultural and educational events such as concerts, lectures and exhibitions. It is scoping its potential for social action in a busy city where a variety of need presents itself almost daily. And underpinning all that the Cathedral does are the daily services of prayer, song and communion, praying for a city, county, Diocese and world in need of peace and compassion.

ROLE DESCRIPTION

Main Duties and Responsibilities

Supporting the Liturgy

- Plan ahead, with the Canon Precentor, for services throughout the year in conjunction with the Cathedral Diary and Cathedral Lectionary.
- Assist in the creation and duplication of all orders of service.
- Produce and distribute service instructions in liaison with the Canon Precentor, the Director of Music and Vergers.
- Work with the Canon Precentor to ensure the production and distribution of clergy rotas and to type, duplicate and distribute the weekly intercessions booklet.
- Work with the Canon Precentor, clergy and volunteer team leaders to produce and distribute rotas supporting worship.
- Liaise with external organisations, under the direction of the Canon Precentor, in planning special services.
- Work closely with our Events team to enable the smooth running of the Cathedral Diary.



ROLE DESCRIPTION

Supporting the Music Department

Choirs and Organ Scholar

- Provide administrative support to the Music Director during recruitment periods.
- Produce, edit and distribute the termly Choir Diary.
- Obtain and maintain chorister's personal data and ensure that such is securely and appropriately stored.
- Send regular communications to chorister families to ensure they are updated and supported.
- Liaise with the Finance team to ensure the timely payment of chorister allowance.
- Assist in the organisation of music lessons for choristers, choral scholars and the organ scholar.

Lay Clerks, Deputies and Visiting Choirs

- Provide administrative support in regard to the Lay Clerks, and reservations of deputy singers and occasional musicians.
- Liaise and finalise visiting choirs' bookings, ensuring that cover is provided for Cathedral Choir leave.
- Maintain, update and appropriately store computer files of words for hymns, psalms and anthems.

Music Outreach and Events

- Work with the Assistant Director of Music and Events Team on the administration of a programme of Friday Lunchtime Concerts at the Cathedral, liaising with volunteers and performers, printing programmes and posters, attending planning meetings.
- Support the Director of Music in building and maintaining good collaborative relationships with musical partners in Chelmsford, Essex and East London.



ROLE DESCRIPTION

Office Administration

- Provide administrative support to the Canon Precentor and the Director of Music.
- Provide diary support in both individual and team diary capacities, including organising travel arrangements, hospitality etc.,
- Act as the first point of contact for all queries concerning liturgies and services in the Cathedral, update operational plans and ensure that invoices are issued correctly.
- Manage electronic and paper filing systems, ensuring that records are appropriately archived.
- Arrange piano and organ tuning and maintenance, as needed.
- Attend the weekly Permissions and Diary and Music Department meetings.

Communications

- Work with the Marketing & Communications team to maintain the Worship section of the Cathedral website.
- Produce the monthly service list for publication in the Cathedral's other marketing materials.
- Liaise with the Marketing & Communications team to provide relevant information for the weekly Cathedral Newsletter.
- Administer the Eventbrite ticketing and seating plans for special services.
- Prepare and return information to Christian Copyright Licensing International (CCLI) in accordance with agreed policy and procedures.
- Work with the Marketing & Communications team to provide accurate and timely updates for external websites such as 'A Church Near You' and 'Choral Evensong' with current service information.
- Assist with co-ordinating the Cathedral's developing pattern of online worship.

Any Other Duties

This job description gives an overview of your responsibilities. It does not form part of your contract of employment, and you may be required to undertake other duties that it is reasonable to ask of you given your knowledge, skills, experience and level of training. You may be required, with notice, to work outside of your normal working hours for which time off in lieu will be given.



PERSON SPECIFICATION

Person Specification

- General education to A Level or equivalent qualifications gained through any route.
- Competent and confident user of IT systems including Microsoft Office suite.
- Knowledge of and experience of church organisations.
- Some understanding of the Church's liturgical calendar and the musical traditions of worship that underpin Cathedral life.
- Ability to read music (traditional staff notation).
- Ability to proofread texts to a high degree of accuracy with keen attention to detail and personal pride in quality of work delivered.
- Experience in providing the range of administrative duties in a busy office, working collaboratively in a small team.
- Evidence of handling confidential information with discretion and respect.
- Excellent organisational and time management skills with the ability to work to deadlines including prioritising workload.
- Excellent verbal and written communication skills, with the ability to communicate comfortably and confidently with a variety of audiences.
- Emotional awareness in order to build relationships and support people who may be grieving and distressed.
- Proactive in anticipating issues and finding solutions to complex problems. 'Can do' attitude, and problem solver.
- Empathy and understanding of the mission and values of the Cathedral and the Church of England.
- Understand, support and promote diversity and belonging in the workplace and for every member of the community that the Cathedral serves.
- Some knowledge of liturgical terminology and liturgical church publications - desirable
- Experience working with music notation software (Sibelius) - desirable



PERSON SPECIFICATION



Personal Development

- Undertake training required for your role or agreed as appropriate for future development. Safeguarding Training will be required for this role.
- Contribute to supervision and performance management arrangements with your Line Manager such as 1-1 meetings and interim/full year appraisal (PDR) reviews.



ADDITIONAL DETAILS

DATA PROTECTION

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely, with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of six months and then destroyed. If you are the successful candidate, your application form and cover letter will be retained and form the basis of your personnel record. By submitting your application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

SAFEGUARDING

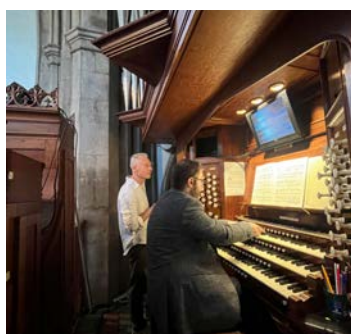
Chelmsford Cathedral is committed to the protection, safeguarding, care and nurture of all children and vulnerable adults within the church community. Our Safeguarding policy complements and is compliant with the Church of England's safeguarding policy statement for children, young people and adults, 'Promoting a Safer Church' (2017).

EQUALITY, DIVERSITY AND BELONGING

At Chelmsford Cathedral we believe in a Church that welcomes and serves, celebrates and affirms all people, and does not discriminate on the basis of age, disability, ethnicity, gender, gender identity or sexuality. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone. The Cathedral recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination. Chelmsford Cathedral will seek to promote the principles of equality and diversity in all its dealings and with all its staff and those who act on the Cathedral's behalf are required to adhere to this policy.

ACCESSIBILITY

Should you require any reasonable adjustments to be made for you to attend the interview, please let us know.



APPLICATION

To request an initial discussion about the role with our Director of Music please email samantha.hughes@chelmsfordcathedral.org.uk or call 01245 294480.

APPLICATION PROCESS

Please complete the Application Form, along with a covering letter. with reference to the above role description and person specification and return to admin@chelmsfordcathedral.org.uk

The closing date for applications is 5pm on Friday 26 September 2025, with interviews at the Cathedral week commencing 29 September 2025. More information about the process will be provided to the shortlisted candidates nearer the time.

The successful candidate will be offered the post conditionally until all Safer Recruitment checks are completed satisfactorily. This post is offered with a six-month probation period.





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