



APPLICATION PACK - BARITONE/BASS LAY VICAR



Dear Applicant

Two Posts of Lay Vicar (Baritone and Bass)

Thank you for requesting information about vacancies for two Lay Vicars at Salisbury Cathedral from September 2010. One of these posts became vacant following the untimely death of Rory Waters. Subsequently, his colleague Rob Evans, a highly-respected professional singer, has made plans to leave at the end of the summer term to pursue other professional opportunities.

These are very important appointments for us. With only six singers in the back row, we need to find singers with the right vocal qualities who will also fit well into the closely-knit social group. We hope to find applicants who have the appropriate balance of solo and ensemble skill and would find real satisfaction in being part of a choir that sings daily (though without the Lay Vicars on Wednesdays) in the Cathedral's worship. As well as the regular duties in the Cathedral, there is a well-established and greatly valued pattern of concerts out in the Diocese and (when feasible financially) occasional foreign touring.

The Lay Vicars are part of a dedicated team who are committed to the Cathedral and to the excellence of its music. They work hard together, but there is also a good social life, and humour plays a big part in keeping things in perspective. They are appointed and employed by the Cathedral Chapter and are responsible to the Director of Music. The basis of the employment is part-time. Clearly, it would be necessary to develop other part-time work that would fit alongside the Cathedral duties. You will see from the details that follow that the basis of the remuneration package is either in the form of a basic salary plus substantial housing allowance, or basic salary plus housing. In recent years, three Lay Vicars have been housed by the Cathedral and three have chosen the option with housing allowance. The Cathedral would endeavour to offer suitable housing to a successful candidate who prefers this option but this is subject to the Cathedral's stock of available housing.

Depending on the number of applicants, we expect the selection process to be in two stages. Shortlisted candidates will be invited to Salisbury on Tuesday 27 April for an audition and interview with the selection panel: David Halls, Director of Music; Daniel Cook, Assistant Director of Music; Canon Jeremy Davies, Precentor; and me. Selected candidates will then be invited back to Salisbury to sing Evensong at a later date.

These are key vacancies and present real opportunities for the right candidates. If you would like more information about the positions or have any questions, please contact me on 01722 555126 or David Halls on 01722 555147. I hope that you will be interested in pursuing your application further and I very much look forward to hearing from you. Please note the closing date is Monday 12 April.

Yours faithfully,

Timothy Hone
Head of Liturgy and Music
Email: t.hone@salcath.co.uk
Tel no: 01722 555126



Main Duties of the Post:

- Sing at all customary Choral Services as required by the Chapter. Choral Evensong on Wednesday is normally sung by girl choristers alone and is therefore a day off for Lay Vicars;
- Sing at other customary services, special services and musical events, which take place on occasions during the year. If you are unable to carry out a Cathedral Choir duty you are to arrange for an approved deputy lay vicar, having first informed the Director of Music;
- Attend practices as deemed necessary by the Director of Music, subject to reasonable notice;
- Become conversant with the repertoire of the Cathedral Choir in advance of any rehearsal or performance;
- Participate in on two Diocesan visits by the Cathedral Choir per term;
- Take part in any recordings, broadcasts or photographs as far as availability allows as required by the Director of Music in order to enhance the reputation and standing of the Cathedral Choir;
- Participate in Cathedral Choir tours and the Southern Cathedrals Festival as far as availability allows.

Person Specification

- A singer of professional standard with vocal qualities that work well in both ensemble and solo situations;
- Sight-singing skills at a high level;
- Good all-round musical skills and awareness;
- Sufficient self-confidence and resilience to cope with the demands of the post;
- Capacity and desire to learn, develop and progress;
- Good communication and interpersonal skills;
- The ability to work interdependently as part of a team and under pressure;
- The desire to use their musical skills in the context of Christian worship;
- Familiarity with and knowledge of standard cathedral repertoire;
- A sense of humour.



The initial practical test will include

- tests to establish vocal range and quality;
- singing an aria or song (own-choice);
- singing a reasonably extended solo section from an anthem, canticle or mass setting (own choice);
- sight-reading a pointed psalm to Anglican chant;
- sight-reading from the cathedral repertoire in different musical periods and styles.



Terms & Conditions

1. The appointment is subject to satisfactory completion of a three-month probationary period, during which one week's notice on either side may be given.
2. For 2009/2010 the salary is £11,138 per annum including a housing allowance of £7,092, or £4,046 plus housing provided by the Chapter, which includes the payment of council tax and water rates. This remuneration is reviewed on an annual basis.
3. One term's notice (to be given before the end of the preceding term) is required following completion of the probationary period.
4. Every Lay Vicar is subject to an annual appraisal of satisfactory performance.
5. Membership of the contributory pension scheme and non-contributory group life assurance scheme is open to all members of staff subject to certain conditions. Details are available from the Chapter Clerk.
6. Lay Vicars are entitled to take leave outside the periods of choir duty. Although the detailed arrangements will vary from year to year, there are normally at least twelve weeks of the year clear of choir commitments.
7. Chapter is responsible for authorizing the travel and accommodation costs for any choir tour. In recent tours, the costs of the Lay Vicars have been covered and an inclusive honorarium has been paid, in addition.
8. Lay Vicars may pursue their own singing or other careers provided they do not interfere with the duties required by the Chapter. Any absence from practices or services must be authorised by the Director of Music. Lay Vicars are responsible for providing and paying for the services of an approved deputy from a list available in the Department of Liturgy and Music. If absent from practices or services through sickness or injury, deputies will be paid for by the Chapter. Normally, not more than one Lay Vicar from each voice part may be absent on any one occasion. Absence on Sundays during term time is only authorised in exceptional circumstances.
9. Additional payment for non-customary or additional services may be made by the Chapter at a rate to be reviewed annually. In other circumstances, additional services are sung in lieu of the customary pattern.
10. Any additional fees for broadcasts and recordings received by external organisations will be paid following receipt by the Chapter through the payroll in the usual way.
11. This post is subject to an enhanced disclosure from the Criminal Records Bureau.
12. The current retirement age for all employees of the Cathedral is 65 years.
13. Other terms and conditions are outlined in the Employee Handbook, a copy of which will be provided at the beginning of the employment.



APPLICATION FOR EMPLOYMENT - *please read the following information carefully*

Please feel free to attach a supplementary CV, which need not duplicate the information you provide on this form. Your covering letter should include: a) what attracts you to the post; b) the experience and skills you would hope to bring; c) how the post would fit into your longer term career development.

The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. The form is divided into two parts. Please complete both parts. Please do not separate any part of the form. Where the application is successful Salisbury Cathedral may, from time to time, wish to process this information (as updated periodically) for personnel and business management purposes. Where this is the case, processing will take place in accordance with the provisions of the Data Protection Act 1998. Please also note that the organisation may approach third parties to verify the information that you have given. By signing this form you will be providing Salisbury Cathedral with your consent to all these uses.

PERSONAL INFORMATION (CONFIDENTIAL)

POST TITLE: LAY VICAR (Please indicate whether Baritone or Bass and give your comfortable range)

1. PERSONAL DETAILS

Name:	
Address:	
Contact details (Please tick preferred contact detail - calls to business numbers will be made discreetly.)	
E-mail:	
Telephone Home:	
Telephone Work:	
Mobile:	



2. GENERAL

Please give details of three people who can provide references - please provide at least two referees who you are happy for us to contact prior to interview. Between them, your referees should be able to comment on the following areas:

- your present or most recent employment or professional activity;
- your skills as a singer and musician;
- your personal qualities and inter-personal skills;
- your suitability for this particular post, which is a position of trust, involving working with children.

1. Name:	
Address:	
Tel no:	
E-mail:	
Position held:	
	May we approach this referee prior to interview? YES / NO (please delete as necessary)
2. Name:	
Address:	
Tel no:	
E-mail:	
Position held:	
	May we approach this referee prior to interview? YES / NO (please delete as necessary)



3. Name:	
Address:	
Tel no:	
E-mail:	
Position held:	
	May we approach this referee prior to interview? YES / NO (please delete as necessary)

3. EDUCATIONAL, TECHNICAL AND PROFESSIONAL QUALIFICATIONS			
Please name any awarding institute or professional body in full and include attainment level specifying relevant grades or grade of membership and dates.			
Schools attended since age 11	From:	To:	Examinations and Results
College or University	From:	To:	Courses and Results



Further Formal Training	From:	To:	Qualifications
Relevant Training Courses (Name of Organisation)	Dates:		Subject

5. PERSONAL DEVELOPMENT

Please include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable.

6. OTHER SKILLS

Languages spoken/written (please indicate degree of competence).

Computer literacy (please specify software and level of competence).



7. OTHER INFORMATION				
How/where did you learn of this vacancy?				
Personal interests and achievements <i>(Use the space below to list any interests and specific achievements.)</i>				
Have you made an application to Salisbury Cathedral before?	Yes		No	
If yes, please give details:				
Are you currently eligible for employment in the UK?	Yes		No	
Please state what documentation you can provide to demonstrate this, eg British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK.				
Have you ever been convicted of a criminal offence?	Yes		No	
If yes, please give details. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.)				

8. HEALTH (as part of your application you will be required to complete a pre-medical questionnaire)				
Applications from disabled candidates are welcomed and Salisbury Cathedral will make every effort to ensure a fair selection process.				
Are you in good health?				
Please describe below any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job duties.				



DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or against other information held by us. We may also use, or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing this application form we will be assuming that you agree to the processing of sensitive personal data (as described above), in accordance with our registration with the Information Commissioner.

DECLARATION

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, clearance of child protection procedures, a probationary period and the completion of a medical questionnaire, all of which must be deemed satisfactory by Salisbury Cathedral.

Signed:		Date:	
---------	--	-------	--

Please return your completed application form to Head of Liturgy and Music, Salisbury Cathedral, 33 The Close, Salisbury, Wiltshire SP1 2EJ or email to: litmus@salcath.co.uk

(Please continue on a separate sheet if necessary, giving page number and title heading.)

Equality Statement

Recruitment will be judged solely on the basis of the applicant’s abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

The Recruitment Process

If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, a medical, and Criminal Records (CRB) check at enhanced level.