



Weaving Jesus into the rich fabric of the city and beyond

Section Lead & Lay Clerk (Tenor)



The Dean's Introduction

Thank you for your interest in the post of Section Lead & Lay Clerk (Tenor) at Bradford Cathedral.

Grounded in the English choral tradition, our ambition is for music at Bradford Cathedral to be an exemplar of Church of England worship that values and weaves together culturally rooted expressions of faith from across the Anglican Communion.



We have a thriving musical tradition. The seventy children and adults in our choirs come to the Cathedral to sing at four choral services each week. Our education programme gives young people from many different backgrounds free singing lessons and tuition in music theory, and recently appointed professional Section Lead and Lay Clerks work regularly with choristers and volunteer singers. Our organ recitals draw some of the finest performers from the UK and abroad and we welcome a diverse range of musicians to participate in other services and events.

We are seeking a musician of the highest calibre and commitment to contribute to the fulfilment of the Cathedral's vision through the activities of the Music Department. You will be an accomplished singer, who, together with our voluntary Lay Clerks, will form the stable core of the Cathedral Choir. You will also be collaborative and able to nurture the gift of singing in other members of the choir, offering vocal coaching and being a section lead.

These roles are particularly suited to singers who want to contribute to the flourishing of the choir of a diverse and busy cathedral, and committed to people as well as to performance. We expect our applicants to be hard-working and enthusiastic, and hope that they might be willing to be fully part of the life of Bradford Cathedral.

Should you wish to have a confidential discussion about this role, please email our Organist and Director of Music, Geoffrey Woollatt – geoffrey.woollatt@bradfordcathedral.org to arrange a conversation.

With my prayers and best wishes,

Revd Canon Jonthan Triffitt
Interim Dean of Bradford

The Music Department and the Cathedral Choir



Personnel

Geoffrey Woollatt, the Organist and Director of Music is responsible for leading the Cathedral's Music Department and the musical life of the Cathedral. The Sub-Organist and Assistant Director of Music is responsible for supporting the Organist and Director of Music. They will be line managed by the Organist and Director of Music. The Music Department is supported by a part-time Choir Matron (Choristers' Pastoral Worker), who has responsibility for the pastoral care of the under-18s, their families and members of the choir as a whole.

The Cathedral Choir

The independent lines of boy and girl choristers sing for the majority of the Cathedral Choir services. The choristers are aged from 7 to 13, and have complete parity. There is no choir school, so the

boys and girls are recruited from a variety of different schools from across the local area. All choristers receive vocal coaching and theory tuition.

The back row of the choir is made up of three constituent parts:

- *Voluntary Adult Singers*: A pool of male and female volunteer singers from across the local area, who sign up to sing for services throughout choir term. The most regular of these are known as *Voluntary Lay Clerks*. Our aim is to grow our pool of singers, enable all of them to develop, and to establish a greater continuity of personnel.
- *Youth Choir*: When choristers retire from the front row, they are invited to sing as sopranos, altos, tenors and basses in our Youth Choir. The Youth Choir sing Evensong once a half term, and for other services in the calendar. This is run by the Sub-Organist & Assistant Director of Music. A number of the members of the Youth Choir are invited to be *Junior Choral Scholars*, who will sing with the *Cathedral Consort* every Sunday evening.
- *Section Lead & Lay Clerk*: Three professional members of the choir, singing alto, tenor and bass. Duties include working with the Voluntary Adult Singers, Choristers and Junior Choral Scholars to assist in the development of the choral sound. We are currently recruiting to the tenor role.
- The Cathedral Consort is made up of volunteer sopranos who join with the Lay Clerks and Junior Choral Scholars to sing Sunday Evensong and occasional other services. The Consort has a growing and ambitious identity and repertoire.
- The Grace Notes is a non-auditioned, youth community choir that sings once or twice a term at the Cathedral Eucharist and sometimes on other occasions.

Music Department Weekly Timetable

Monday 15.45 Toast & Theory
 16.20 Girl Choristers' Rehearsal
 17.00 Full Rehearsal (16.45 if an ATB service, a few times a term)
 17.30 Choral Evensong (Girls and Adults)
 18.15 Finish

Tuesday 15.45 Toast & Theory
 16.20 Boy Choristers' Rehearsal
 17.00 Full Rehearsal (16.45 if an ATB service, a few times a term)
 17.30 Choral Evensong (Boys and Adults)
 18.15 Finish

Wednesday 9.30 Weekly Diary Meeting
 12.30 Pre-Organ Recital Lunch
 13.00 Wednesday@One Organ Recital
 15.45 Toast & Faith Development (Youth Choir)
 16.30 *Grace Notes - until 17.30*
 18.15 Youth Choir Finish

Thursday 15.45 Toast, Theory, & Faith Development
 16.30 Choristers' Rehearsal (Boys and Girls, separately)
 18.30 Finish

Sunday 09.00 Choristers' Rehearsal
 09.45 Full Rehearsal
 10.30 Choral Eucharist
 11.45 Lunch, & Choristers' Rehearsal
 13.00 End
 14.15 Full Rehearsal
 15.30 Choral Evensong (Consort)
 16.30 Rehearsal
 17.15 Finish

The Role of Section Lead & Lay Clerk

Purpose

To contribute to the work of the Cathedral Choir by:

- singing as the lead member of the \ section during the weekly pattern of sung services, additional liturgies throughout the church year and any other Cathedral Choir events;
- supporting the voluntary and junior members of the cathedral choir through mentoring and tuition;
- being a professional role model at all times

Duties

Duties will include, but will not be limited to:

- sing tenor to the highest possible standard in the Cathedral Choir as the Section Lead for all choir commitments;
- be fully prepared to lead your musical part. Musical scores are available on the cathedral website for private preparation and physical scores may be borrowed. Assistance for the learning of repertoire and solos is available;
- support and encourage other members of the Cathedral Choir, acting as a role model of excellent preparation, singing and behaviour within the choir;
- inspire the children and young people with whom we work from a wide range of backgrounds to give of their best;
- lead sectional rehearsals and/or one-to-one singing tuition with volunteer choir members, teenagers and choristers;
- assist volunteer choir members in the preparation of solos;
- arrive punctually for all choir commitments, allowing time to find music and to robe;
- dress smartly when singing for services or concerts, including black shoes and, for gentlemen, a tie;
- be aware of and comply with safeguarding and all other policies and procedures of the Cathedral so that everyone is safe;
- know how to respond to and report any safeguarding concerns or allegations;
- attend meetings for support, guidance or supervision;
- sign in and out of the Cathedral on the register

Schedule

The standard weekly service and rehearsal schedule for each Section Lead & Lay Clerk will be agreed in advance, and is likely to be as follows during choir term:

Sunday Eucharist

0945 Rehearsal

1030 Eucharist

1145 Finish

Sunday Evensong

1415 Rehearsal

1530 Evensong

1630 Rehearsal

1715 Finish

Monday Evensong

1700 Rehearsal (1645 for ATB services)

1730 Evensong

1815 Finish

Tuesday Evensong

1700 Rehearsal (1645 for ATB services)

1730 Evensong

1815 Finish

In addition to the above weekly pattern, statutory commitments during the year will also include those listed in the terms and conditions, or alternatives in their place.

Sectional rehearsals, vocal coaching, and other duties will be arranged within the annualised hours.

Opportunities to engage with other aspects of the music department's work may be made available, for example assisting in the Cathedral's developing music outreach programme, supporting the musical tuition of the choristers, or singing at other services. Where this is the case, care is required to ensure that each responsibility is wholly fulfilled.

Person Specification

Essential	Desirable	Measured by
MUSICAL		
Has been musically educated to a level commensurate with the expectations of the role, i.e. to diploma or degree level, or equivalent experience.	Is willing to develop skills and to engage with training and professional development.	AF I
Is a gifted singer and sensitive musician.		AF Au I R
Has a secure and informed vocal technique.		Au R
Understands and is inspired by music and its role in the liturgy.	Has a broad knowledge of music beyond the Anglican choral tradition.	AF I
Is an educator, able to engage well with and nurture others, is not daunted by the challenge of delivering music education to members of a diverse choir, and is able to adapt teaching styles to different demographics.		AF I R
CHRISTIAN FAITH		
Sensitivity to the needs and aims of a Christian organisation. In sympathy with the ethos of Anglican choral worship.	A communicant member of the Church of England or another Christian denomination. A person of lively Christian faith.	AF I
SAFEGUARDING		
Thorough knowledge and experience of current safeguarding procedures.	Church of England Safeguarding training completed.	AF I
An interest in the pastoral wellbeing of children and young people from a variety of backgrounds.	Prior experience of pastoral responsibility for children and young people.	AF I R
PERSONAL SKILLS		
Treats everyone with respect and dignity, and builds good relationships with tact and sensitivity.		AF I R
A willingness to collaborate with a range of colleagues. A team player.	A sense of humour.	AF I R
Is willing to be flexible and adaptable.		AF I R
Is willing to play an active part in the choir community.		AF I R

AF – Application Form

Au – Audition

I – Interview

R – References

Key Relationships

Reporting to

- Organist and Director of Music

Key Colleagues

- Organist and Director of Music
- Sub-Organist and Assistant Director of Music
- Choir Matron
- Other Music Department Staff

Key lateral and other relationships

- The Choral Foundation
 - Choristers, Youth Choir, Junior Choral Scholars, their parents, carers and families
 - Voluntary Adult Singers
- The Cathedral
 - Cathedral Clergy, Staff & Churchwardens
- External
 - Freelance deputy singers

Terms and Conditions

This post is open to candidates who are in sympathy with the aims and objectives of the Christian Church and the Anglican tradition. The Cathedral treats all persons in accordance with its Equality and Diversity Policy.

Bradford Cathedral is committed to safeguarding and promoting the welfare of children and all vulnerable people. This commitment is shared by all our staff and volunteers.

Place of Work: The normal place of work will be Bradford Cathedral. Other working locations will be agreed in advance.

Salary: £9,100 (paid by credit transfer on or around the 24th of each month).

Hours: 382.5 hours per annum, to be worked according to the choir schedule. This will comprise 8.75 hours per week, plus an additional 50 hours over the course of the year for special services/ concerts and the annual choir tour.

Work Pattern: These will be agreed in advance with the Organist and Director of Music. Although the work pattern will normally follow a regular timetable, there will be variations to accommodate the Church's year and choir commitments.

Statutory Services and Commitments: These will include the weekly pattern of Sunday 1030 Eucharists throughout the year, Sunday, Monday & Tuesday Choral Evensong during Choir Term, and : Advent Procession (Advent Sunday, evening, in place of Evensong), Nine Lessons and Carols (usually the Sunday before Christmas, evening, in place of Evensong) Annual Carol Recital (usually Christmas Eve, lunchtime), Midnight Eucharist, Christmas Day Eucharist, Ash Wednesday (evening), Maundy Thursday (evening), Good Friday (afternoon), Easter Vigil (evening), Ascension Day (evening), All Souls' Day (evening, or Sunday afternoon), plus two Diocesan/Episcopal Area/other services (e.g. Chrism and/or Ordination). From time to time, there may be some variation in these commitments which will be agreed in advance and fulfilled in accordance with these terms and conditions.

Reporting: The post holder will be line managed by the Organist and Director of Music.

Holidays: 52.82 hours per year (including an allowance for Bank Holidays, which may be taken flexibly), to be taken when there are no choir commitments. Holiday may be taken on up to three choir commitment days during any year by prior arrangement, as long as a deputy singer from the approved list is engaged. Holiday may not be taken on Bank Holidays when the Lay Clerk and Section Lead will be required to perform their duties, such as Christmas Day and Good Friday.

Pension: The Cathedral participates in the Church Workers Pension Fund. The Cathedral will pay a 5% contribution to the pension scheme provided you pay a minimum of 3.5% of your salary into the scheme. You will be automatically enrolled unless you decide to opt out. The scheme includes life assurance.

Probationary period: Three months

Notice period: During the probationary period, the notice period is one month on either side. After that, the notice period is three months on either side.

Referees: Names and contact details of two referees will be required.

Pre-appointment checks: Offer of the position will be subject to employment checks, including the completion of an 'Enhanced with barred lists' DBS disclosure, confidential declaration and the agreement to abide by Bradford Cathedral's safeguarding policy and protocols.

How to apply

Please apply at through the advertisement listed on Church of England Pathways at:

www.bradfordcathedral.org.uk/job-vacancies

The deadline for applications is Sunday 26 April 2026. Interviews will take place on Tuesday 12 May 2026 at Bradford Cathedral.

If you would like an informal conversation about this role, please be in touch with Geoffrey Woollatt, Organist & Director of Music, who would be delighted to speak with you. You can contact him via geoffrey.woollatt@bradfordcathedral.org and 07507 455 979.