



*Weaving Jesus into the rich fabric of the city and beyond*

**Director of Music**



## About this role

The Chapter of Bradford Cathedral seeks to appoint a Director of Music to take up the role in mid-August 2025. This role is suited to a choir trainer and liturgical musician who wants to lead a music department in a diverse and busy cathedral and is prepared to face and respond to challenges in partnership with colleagues with enthusiasm, creativity and courage.

## An introduction by the Dean

Thank you very much for your interest in the post of Director of Music at Bradford Cathedral.

Bradford is the UK City of Culture this year. As a Cathedral, our ambition is that our worship will be known for its beauty and diversity in the Anglican Diocese of Leeds: grounded in the English choral tradition, it will be an exemplar of Church of England worship that values and weaves together culturally rooted expressions of faith from across the Anglican Communion. We seek to bring people to the Christian faith through worship and music of the highest quality. You can read more about this in the [2023 vision document](#).

Bradford Cathedral has a thriving musical tradition and this is an exciting time to join the Music Department. The choir and its repertoire are on an upward curve following the lingering challenges of the COVID pandemic. 90 or so adults, teenagers and children come to the Cathedral to sing five choral services a week. The Music Department is a *Schola Cantorum*, a place where singers of all ages and backgrounds can explore and develop their God-given musical gifts through membership of the choir and the support of professional vocal coaches. The recently appointed professional *Section Leads and Lay Clerks* have brought a stability to the core of our volunteer choir. We are enjoying a growing partnership with the famous Black Dyke Band, and looking forward to upcoming commitments with the BBC (Songs of Praise, Christmas Day). Organ recitals continue to draw good audiences to hear fine performers from the UK and abroad, and the rolling programme of organ restoration continues to be very successful.

The choir is also a place where people are growing in faith. Choristers and the Youth Choir participate in faith development sessions, and some have recently been baptised and confirmed. Music is a key means by which the Cathedral will become more accessible so that more people can encounter Jesus. Whilst the membership and repertoire of the choir is already diverse, and we have begun to explore the incorporation of music from around the Anglican Communion during special services, we look forward to continuing to explore what might be possible in the future.

We therefore seek a Director of Music of the highest calibre and commitment to lead the Music Department to work to these ends. They will be a choir trainer and accomplished liturgical musician and a strategic thinker, who is willing to offer themselves to work collaboratively with the colleagues and resources that we have, and willing to experiment with new material and ideas, to lead our Music Department to achieve the aims of our vision.

We welcome expressions of interest from those who meet the requirements of the role description and person specification. We are also open to creative conversations with potential candidates who feel they may be able offer particular skills and strengths that would enrich the role, and the Cathedral's musical life, in unexpected ways. Should you wish to have a confidential discussion, please email me at [andy.bowerman@bradfordcathedral.org](mailto:andy.bowerman@bradfordcathedral.org) to arrange a conversation. With my prayers and best wishes.

The Very Reverend Andy Bowerman, Dean of Bradford

# Key relationships

## Reporting to

- The Canon for Worship and Nurture

## Key Colleagues

- Sub-Organist and Assistant Director of Music
- Choir Matron
- Section Lead & Lay Clerks
- Other Music Department Staff and Volunteers

## Key lateral and other relationships

- The Choral Foundation
  - Choristers, Youth Choir, their parents, carers and families
  - Voluntary Lay Clerks (regular singers)
  - The Cathedral Consort (adult voluntary choir)
- The Cathedral
  - The Cathedral Chapter
  - The Senior Management Group (Dean, Canons, Chief Operating Officer, Director of Finance, Head of Fundraising)
  - Heads of Departments (The Director of Education & Visitors, the Marketing & Events Officer, the HR & Executive Support Officer, the Head Verger and members of the Senior Management Group)
  - The Safeguarding Team (The Cathedral Safeguarding Officer, the Assistant Cathedral Safeguarding Officer, the Chief Operating Officer)
  - The Church Wardens
  - The Community Committee

# The Music Department

The Director of Music is responsible for leading the Cathedral's Music Department of staff and volunteers to fulfil the musical ministry of the Cathedral, as outlined in the 2023 vision document. They will be line managed by the Canon for Worship & Nurture on behalf of the Senior Management Group

## The Cathedral Choir

The choir is made up of the following constituent parts:

- *Choristers.* 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 number of different schools from across the local area. All choristers receive free vocal and theory tuition.
- *Youth Choir.* An independent choir of teenage singers who sing once a month (usually a Sunday Choral Evensong), supported by the Section Lead & Lay Clerks.
- *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.
- *Section Lead & Lay Clerks.* These are recently introduced roles, consisting of three professional members of the choir, singing alto, tenor and bass. Duties include working with the Voluntary Adult Singers, Choristers and Youth Choir to assist in the development of the choral sound. To date, the tenor and bass posts have been filled.
- *The Cathedral Consort.* An independent choir of Voluntary Adult Singers and the Section Leads and Lay Clerks. They sing Sunday Evensong and occasional other services. The Consort has a growing and ambitious identity and repertoire.

The *Grace Notes* (paused at the moment) was a non-auditioned, school-age community choir that sings once or twice a term at the Cathedral Eucharist and sometimes on other occasions.

## The Cathedral Organ

The Cathedral Organ has undergone many facelifts since it was built by *William Hill & Sons* in 1904. Much of the original pipework remains in use, and blends very well with later work by *Hill, Norman and Beard* (1961) and *Walker* (1977). A rolling programme of restoration aims maintain the instrument in reliable working order and to revive its 1904 tonal character. This has recently included work to the organ console, Chancel, Swell and Great divisions, including the cleaning of pipework and overhauling of the soundboards. The organ is in the care of the Harrogate-based organ builders, Mark & Ginny Wood of *Peter Wood & Son, Organ Builder*.

The organ is heard regularly at services throughout the week, and also at the popular Wednesday@One organ recitals. It is a comprehensive four manual instrument, with 60 speaking stops. There is a wide variety of tonal colour to be found, and the organ can do justice to any repertoire.

## Choir Weekly Timetable

Monday	15.45	Toast & Theory
	16.30	Choristers' Rehearsal
	17.00	Full Rehearsal
	17.30	Choral Evensong (Girls and Adults)
	18.15	Finish
Tuesday	15.45	Toast & Theory
	16.30	Choristers' Rehearsal
	17.00	Full Rehearsal
	17.30	Choral Evensong (Boys and Adults)
	18.15	Finish
Wednesday	12.30	Lunch
	13.00	Wednesday@One Organ Recital
	15.45	Toast & Theory
	16.30	Youth Choir Faith Development and Rehearsal (16.30-17.15 Grace Notes)
	18.30	Finish
Thursday	15.45	Toast & Theory
	16.30	Choristers' Rehearsal (Boys and Girls, separately)
	18.15	Chorister Service
	18.30	Finish
Saturday		Vocal, musicianship, and theory tuition, by arrangement with tutors.
Sunday	09.00	Choristers' Rehearsal
	09.45	Full Rehearsal
	10.30	Choral Eucharist
	11.45	Lunch, Faith Development & Choristers' Rehearsal
	13.15	End
	14.00	Full Rehearsal
	15.30	Choral Evensong
	16.30	Rehearsal
	17.15	Finish

# Key Duties and Responsibilities

## As Head of Department

1. To lead the Music Department under the line management of the Canon for Worship and Nurture.
2. To produce a draft strategic plan for the Music Department for subsequent discussion with and development by members of the Senior Management Group with the aim of proposing it to Chapter for consultation and agreement. This will outline what the Music Department will do to deliver the Cathedral's new vision. It will have a particular focus on developing an imaginative and sustainable model for choral music at the Cathedral.
3. To prepare an annual tactical plan which describes the realisation of the strategic plan in that choir year. This will include and outline of activities, repertoire, and the necessary resources and scheduling that will be required to deliver these things. This will be presented to the Senior Management Group for agreement before the end of the summer term of the previous choir year.
4. To ensure that all proposals for development of new music projects and initiatives are developed in collaboration with the Senior Management Group and, where appropriate, Chapter. This will involve preparing proposals well in advance and making time for the discussion and potential amendment of those proposals in order to ensure the proper provision of all requirements.
5. To prepare, deliver and monitor the Music Department's budget in line with Cathedral policies, liaising closely with the Canon for Worship & Nurture and Director of Finance, as appropriate, and ensuring that accurate finance related information is made available to the Finance Department.
6. To ensure that all Cathedral resources are utilised effectively and responsibly, through a culture of continuous improvement which delivers value for money and quality service standards.
7. To have day to day line management responsibilities for the Music Department's staff and volunteers, and to work with the HR & Executive Support Officer to ensure that all matters relating to recruitment, management, training, support and record keeping are handled appropriately.
8. To work with the Head of Fundraising to identify and realise fundraising and income generating opportunities through events, donations and grants.
9. To work with the Events & Marketing Officer to develop marketing collateral materials – print and digital – to promote music activities and events, in line with the Cathedral's branding guidelines
10. To work with other Heads of Departments to identify potential creative complementarity, synergies and efficiencies, and develop collaborative initiatives.
11. To produce proposals and written reports to the Senior Management Group and Chapter as required.

12. To act as an ambassador at all times for the music life of the Cathedral.
13. To comply with and promote adherence to the Cathedral's policies and procedures.
14. To actively support the Cathedral's commitment to safeguarding, and to widening access and promoting equality and diversity.
15. To perform such other duties as are reasonably requested by the Canon for Worship & Nurture and/or the Dean.
16. To oversee liturgical music in the cathedral in accordance with Church of England Canon B20 in collaboration with the Canon for Worship & Nurture.
17. To plan, agree, prepare and deliver music for all statutory services, and to take responsibility for the provision of music at non-statutory services and commitments by agreement. The repertoire should realise the aims of the Cathedral's Vision. Consideration should be given to repertoire that inspires and encourages the singers of the Cathedral Choir, balancing the familiar and the unfamiliar, the challenging and the accessible, the realistic and the ambitious.
18. To publish in advance of each half term a music list for publication to assist publicity and preparation. This should normally include all choral repertoire and hymns as a minimum. Where there are special services for which planning is ongoing, it will be an acceptable alternative to note 'to be announced'.
19. To publish in advance of each term a schedule of commitments undertaken by the Cathedral Choir, including the times, dates, and locations of rehearsal details, any touring commitments and details of services and events elsewhere.
20. To be responsible for and proactive in all aspects the recruitment, audition, induction and ongoing training of all Music Department staff & volunteers, both children and adults, in line with the Cathedral's policies and procedures, and in conjunction with other members of the Cathedral's staff, as appropriate.
21. To engage in outreach with local schools and to act on initiative in devising collaborative choral ventures and educational opportunities for young people.
22. To ascertain the availability of Music Department staff and volunteers well in advance, and to plan rotas in a mutually agreeable and collaborative way.
23. To keep records of the presence and absence of choir adults and children.
24. To be responsible for the wellbeing of all members of the Music Department and Choral Foundation, taking especial care that all activities and procedures comply with and implement the Cathedral's Safeguarding Policy and Procedures.
25. To take an especial interest in the musical development of all staff and volunteers, nurturing an interest in choral and organ music amongst the young in particular, and a sympathetic and well-informed understanding of other musical traditions.

26. To be responsible for making suitable arrangements to ensure that the any training or tuition of children, young people or vulnerable adults that takes place on Cathedral premises outwith of core Music Department activities, or is arranged offsite for such persons, is regulated by a Memorandum of Understanding and/or Terms and Conditions with the Cathedral, in order to ensure that there are clear lines of responsibility and accountability for finance, insurance, health and safety, security, safeguarding and other necessary requirements.
27. To be responsible for and proactive in developing healthy working relationships with all members of the Music Department and Choral Foundation, and especially with the children and young people, their parents, carers, guardians, and schools, as appropriate.
28. To direct the Choir in Cathedral services and rehearsals, to act as the point of contact for any other internal or external engagements involving the Choir. No additional fee is payable for the livestreaming of statutory services.
29. To have first refusal on playing or directing music for occasional offices and special services at outwith of weekly hours and for which a fee is paid or to delegate to a colleague or other suitable person to provide music for such services. Where no such fee is available, reasonable adjustment to regular responsibilities will be made in return for the duty. To arrange for a choral group for such services on request and to advise on suitable music choices where appropriate.
30. To engage and work collaboratively with any other musicians, including external organisations that convene church musicians, such as may be required in services and at other times
31. To ensure the availability of sufficient copies of music in satisfactory order, to work within the Chapter budget to acquire sufficient copies to complete sets of music, and to avoid creating single-use copies of music, as far as possible.
32. To explore ways of keeping in touch with Old Choristers, developing the involvement of Choir Families, and to explore the future of the currently dormant Choir Association.
33. To play the organ to an excellent standard in services in a way that enhances worship and on other occasions as may be agreed.
34. To oversee every aspect of the Wednesday lunchtime recital series to maintain and enhance their success and reputation.
35. To introduce suitably able piano players to the organ, and make provision for the tuition of the Organ Scholars in particular.
36. To pursue active self-development: learning new repertoire, being alive to new techniques and methods, and gaining from colleagues in similar foundations.
37. To engage with bodies that provide professional development, such as the Cathedral Organists' Association. Proposals to participate in study days and conferences should be made in good time and will be enabled and supported where timetabling with Cathedral duties and funds make this possible.



38. To be responsible for all aspects of the upkeep of the Cathedral Organ in conjunction with Peter Wood & Son, Organ Builders. To liaise closely with the Canon for Worship and Nurture and the Chief Operating Officer when works are proposed to the organ, in order to ensure an informed understanding of the requirements of the Fabric Advisory Committee and the Cathedrals Fabric Commission. To work with an Organ Consultant as agreed.
39. To be responsible for organising the maintenance and tuning of the Cathedral pianos.

# Person Specification

Essential	Desirable	Measure
<b>MUSICAL</b>		
A music degree or equivalent qualification.	A higher degree in music.	A
A talented liturgical musician, committed to excellence and ongoing development.	A broad knowledge of music beyond the Anglican choral tradition.	A I R
An excellent sense for cathedral liturgy and comprehensive knowledge of the Anglican choral tradition.		A C R
An awareness of and willingness to work with music musicians of other musical and liturgical traditions.	Prior experience of leading musical worship in a range of musical styles.	A I R
A strong working knowledge of good vocal technique.	An accomplished singer and vocal coach.	A C R
An accomplished choir trainer and choral conductor with experience of working with singers of all ages and abilities.	A proven track record of achieving the highest possible standards with persons of mixed ability.	A C R
An excellent liturgical organist.	An excellent recitalist and improviser.	A O R
An awareness and ability of the need to select, adapt and arrange music appropriately for the available resources.	A proven track record.	A I R
Experience of outreach work, recruiting and training choir members of all ages and backgrounds.	A proven track record.	A I R
<b>CHRISTIAN FAITH</b>		
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.	A I R
<b>SAFEGUARDING</b>		
Thorough knowledge and experience of current Safeguarding procedures.	Church of England Leadership Safeguarding training.	A I R
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.	A I C R
<b>LEADERSHIP</b>		
Leadership experience commensurate with managing a large department of remunerated colleagues and volunteers.		A I R
Proven ability of working collaboratively with colleagues.		A I R
Experience of working within a wider organisation, including compliance with policies and procedures.		A I R
Experience of forging and developing links with individuals and groups of people in order to develop a sustainable network of support for the musical life of the Cathedral.		A I R
<b>ADMINISTRATION</b>		
Good organisational skills, including the ability to plan, schedule and work to deadlines.	Excellence.	A I R
A working knowledge of standard computer software. A working knowledge of <i>Sibelius</i> software.	Experience of using Adobe Photoshop (or equivalent).	A I R
Excellent written communication.	A keen eye for detail.	A I R
<b>PERSONAL SKILLS</b>		
A willingness to work flexibly. An ability to manage personal workload. An ability to receive criticism and adapt.	An interest in pursuing further musical activities in Bradford and West Yorkshire.	A I R
A willingness to collaborate with a range of colleagues. A team player.	A sense of humour.	A I R
Discretion and sensitivity		A I R

Measures: **A**pplication Form. **C**horal Directing Audition. **I**nterview. **O**rgan Playing Audition. **R**eferences

# 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 encourages equal opportunities.

The person appointed will be employed by Bradford Cathedral Chapter at its offices, located at Bradford Cathedral, Stott Hill, Bradford, BD1 4EH.

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

**Salary:** £36,000 - £38,950 (dependent on experience).

**Hours:** 40 hours per week Sunday to Thursday. Due to the nature of this post, the Director of Music will sometimes be required to work on different days and at different times. Therefore, some flexibility with working days and hours will be needed.

**Holidays:** 38.5 days/288 hours per year (this includes an allowance for Bank Holidays) to be taken when there are no choir commitments. Holiday may be taken on up to six Sundays during any year. Holiday may not be taken on Bank Holidays when the Director of Music will be required to perform their duties, such as Christmas Day and Good Friday. Holiday should be arranged in conjunction with the Sub-Organist & Assistant Director of Music, to ensure resident organist cover for all statutory services and commitments.

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

**Statutory Services and Commitments:** These include Sunday 1030 Eucharists throughout the year, Sunday, Monday, Tuesday and Thursday Choral Evensong during Choir Term, Holy Days (Midnight Eucharist, Christmas Day, Epiphany, Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil, Ascension Day, and All Souls' Day), up to 2 Diocesan Services per year, and the annual Carol Recital. 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.

**Non-Statutory Services and Commitments:** The responsibility for providing music at other commitments, such as occasional offices and other special services will be agreed on a case-by-case basis. Where it is appropriate that these are not counted within the weekly hours, an additional fee will be payable. Although this work may be delegated to another suitable person, where an additional fee is payable, it is customary for the Director of Music to be given first refusal. However, where the form of required music is outwith the expertise of the Director of Music, the responsibility and reward for this work will normally be offered to some suitably able person.

**Use of the Cathedral Organs and Pianos:** These will be made available for practice whenever the cathedral diary permits. Any private teaching undertaken should normally be agreed in advance at the Diary Meeting. A Memorandum of Understanding and/or further Terms and Conditions will be put in place between the Director of Music and the Cathedral in order to clarify responsibility and accountability for finance, insurance, health and safety, security, safeguarding and other necessary requirements during teaching and/or other activities using the Cathedral Organs and Pianos that are outwith the remit of the role of Director of Music.

**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.

**Probationary period:** 3 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.

**Application checks:** The completion of a Confidential Self Declaration Form is a requirement of the application process.

**Pre-appointment checks:** Offer of the position will be subject to employment checks, including the completion of an Enhanced with Adult and Children Barred Lists DBS disclosure and agreement to abide by Bradford Cathedral's safeguarding policy and protocols

## How to apply

Please apply using the Church of England's Pathways website. The application should include a covering letter and personal statement addressing the criteria set out in the person specification, details of the skills and attributes the applicant believes they would bring to the role.

<https://www.cofepathways.org/members/modules/job/detail.php?record=8267>

The deadline for applications is Sunday 23<sup>rd</sup> March 2025, 5.00pm.

An interview and audition will take place on Monday 31<sup>st</sup> March and Tuesday 1<sup>st</sup> April 2025 at Bradford Cathedral.