



Music & Liturgy Administrator Job Application Pack

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**BLACKBURN
CATHEDRAL**

Job Description

Job Title: Music & Liturgy Administrator
Line Manager: Director of Music

The Music Department at Blackburn Cathedral is looking to appoint a Music and Liturgy Administrator to join our small but creative team.

Introduction

We are seeking an efficient and precise administrator who will be flexible and willing to help develop the position organically, as our ministry evolves. The ability to work flexibly and positively with a range of stakeholders, along with the ability to perform administrative tasks using popular software such as Microsoft Word, Excel and Outlook, and the use of Sibelius and social media platforms is important.

Person Specification

The Music and Liturgy Administrator will be a good communicator who relates flexibly to very different people. You may well be the first contact of a new chorister family or bereaved person, and so the ability to connect with people on their own terms will be key.

You will enjoy using your initiative to help further the work of the Music and Liturgy Department especially regarding efficiency of processes and procedures. We are a very small department and can only function with the goodwill of all stakeholders, especially that of volunteers who sacrifice so much to support our work. The tone of the department is very much one of facilitation and safe-practice, and we need help in executing several administrative tasks, which will continue to help the Director of Music and Canon Precentor to spend more time on musical and liturgical matters.

Additionally, there are volunteers in the offices who help achieve some tasks, with whom you will have a constructive relationship. You will not need to make policy decisions, just to help keep communication flowing. It will help if you are able to inspire positivity in those around you and are able to promote the work of the department effectively with a range of stakeholders. You will enjoy the benefits of reviews and appraisals at regular intervals.

Role Description

This role description is intended as a working document giving guidance to the major tasks to be performed. It is to be understood that the post is likely to develop in order to meet changing demands and expectations.

- Social media for the department, including for all musical events, with a view to developing local networking, using materials created by our in house communications team.
- Coordinating digital content to promote events to help build audiences/congregations, including editing and sharing videos to publicise organ recitals .



- Assisting in the production and uploading of service sheets under the direction of the Precentor, including notating and adding in gloria intonations.
- Creating, printing and uploading music lists for clergy, musicians and worshippers.
- Administration of electronic booking systems for major services.
- Adding music list details to the YouTube livestream information.
- Scanning all Sunday music for the Cathedral Choir.
- Maintaining rotas for the Canon Precentor.
- Creating and producing concert programmes.
- Contacting local business and other supporters to seek low-level sponsorship/advertising.
- Creating rotas of chaperones for choir rehearsals and activities involving children and young people.
- Completing PRS returns for our many performances as a venue.
- Liaising with visiting choirs (coordinating dates and sending information, including risk assessments and exploring potential partnerships with touring companies).
- Liaising with Lunchtime Concert performers to obtain videos and details of programmes and forwarding expense claim forms to the finance department.
- Develop sign-up forms and monitor singers for the Cathedral voluntary choir.
- Completing risk assessments for music events.
- To undertake any reasonable tasks requested by management.

Likely additional extra tasks:

- Additional administrative tasks as may occasionally be required by the department.
- Overseeing the work of the volunteer Music Librarian.
- Coordinating between recording artists (organists and choirs) and our business office.
- Music Booklet creation.
- Travel planning.

Experience

Essential:

- Fluent in Microsoft 365 including Sharepoint, Microsoft Word, Excel and Outlook.
- Speedy and accurate at typing / admin.
- Sufficiently good at design to be able to create and publish concert / service advertisements throughout the year.
- Working knowledge and competency to proactively and imaginatively use social media platforms including Facebook, Instagram and Tik-Tok.
- Excellent organisational and communication skills.

Desirable:

- Choral/classical music experience.
- Ability to manage a Microsoft Access database.
- Competent with Sibelius notation software.
- Liturgical awareness.
- Working knowledge of Church of England documents.
- Proficient in video editing.



Terms and Conditions of Employment

Place of Work

Blackburn Cathedral, Cathedral Offices, Cathedral Close, Blackburn, Lancashire, BB1 5AA.
A flexible approach to remote working may be considered.

Hours

Two days per week, can be flexible by agreement.

Salary

£26,000 per annum (pro rata).

Benefits

- Pro Rata entitlement to holidays.
- Entitlement to join the Cathedral pension scheme with Chapter contribution.
- Employee Assistance Programme (EAP).

Probation

The position is subject to a three-month probationary period, during which the appointment may be terminated by either party with one month's notice. After the successful completion of the probationary period, the notice period is four weeks' notice on either side.

Equality Statement

The Dean and Chapter recognise that discrimination and victimisation is unacceptable and that it is in the interests of the organisation and its employees to utilise the skills of the total workforce. It is the aim of the organisation to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation.

Safeguarding

Blackburn Cathedral is committed to the safeguarding and welfare of children, young people and vulnerable adults. We expect all staff and volunteers to align with this and our recruitment processes reflect this commitment.

Pre-Employment Checks

Please note that all offers of employment are subject to pre-employment checks which will include receipt of satisfactory references and, where required, either basic or enhanced DBS clearance.



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How to Apply

To apply for this post, please submit the following:

- A completed application form.
- An accompanying letter which addresses the appointment criteria described herein and explains your suitability for this role, and how your past experience makes you think you would enjoy this challenge.
- A completed Church of England Confidential Declaration Form.

Completed applications should be sent via email to:

John Robinson

Director of Music

john.robinson@blackburncathedral.co.uk

Blackburn Cathedral, Cathedral Office, Blackburn, BB1 5AA

Closing Date

The closing date for applications is **Wednesday 25th June 2025**.

Successful candidate(s) will be invited to attend an interview process.