



Cathedral Director of Music  
Newport Cathedral

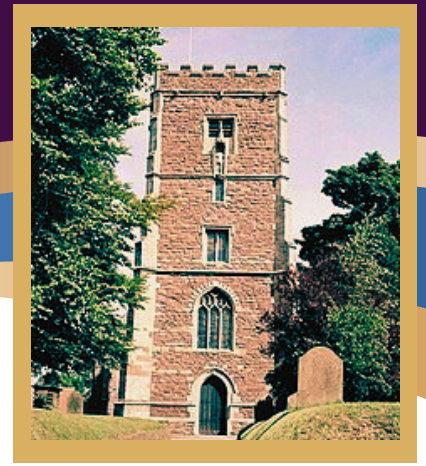


# CONTENTS

|   |    |
|---|----|
| Introduction.....                         | 3  |
| From the Dean.....                        | 4  |
| Key features of the role.....             | 5  |
| Key Responsibilities.....                 | 6  |
| • Choir.....                              | 6  |
| • Liturgical.....                         | 7  |
| • Organ.....                              | 7  |
| • General Music.....                      | 8  |
| • Managing the Music Department.....      | 9  |
| • Personal Development.....               | 10 |
| • Outreach.....                           | 10 |
| Safeguarding.....                         | 10 |
| Hours.....                                | 11 |
| Key Working Relationships.....            | 12 |
| The Ideal Candidate.....                  | 12 |
| Profile of the Cathedral.....             | 13 |
| Clergy and Staff Team.....                | 14 |
| Governance.....                           | 15 |
| Mission and Strategic Plan.....           | 16 |
| Worship.....                              | 17 |
| Music and Choirs.....                     | 19 |
| Cathedral building.....                   | 21 |
| Social Care Projects.....                 | 22 |
| Schools.....                              | 22 |
| Lay Ministry and Congregational Life..... | 23 |
| Exciting time to join the Cathedral.....  | 24 |
| The Cathedral Organ.....                  | 25 |
| Appendix 1 - Organ Specifications.....    | 26 |
| Purpose of the Church in Wales.....       | 27 |
| Person Specification.....                 | 28 |
| Conditions of Service.....                | 31 |
| How to apply.....                         | 33 |
| About Newport.....                        | 34 |
| The Diocese of Monmouth.....              | 35 |
| The Church in Wales.....                  | 35 |



# INTRODUCTION



The Chapter of Newport Cathedral is seeking to appoint a versatile, inspirational, and talented Director of Music to develop its choral and musical life. The role is scoped at 25 hours over the week during choir term time; 10 hours outside of choir term time. There are opportunities within the city and surrounding area to build up a full-time equivalent portfolio.

The vacancy has arisen following the appointment of Dr Emma Gibbins to Chelmsford Cathedral. The post is available from September 2024 to be taken up as soon after as possible by negotiation.



## FROM THE DEAN

Thank you for your interest in this important role for the life of the Cathedral. This is a crucial appointment; the Director of Music is one of the most significant roles here.

We are looking for a versatile and talented musician, who can enthuse, encourage and enable others of all ages to flourish in their musical development. They must be outgoing, able to relate to those with no previous church or cathedral background to invite them to become part of the choir. Chorister recruitment will require significant effort but will bring tremendous rewards and the relationships formed with parents and choir members are crucial to the retention of those who join.

You will find here a supportive community and working environment. There are opportunities within the city and surrounding area to build up a full-time equivalent portfolio, and this becomes beneficial in networking and raising the profile of the choir.

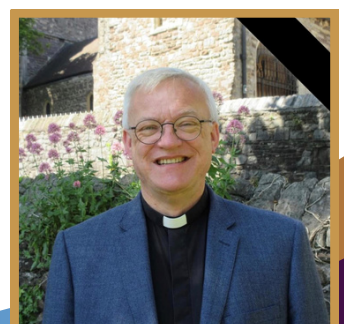
We have no choir school and so we need the new Director of Music to be able to win the trust of local schools to allow her or him to seek to recruit their students. You will be building on established foundations, but the schools do not have to work with us, so being an advocate for the benefits will be important. We know that being a chorister is a life-changing opportunity and you will play a significant part in these young lives as they develop. It is a tremendous privilege, and we look forward to you shaping the musical life here in the years to come.

Please read through the pack. There is a lot of information here, but if you would like to have an informal conversation, please do get in touch to arrange a time for us to talk. My details are at the end of the pack.

If the prospect of this role excites you, we look forward to hearing from you.

As you consider this post, please know that you will be in our prayers, and we look forward to welcoming our new Director of Music in due course.

Very Revd Ian Black  
Dean of Newport



## KEY FEATURES OF THE ROLE

This is a significant and an important post, one that is a key role for the functioning of the Cathedral music. It will be an attractive post to a well-motivated person; a musician with a high standard of performance. It is expected that the person will be educated to degree and musical diploma level.

The Director of Music will report directly to the Canon for Worship and Congregational Life (to be appointed 2024). In the absence of the Director of Music, the Associate Director of Music takes overall responsibility for the music and welfare of all musicians, even if another is conducting. The Director of Music line manages the Associate Director of Music and is head of department.

As a faith-based organisation and place of Christian worship since the fifth century, our beliefs are foundational to everything we do. There is a genuine occupational requirement for the post-holder to be a practising member of the Church in Wales, or a church in communion with it, and work actively to support our ministry and vision.

The music team has a responsible role to play in assisting with faith development for the choristers.



Usk Choral Festival 2024



# KEY RESPONSIBILITIES

## CHOIR

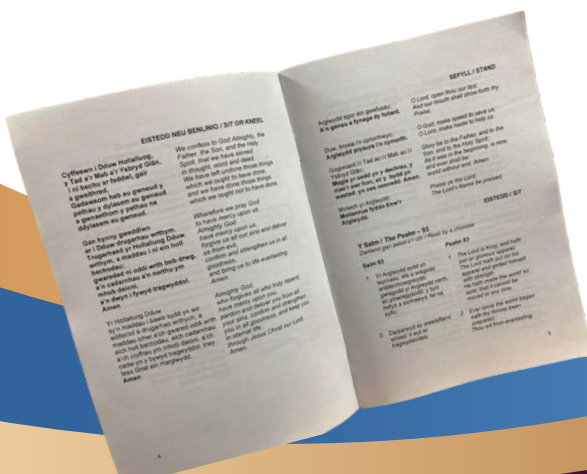
- Train and direct Cathedral choirs in rehearsals and services, including probationers, choristers, and back row.
- Strive for the highest possible musical standards, whilst remaining inclusive and attentive to the pastoral realities of choir members.
- Recruit new choir members - choristers and adults.
- Take pastoral responsibility for choir members with Cathedral clergy.
- Produce regular choir schedules, giving details of all services, rehearsals, and extra activities.
- Maintain good communication with choir parents and back row.
- Oversee preparation and entry of choristers for RSCM exams.
- Arrange chorister promotions.
- Keep meticulous choir registers.
- Organise choir pay on a termly basis.
- Make arrangements for choir trips, tours and concerts, as required.
- Make arrangements for extracurricular activities and social events.
- Support and encourage choristers and their families into the wider life of the Cathedral, providing enrichment opportunities, both musical and social.
- Respond creatively to an enthusiastic choir, within the reality of busy and increasingly complex family lives.
- Help develop the spirituality of the choristers in conjunction with the Canon for Worship and Congregational Life and other Cathedral clergy.

## LITURGICAL

- Understand the role of music in liturgy, keeping up to date with liturgical/musical developments alongside traditional excellence.
- Produce monthly music list, including hymns, choral music and organ music.
- Direct the choir in all services.
- Play the organ, as required.
- Advise on and arrange musical resources for new services, including playing for these.
- Work with the Dean, Canons and other clergy to ensure the highest standards of liturgy are maintained in Cathedral services.
- Engage creatively with the Cathedral's liturgical programme.
- Devise termly schedule of all services, in collaboration with the Canon for Worship and Congregational Life.
- Assist with the production of orders of services, as required.

## ORGAN

- Ensure an organist is present to play for all Cathedral services.
- Ensure an organist is present for extra services, including weddings and funerals ensuring reasonable allocation across the team.
- Oversee and approve all visiting organists.



## GENERAL MUSIC

- Manage arrangements for visiting choirs.
- Oversee the upkeep of Cathedral instruments.
- Oversee the upkeep of the choir rooms, ensuring all equipment and music is properly maintained.
- Engage with the Cathedral's programme of concerts (Music@StWoolos).
- Organise organ recitals, as appropriate.
- Provide extra musical opportunities for the choir, as appropriate, including participating in concerts.



Visiting Choir



Girls' Thursday Choir Practice



## MANAGING THE MUSIC DEPARTMENT

- Maintain a healthy and safe environment for all, upholding and implementing Cathedral and Church in Wales policies and procedures.
- Be responsible for the appointment of all members of the music department, ensuring adherence to safe recruitment policies:
  - a. Choristers
  - b. Back row
  - c. Associate Director of Music
  - d. Chorister tutor
  - e. Choir chaperones
- Ensure DBS checks are in place, as required.
- Act as line manager for the Associate Director of Music.
- Manage volunteers: chorister tutor and chaperones.
- Build and maintain good relationships with choir parents.
- Be responsible for the training of and encourage the professional development of all the musicians.
- Enable, facilitate, and encourage all members of the music department.
- Oversee everyday running and maintenance of the choir library.
- Attend monthly Cathedral Management Group meeting.
- Attend fortnightly diary meetings.



## MANAGING THE MUSIC DEPARTMENT

- Sit on the Friends of Newport Cathedral Choir committee.
- Oversee music department finance, in collaboration with the Chief Operating Officer.
- Create written materials/posters, as appropriate, for publicity/policies/other purposes. Some assistance is available in the Cathedral Office.
- Maintain music department communications, including distribution of choir schedules, e-mails, social media accounts and liaising with the website manager.
- Manage visiting choirs.

## PERSONAL DEVELOPMENT

- Undertake personal development and training as appropriate.

## OUTREACH

- Take a creative, collaborative, and innovative approach to developing musical opportunities within the Cathedral, community and diocese.
- Establish and maintain fruitful relationships and collaborations with feeder schools, Gwent music and other community groups.
- Be proactive in promoting the Cathedral as a centre of musical excellence and an inclusive musical resource for the city and wider Diocese, enabling the Cathedral to make a contribution to the musical life of the City and Diocese.
- Engage with citywide initiatives.
- Give recitals in the Cathedral - no more than two per year.
- Direct choir concerts, as required - no more than two per year.

## SAFEGUARDING

Everyone in the Cathedral is required to abide by the Safeguarding Policies of the Church in Wales and keep up-to-date with training and DBS clearance, as appropriate.

## HOURS

The working hours each week, during a normal choir term time week are:

- Sunday** 9.30am – 12noon and 2.45pm – 5.15pm.  
**Wednesday** 5.15pm – 8.30pm  
**Thursday** 5.15pm – 7.15pm  
(from 4.15pm when there are probationer sessions)  
**Friday** 5.15pm – 7.15pm  
(from 4.15pm when there are probationer sessions)

Plus administrative and preparation time.

Total weekly working hours in a typical week during choir term time – 25; 10 hours outside choir term time.

Additional hours will be required, as directed by the Cathedral ecclesiastical year and other occasional services which shall include:

- Christmas Eve and Day
- Ash Wednesday
- St Woolos – Patronal Festival
- Holy Week – Monday to Wednesday
- Chrism Eucharist
- Maundy Thursday
- Good Friday
- Holy Saturday
- Ascension Day
- Corpus Christi
- Ordinations
- All Souls Day
- Installation of a Dean or Bishop
- Diocesan Choral Festival
- Three Choirs Festival
- Tintern Vespers

And any other such special services and/or events including trips, tours, concerts etc.



## KEY WORKING RELATIONSHIPS

- The Dean
- The Canon for Worship and Congregational Life
- The other cathedral clergy
- Choirs, chorister parents, music staff and volunteers
- Office staff
- Congregations

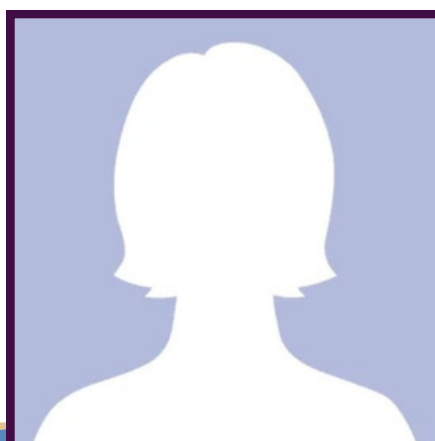
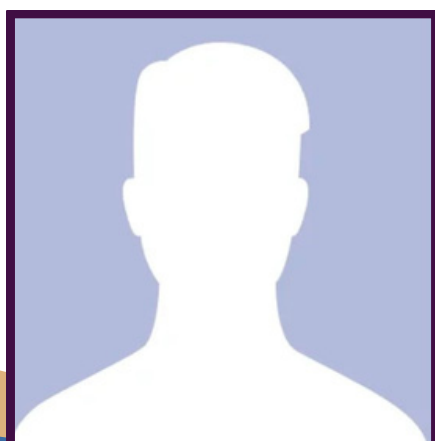
The Director of Music reports to the Canon for Worship and Congregational Life.

## THE IDEAL CANDIDATE

This post requires a versatile and talented musician, who can enthuse, encourage and enable others of all ages to flourish in their musical development. They must be outgoing, able to relate to those with no previous church or cathedral background to invite them to become part of the choir. Chorister recruitment will require significant effort but will bring tremendous rewards. They will be pioneering and entrepreneurial in their approach, able to win the trust of schools who do not have to admit access to their students.

They need to be a skilled organist, able to play at recital standard. A teaching qualification or demonstrable ability in 'classroom management' and skill with working with children and young people, as well as adults. They need to be able to manage paid professional colleagues as well as volunteers.

We are committed to equality of opportunity and welcome applications from everyone who feels they meet the requirements of the role. The appointment will be made on merit.



# PROFILE OF THE CATHEDRAL

Newport Cathedral is the seat of the Bishop of Monmouth (Rt Revd Cherry Vann) and the Mother Church of her Diocese.

It is one of six cathedrals in the Church in Wales, an autonomous member of the Anglican Communion, being disestablished from the Church of England in 1920. The Cathedral is, though, an associate member of the Association of English Cathedrals and benefits from these partnerships.

Founded as a house of prayer by St Woolos (Gwynllyw) in the fifth century, the Cathedral has deep spiritual roots and has been a sacred site for over fifteen hundred years. The oldest part of the present building dates from 11th century with traces of earlier structures. The East End was extended in the 1960s.

It is a mixture of styles but with a special charm. It became a full cathedral in 1949, having been a pro-cathedral since 1930. It is compact, offering intimacy and versatility. The nave is chaired with a movable altar, giving scope for great flexibility.

Today Newport Cathedral is a vibrant house of prayer and worship, offering an open and inclusive welcome to all, and reaching out in faithful and loving service. The arts have a central place in its life and it is host to many concerts, exhibitions and events. It also has a passion for social justice and care for those in need. This is not a rarefied environment but is enculturated and committed to the grit of city life, as well as the post-industrial landscapes of the Gwent Valleys and the rural environs of Monmouthshire.

The recent development of a Forum for Urban Spirituality reflects this diversity and grounding in local context, seeking to be a transformational presence.



**FORUM FOR  
URBAN<sup>+</sup>  
SPIRITUALITY  
AT NEWPORT CATHEDRAL**



## CLERGY AND STAFF TEAM

The Dean, Very Revd Ian Black, was installed in 2021.

There are two Residentiary Canon positions:

- Canon for Mission, Canon Andrew Lightbown, appointed in 2022,
- Canon for Worship and Congregational Life, to be appointed during 2024.

The Cathedral has a small staff team:

- Full-time Chief Operating Officer, Phae Cole,
- Part-time administrator and events coordinator, Luise Bannister,
- Paid gardener and cleaner, Dan Walters.

There are two committed sacristy volunteers who assist with preparing for services and care of the silver, linen, and sacristy supplies. The Cathedral relies heavily on volunteers to function. It is unable to offer admin support and everyone is expected to look after their own administration and correspondence.

The music team consists of the Director of Music, the head of department. Jeremy Blasby, who has been Associate Director of Music since 2010 and is effectively organist, and a volunteer chorister tutor. Under the leadership of the Director of Music they set the music lists and the direction of the choir.

The Canon for Worship and Congregational Life will have close involvement with this group. They will line manage the Director of Music, who in turn line manages the Associate Director of Music. A number of diocesan clergy along with choristers and adults in the choir assist with cantoring for Evensong.

The Director of Music is responsible for voice testing those who cantor.







Sung Vespers at Tintern Abbey 2023

## GOVERNANCE

The Cathedral is governed by the Cathedral Chapter and everything that happens is ultimately accountable to them. It became a registered Charitable Incorporated Organisation, under a new Constitution, in 2023. The Dean is the chair of the Chapter and has a key role to ensure that Chapter holds to the Cathedral Constitution. Lay members of the Chapter are appointed by the Bishop in conjunction with the Dean based on the skills and expertise they can bring to ensure Chapter is able to make robust decisions and exercise effective governance.

The Parochial Church Council was abolished with the dissolution of the Parish in 2021 and the Cathedral sits outside the Ministry Area scheme in the Diocese, though it plays a full part in the life and strategic direction of the diocese. The rationale for this is that the Cathedral, as the Mother Church of the Diocese, has a larger 'ministry area' to serve. There is a Congregational Committee to ensure that the voices of the worshipping congregations are heard. Two Cathedral Wardens are elected directly at the Annual Congregational Meeting and are ex-officio members of both the Chapter and the Congregational Committee.

The Director of Music is a key member of the Cathedral management team, along with the Dean, Chief Operating Officer and the Residentiary Canons. The Director of Music also attends the diary meeting, which ensures that all events and activities are coordinated and monitored. This group supports the Administrator and Events Coordinator in her work.

## MISSION AND STRATEGIC PLAN

The Cathedral has been the historic parish church for Newport and as such is still seen as the civic church. Many, including those belonging to other Christian denominations and faiths, look to the Cathedral for leadership and see it as a significant Christian presence in the city. Although rebranded as ‘Newport Cathedral’ several years ago, it is known locally simply as ‘St Woolos’.

The Cathedral’s mission has been aligned to the five branches of the Diocesan vision, adding two more specific to the Cathedral:

- Prayer and Worship
- Music
- Discipleship
- Stewardship
- Environment
- Social Justice
- Equality and Diversity

Further leaves are constantly being grown from these branches. They align with the five marks of mission of the Anglican Communion. A clear need is to grow a younger demographic in all aspects of the Cathedral’s life, while treasuring and continuing to nurture the established community.



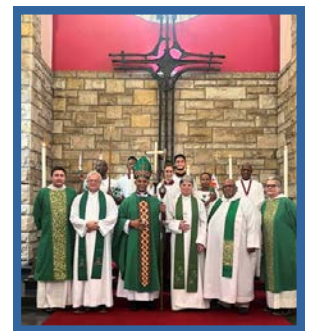
# WORSHIP

Worship is the heartbeat of the Cathedral.

The day begins with Morning Prayer at 8.00am followed immediately by the Eucharist. The residentiary clergy take it in turns, according to a rota, to preside at this, and the bishop regularly presides at the morning Eucharist on Fridays. Evening Prayer is at 5.00pm.

The lectionary is the Welsh Anglican version of the Revised Common Lectionary. The alternative office lectionary is used on Wednesdays when Choral Evensong is sung by the choir during term time at 6.30pm in place of Evening Prayer (later time due to the adult singers' working commitments). The daily offices on Saturdays are more informally structured. On Thursdays the Eucharist is at 10.30am. Eucharistic liturgy is mainly according to the 2004 Contemporary Language rite for the Church in Wales.

On Sundays, the pattern is 8.00am Holy Communion (Traditional Language – 1984 Church in Wales rite), 10.30am Cathedral Eucharist (2004 Contemporary Language Church in Wales rite) and 4.00pm Choral Evensong (Prayer Book). Baptisms are held at 12.30pm. Moving Choral Evensong to 4.00pm has opened a space later in the day for a different style of worship to emerge. During Advent this has included a liturgical performance of a Bach Cantata in conjunction with the orchestra in residence. During the choir holidays, when there is no visiting choir, Evensong has been replaced with themed services, which have proved popular. There is scope to develop new and creative acts of worship, expanding the current liturgical provision, along lines being adopted by Cathedrals around the UK – Sacred Space, 'Transcendence' style. The Director of Music assists with providing varied musical resources for these services.



Bishop and Dean  
in Highveld link Cathedral in  
South Africa  
Nov 2023





The liturgy has been reframed to incorporate greater use and visibility of the Welsh language. A separate service booklet is produced each week for the main Cathedral Eucharist incorporating the liturgy, hymns and notices. This is to reduce the number of pieces of paper and books those attending are given and make it easier for those unfamiliar with the liturgy. The Cathedral is therefore not tied to a particular hymn book, though the texts have been standardised, where relevant, to 2013 Hymns Ancient Modern for more inclusive language. There is a house style for orders of service. Seasonal booklets have been produced for midweek Eucharists.

At Christmas the traditional Festival of Nine Lessons and Carols has reached capacity. An additional informal service of carols and readings was introduced in 2023, which was quickly dubbed the Christmas Jumper Service: Christmas jumpers, Santa hats and a big sing.

There are other special services throughout the year.

The Church in Wales is an inclusive church. The Cathedral welcomes blessing same sex partnerships, which have taken place in the Cathedral, in accordance with the Church in Wales practice.

The Cathedral is open for visitors each day from Morning Prayer until Evening Prayer.

As a cathedral, it is the gathering space for the diocese, hosting the key services for the diocesan life: Chrism Eucharist, Ordinations, Choral Festivals, healing services, among others.

The Cathedral offers an open and inclusive welcome to all. It is liberal in its theology, Modern Catholic in its spirituality. Much of the liturgy is unfussy, with a relaxed dignity, within the Anglican Choral Tradition. Vestments and robes are worn at Eucharists and Choral Evensong.

Incense is used at high days and festivals.



## MUSIC AND CHOIRS

Music is at the core of the worship with separate boys' and girls' sections singing alongside adults in the choir.

There is no Cathedral choir school; choristers are drawn from 17 local schools, many coming with no previous church involvement or knowledge of Christianity. The back row consists of adults and former choristers – girls and boys once their voices have changed, all paid an honorarium as a thank you for their commitment. Women sing in the alto line.

There is an orchestra in residence, the St Woolos Sinfonia, a semi-professional ensemble of talented musicians.

The choir is the most significant youth activity in the Cathedral. This currently draws 27 boy and girl choristers, plus a further 10 probationers. Under the direction of Dr Emma Gibbins this has grown over the last few years after the pandemic depleted the numbers. Recruitment in the past year or two has seen a significant rebuilding with new choristers joining, though it is harder to recruit boys than girls. Roughly 4% of those auditioned follow through to become full choristers.

There are volunteer chaperones drawn from lay clerks and parents – all safely recruited and DBS cleared.

There are two funds to assist choir members with musical training: the Education Fund and the Friends of Newport Cathedral Choir. Over the past few years a number of choristers have benefited from attending the residential RSCM Bath Course and have grown in confidence as a result. The Cathedral has contributed to the costs through the two funds. We have also received support from the Archbishop of Wales Fund for Children and from the Cathedral Music Trust, along with other grant funding bodies.





The choir enjoys various enrichment activities, including summer drinks and ice creams at the Deanery after the final service of the choir year. Chorister pancake parties and sponsored walks, recently over the Severn Bridge, in aid of a charity of the choristers' choice, add to their extra-curricular activities. Choristers and other members of the Cathedral community worked with a local artist to make a Newport Posada, which was displayed in the Cathedral during Advent.

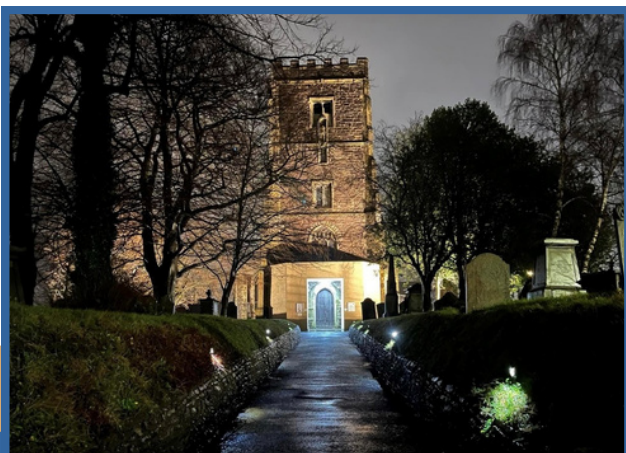
The choir repertoire covers the full range from plainsong to contemporary compositions. Some items are sung in Welsh and help will be given to non-Welsh speakers with how to pronounce the texts. Newport is not a strong Welsh-speaking area, but a number of the choristers attend Welsh language schools and the congregation include first-language Welsh speakers. Once a year, there is a Welsh language Choral Evensong.



## CATHEDRAL BUILDING

The Cathedral building needs some significant repairs to the fabric, highlighted by the quinquennial inspection in 2021. A new Architect was appointed to do this and has drawn up programmes for repairs, some of which have already been completed.

Internally, the Cathedral has been reordered with all the pews being removed since 2018. A new altar was placed at the head of the nave. It is bespoke to the Cathedral, reflecting the rounded arches, and was made by Dovetailors in Leeds. The scheme needs to be completed with a new lectern, credence table, sanctuary furniture and choir stalls. The Director of Music will be able to contribute to the design of the choir stalls. The Cathedral is fully equipped for live-streaming and audio-visual media. It is a space which lends itself to imaginative and creative use.





## SOCIAL CARE PROJECTS

Social care projects have been started in recent years by the Canon for Mission, working with members of the congregation. These include pantry projects with local schools to address food poverty in the city. Many of the churches in Newport have similar schemes.

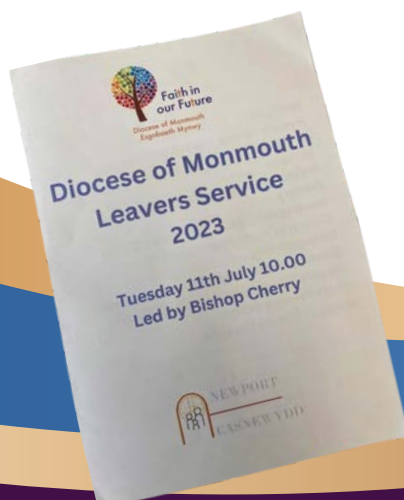
The Cathedral has a deep concern for environmental issues, with a living churchyard project, wildlife and rewilded areas, including a bug hotel and hedgehog houses. It has achieved Bronze Eco Church award and is working towards Silver. Choristers have assisted in these projects

For the last two years, the Cathedral has had a stall at Newport Pride and held a Pride Service.



## SCHOOLS

Through the previous Director of Music and members of the congregation, the Cathedral works with a number of schools. Relationships have recently been re-established with St Woolos Primary School, with the agreement of the Ministry Area. Other schools, including the diocesan education team, visit the Cathedral. The Cathedral hosts the annual year 6 leavers' services for diocesan schools and an annual conference for Head Teachers.



## LAY MINISTRY AND CONGREGATIONAL LIFE

The Cathedral has a real community at its heart and there are several groups which aim to develop and nurture fellowship. There is also a Friends group.

In the last year 10 people have been prepared for Confirmation – year 6/7 upwards to retired. In Wales admission to communion is through baptism. Children who are new to the Cathedral, including Choristers, are prepared to receive communion at an age their parents feel is appropriate for them, though in accordance with the Welsh Bench of Bishops' policy, there is no formal admission ceremony.

The Cathedral has a fine ring of 12 bells, one of only two in Wales, and is popular with visiting ringers. There are actually 14 bells to allow scope for lighter rings of 10 bells. There is an active guild of ringers and it is a training tower.

Confirmation Day



Annual Newport Chartists Memorial Service



Coffee Morning



Choristers building a Bug-Hotel



## EXCITING TIME TO JOIN THE CATHEDRAL

Although a great deal has been achieved in the past three years, there is still a lot to do – structurally, missionally, pastorally, congregationally and in terms of governance. This is an exciting time to join the Cathedral and would suit anyone who is excited by the opportunities to shape and share in its mission and ministry.

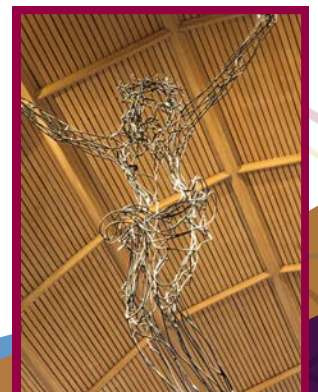
Further information can be found on the Cathedral website and social media feeds.

Website: [www.newportcathedral.org.uk](http://www.newportcathedral.org.uk)

X/Twitter: @newportcath

Facebook: [www.facebook.com/newportcathedral](http://www.facebook.com/newportcathedral)

Royal Foundation Service 2023: <https://youtu.be/uUZiTj0DgY4?feature=shared>



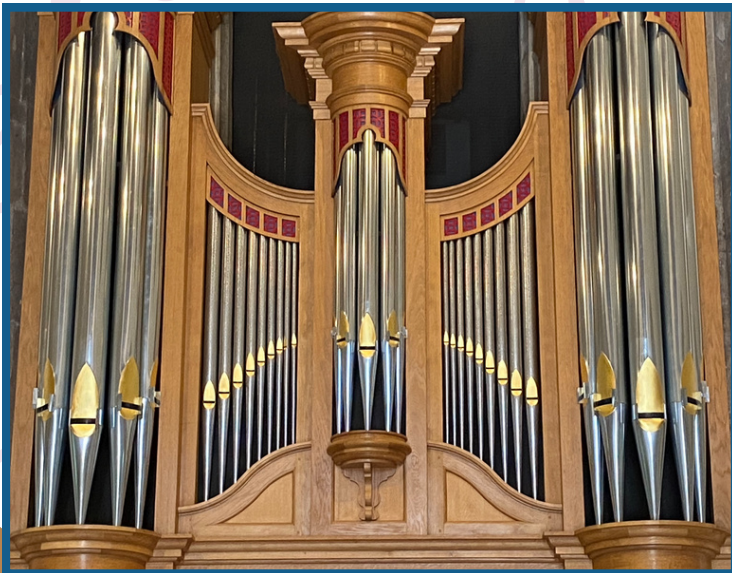
# THE CATHEDRAL ORGAN

The former organ, built by Hill, Norman & Beard, was dedicated by the Archbishop of Wales on 18th October 1966.

The instrument incorporated most of the Hill organ, formerly in Newport Town Hall, with the exception of the Pedal department. Much of the Pedal section was from the former Cathedral organ, as this section was more adaptable to the limited space available.

In 1997, Nicholson & Co completed a re-build of the organ, which included a complete internal restructuring with new building frame, action and chests, a new four-manual console and two cases in English oak together with re-intonation and additions to the pipework.

Please see Appendix 1 for the organ specification.





# APPENDIX 1: ORGAN SPECIFICATION

## Great

|                        |       |
|------------------------|-------|
| Bourdon                | 18    |
| Open Diapason          | 8     |
| Stopped Diapason       | 8     |
| Viola                  | 8     |
| Octave                 | 4     |
| Flute                  | 4     |
| Octave Quint           | 2 2/3 |
| Super Octave           | 2     |
| Full Mixture 15.19.22  | III   |
| Sharp Mixture 22.26.29 | III   |
| Trumpet                | 8     |

## Solo (enclosed)

|                       |       |
|-----------------------|-------|
| Harmonic Flute        | 8     |
| Viola da Gamba        | 8     |
| Viola Celeste (T.C.)  | 8     |
| Harmonic Flute        | 4     |
| Nazard                | 2 2/3 |
| Flageolet             | 2     |
| Tertian 17.19         | II    |
| Clarinet              | 8     |
| Bombarde (unenclosed) | 8     |

## Swell

|                       |    |
|-----------------------|----|
| Geigen Principal      | 8  |
| Stopped Flute         | 8  |
| Salicional            | 8  |
| Vox Angelica (T.C.)   | 8  |
| Principal             | 4  |
| Gedeckt Flute         | 4  |
| Gemshorn              | 2  |
| Plein Jeu 19.22.26.29 | IV |
| Contra Fagotto        | 16 |
| Corno pean            | 8  |
| Tremulant             |    |

## Pedal

|                     |    |
|---------------------|----|
| Acoustic Bass       | 32 |
| Open Diapason       | 16 |
| Bourdon             | 16 |
| Principal           | 8  |
| Bass Flute          | 8  |
| Fifteenth           | 4  |
| Spitzflute          | 3  |
| Mixture 19.22.26.29 | IV |
| Ophicleide          | 16 |
| Bombarde            | 8  |

## Chapel Choir

|                  |   |
|------------------|---|
| Stopped Diapason | 8 |
| Dulciana         | 8 |
| Principal        | 4 |
| Chimney Flute    | 4 |
| Octave           | 2 |

## Couplers

|                       |                 |                |
|-----------------------|-----------------|----------------|
| Swell to Pedal        | Solo Octave     | Choir to Great |
| Swell to Great        | Solo suboctave  | Choir to Pedal |
| Swell to Choir        | Solo unison off |                |
| Swell octave          | Solo to Choir   |                |
| Swell suboctave       | Solo to Great   |                |
| Swell unison off      | Solo to Swell   |                |
| Swell octave to Pedal | Solo to Pedal   |                |

Great to Pedal  
Great to Solo

## PURPOSE OF THE CHURCH IN WALES & CATHEDRAL OBJECTS

The Church in Wales is part of the world-wide Anglican Communion. “Its calling is to nurture men and women in the faith of Jesus Christ and to aid them to grow in the fellowship of the Holy Spirit, so that the good news of God’s grace may be clearly proclaimed in the world and that God’s Kingdom may be honoured and advanced” (From the Constitution of the Church in Wales). This is our ethos and guides everything the Cathedral aims to do.

Under the Constitution of the Church in Wales, the object of the Cathedral as a charity is “the promotion of the whole mission of the Church, pastoral, evangelistic, social and ecumenical, in the Cathedral”.



Y R E G L W Y S  
Y N G N G H Y M R U



THE CHURCH  
IN WALES

# PERSON SPECIFICATION

The successful candidate will have

**Measured by:**  
**A – Application**  
**I – Interview**  
**D – Documents**  
**R – References**

| <u>Requirements</u>   | <u>Essential (E)</u><br><u>Desirable (D)</u> |            |
|---|--|------------|
| <b>Qualifications</b>   |  |            |
| 5 GCSE (equivalents) including English and Maths.   | E  | A; D       |
| Degree level or equivalent.   | E  | A; D       |
| Music qualification at or above postgraduate or diploma level.  | E  | A; D       |
| <b>Skills</b>   |  |            |
| Ability to play the organ to professional recital standard.   | E  | A; I; R    |
| Ability to direct and train singers to professional standard, including nurturing new choir members who have not sung before. | E  | A; I; R    |
| Skilled at accompanying choir, congregation, and extemporisation.   | E  | A; I; D; R |
| Excellent interpersonal skills, with an ability to get on with a diverse range of people.                                     | E  | A; I; R    |
| Skilled to work with children and young people and a professional understanding of good practice.                             | E  | A; I; R    |

# PERSON SPECIFICATION

The successful candidate will have:

**Measured by:**  
**A – Application**  
**I – Interview**  
**D – Documents**  
**R – References**

| <b>Requirements</b>  | <b>Essential (E)<br/>Desirable (D)</b> |         |
|--|--|---------|
| People management  | E                                      | A; I; R |
| Attention to detail, with high standards.  | E                                      | A; I; R |
| Good team skills and able to work collaboratively with paid colleagues and volunteers.                     | E                                      | A; I; R |
| Confident to work independently.   | E                                      | A; I; R |
| Flexible approach to working and able to manage time accordingly.  | E                                      | A; I; R |
| Good administration skills, IT literate  | E                                      | I; R    |
| <b>Experience</b>  |  |         |
| Experience of directing choirs, accompanying, and playing in churches with a significant choral tradition. | E                                      | A       |
| Cathedral experience.  | D                                      | A       |
| Dealing with the public and volunteers.  | E                                      | A; I    |
| <b>Knowledge</b>   |  |         |
| Understanding of Cathedral Worship and liturgy or related organisation.                                    | E                                      | A; I    |
| Understanding of the Christian faith.  | E                                      | A; I    |
| Good understanding of Anglican choral repertoire, in both traditional and contemporary forms.              | E                                      | A; I    |

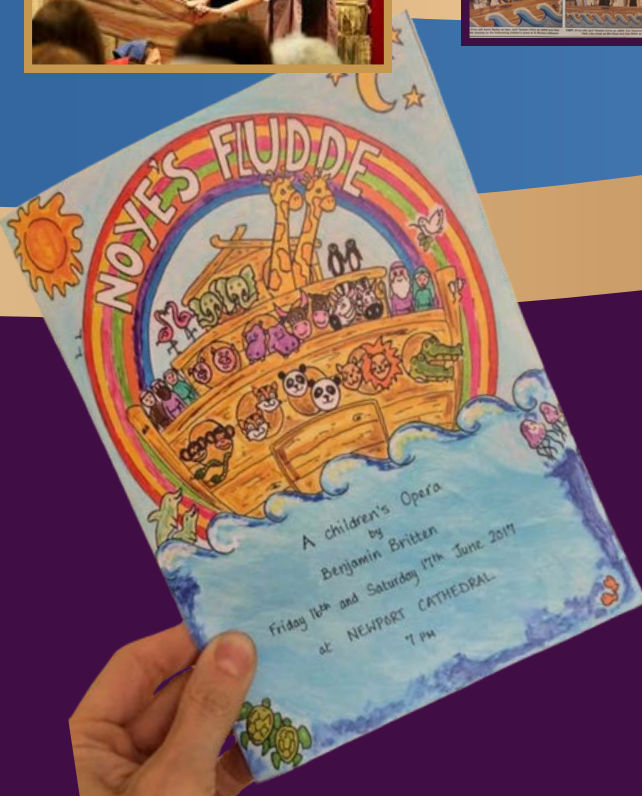


# PERSON SPECIFICATION

The successful candidate will have:

**Measured by:**  
**A – Application**  
**I – Interview**  
**R – References**

| <u>Requirements</u>   | <u>Essential (E)</u><br><u>Desirable (D)</u> |         |
|---|--|---------|
| <p><b>Attitudes</b></p> <p>Commitment to the Cathedral’s ethos and open and inclusive values. There is a genuine occupational requirement to be a communicant member of the Church in Wales or a church in communion with it.</p> | E  | A; I    |
| <p>Flexible and adaptable, especially at pressurised times.</p>   | E  | A; I; R |
| <p>Discretion and sensitivity to others. Able to hold confidential information.</p>   | E  | A; I; R |
| <p>To be self-motivated and proactive, being open and energetic in dealing with responsibilities.</p>   | E  | A; I; R |



Choristers performance of Noye's Fludde by Benjamin Britton 2017

## CONDITIONS OF SERVICE

**Employer:** The employer is the Chapter of Newport Cathedral.

**Probationary Period:** Permanent employment will be subject to successful completion of a probationary period of six months.

**Normal place of work:** Newport Cathedral. Hybrid working is accepted where appropriate.

**Working hours:** 25 hours over the week during choir term time; 10 hours outside of choir term time.

**Salary:** £26,000 per annum, paid monthly in arrears (2024), based on 40 hours a week fulltime equivalent.

**Fees:** Additional fees are charged and paid through the payroll for weddings and funerals. There may be additional fees for some special services and broadcasts. Only those fees paid through the payroll and charged out gross will count towards pensionable service.

**Pension:** Chapter will contribute 10% to the approved pension scheme.

**Holidays:** Seven weeks per year, including 8 statutory Bank Holidays (to be taken at other times of a core working day). Holidays to be taken throughout the year and may not be saved up for one period of leave without prior approval. It is expected, where possible, that the Director of Music and Associate Director of Music are not away at the same time. The leave period runs from 1st January to 31st December.

**Housing:** Accommodation is not provided by the Cathedral.

## CONDITIONS OF SERVICE

**Practice and Teaching:** The Director of Music may use the Cathedral instrument for their own practice and for private teaching, as long as this does not conflict with other Cathedral bookings and services. It is expected that the Director of Music should be mindful of others using the building. Practice and teaching must stop 10 minutes before services during the week.

**Live Streaming:** Many services are live-streamed on YouTube and there is no additional fee for this.

Newport Cathedral is committed to safeguarding and promoting the well-being of all people and requires all staff and volunteers to abide by the Safeguarding Policies of the Church in Wales. An offer of employment is made subject to a satisfactory completion of an HMRC Fit and Proper person declaration and a confidential safeguarding declaration.



## HOW TO APPLY

The Dean is willing for interested candidates to contact him by email in the first instance with either questions or to arrange a time to discuss this post. His email address is [ianblack@churcheinwales.org.uk](mailto:ianblack@churcheinwales.org.uk).

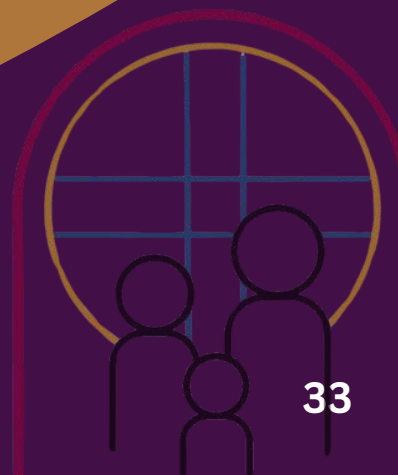
We are continually striving to be an inclusive Cathedral and welcome applications from all people with suitable qualifications and experience.

Applications should be made by submitting the completed application form – a CV substitute is not sufficient, plus a letter of application stating how you meet the requirements of the post.

Applications by email to [deanofnewport@churcheinwales.org.uk](mailto:deanofnewport@churcheinwales.org.uk) by 12noon on Tuesday 7th May 2024. Interviews will be over 23rd and 24th May 2024 (both days).

All candidates, successful or not in being shortlisted, will be contacted. More information about the process will be sent to shortlisted candidates. The process will include a formal interview as well as the opportunity for more informal conversations.

The interview will include a practical audition on the organ and leading a short choir practice.





# ABOUT NEWPORT

Newport is a city in South Wales, near to the English border. It is very close to outstanding countryside and sits on the north side of the Bristol Channel. It has received significant regeneration in recent years and has experienced changes in its industrial base. It is a multicultural city with areas of significant deprivation along with more prosperous communities.

There are a variety of schools in Newport and the wider area. These include Welsh language schools. Education is a devolved matter in Wales and both qualifications and curriculum follow the Welsh Government schemes.

It has excellent communication links, by road and rail. The M4 runs round it with multiple junctions for the city. London is around 1 hour 40 minutes by rail; Cardiff around 20 minutes by rail.

There is fibre broadband in many parts of the city, not least around the Cathedral.

Newport is not a strong Welsh speaking part of Wales, though Welsh is prominent in schooling and the Welsh language features in the worship of the Cathedral. There are Welsh speakers in the congregation to help with this.

There are many employment opportunities in Newport, Cardiff and Bristol, all within easy reach. It is possible to commute to London and certainly for hybrid working.

For more information: <https://www.newport.gov.uk/en/Home.aspx>



## THE DIOCESE OF MONMOUTH

The Diocese of Monmouth takes its name from the county town of Monmouthshire, which sits on the border between Wales and England. It largely covers the former county of Gwent, now incorporating Monmouthshire, Newport, Torfaen, Blaenau Gwent and part of Caerphilly County Boroughs, as well as the eastern reaches of Cardiff. Parishes have been reformed into Ministry Areas, legally constituting a single parish. The Cathedral stands outside these. For more information:

<https://monmouth.churchinwales.org.uk/en/>

## THE CHURCH IN WALES

The Church in Wales is an autonomous part of the Anglican Communion. It disestablished from the Church of England in 1920. It still has a place in the civic heart of the country. For more information: [www.churchinwales.org.uk](http://www.churchinwales.org.uk)

