

## ROLE DESCRIPTION

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| <b>Role:</b>               | Organ Scholar 2027-2028                                                              |
| <b>Team:</b>               | Liturgy & Music                                                                      |
| <b>Location:</b>           | Cathedral and Cathedral Offices                                                      |
| <b>Line Manager:</b>       | Organist and Master of the Choristers                                                |
| <b>Contract type:</b>      | Fixed term scholarship: 1 <sup>st</sup> September 2027 to 31 <sup>st</sup> July 2028 |
| <b>Hours:</b>              | According to Cathedral Choir schedule                                                |
| <b>Date of completion:</b> | August 2026                                                                          |

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| <b>1</b> | <b>Role Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|          | <p>The Organ Scholar plays a key role in the Liturgy and Music Department of Chichester Cathedral, in which musical, pastoral and administrative skills are developed and nurtured under the close supervision of the Cathedral's professional musicians, and staff at The Prebendal School. In addition to accompanying the choir and playing voluntaries, the Scholar also performs an organ recital as part of the highly successful lunchtime series, with a typical audience of over 300.</p> <p>In addition to its core responsibility of singing 8 services each week, the choir broadcasts most years on national radio. Regular tours enhance the choir's profile at international level, strengthening civic and ecumenical links. Recent recordings by the choir have included a disc of Christmas repertoire, an album for the Signum label commemorating of the Armistice of 1918, and a collection of works by Thomas Weelkes, which was acclaimed on BBC Radio 3's 'Record Review'.</p> <p>The choir enjoys a partnership with Chichester's famous Festival Theatre, performing at a series of concerts each December attended by a combined audience about 7,000.</p> |

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| 2 | Principal Accountabilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|   | <p data-bbox="277 277 576 309"><b>Duties in the Cathedral</b></p> <ol data-bbox="277 331 1390 958" style="list-style-type: none"> <li>1. Attending all services and rehearsals of the Cathedral Choir</li> <li>2. Accompanying the Lay Vicars' service each week, and other services as directed by the Organist</li> <li>3. Attending and assisting with the lunchtime recitals</li> <li>4. Voluntary playing, shared with the Organist &amp; Assistant Organist</li> <li>5. Managing the choir library – making sure all music is out in advance and returning copies to the library at the end of each day. Repairing copies and cataloguing new music</li> <li>6. Preparing choir booklets for special services</li> <li>7. Attending the weekly meetings of the three organists, and the weekly Liturgy and Music Department meeting</li> <li>8. Helping the Assistant Organist in the training of the Probationers</li> <li>9. Some small administrative duties in the office as agreed with Organist.</li> </ol> <p data-bbox="277 1050 676 1081"><b>Duties at the Prebendal School</b></p> <p data-bbox="277 1090 1390 1162">The Organ Scholar fulfils various musical duties in the school. During choir term, the Organ Scholar may take all meals at Prebendal.</p> <p data-bbox="277 1209 520 1240">Duties will include:</p> <ol data-bbox="277 1285 1390 1637" style="list-style-type: none"> <li>1. Supervising boarders' music practice (as directed by the Director of Music), working with both the choristers and non-choristers. These will be a mixture of morning sessions before school and early evening sessions</li> <li>2. Attending regular meetings with the Director of Music to ensure the smooth running of the department</li> <li>3. Playing at morning assemblies in the Cathedral as well as at any special services</li> <li>4. The Organ Scholar is encouraged to engage with other areas of work at The Prebendal School, according to their interests and experience</li> </ol> |

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| <b>3</b> | <b>Level of Responsibility</b>                                                                                                                                                                                                                                                                                            |
| <b>a</b> | <b>People</b><br>The post holder does not have direct management responsibilities but will be required to chaperone choristers (under-18s)                                                                                                                                                                                |
| <b>b</b> | <b>Financial Management</b><br>The post holder does not have any budgetary responsibility                                                                                                                                                                                                                                 |
| <b>c</b> | <b>Safeguarding</b><br>The post holder will have regular contact with under-18s (the Cathedral choristers) in the presence of other Cathedral and Prebendal School staff.                                                                                                                                                 |
| <b>4</b> | <b>Contacts</b>                                                                                                                                                                                                                                                                                                           |
|          | The post holder will have contact with: <ul style="list-style-type: none"> <li>▪ the Cathedral Choir (choristers, lay vicars and organists)</li> <li>▪ other Cathedral staff members</li> <li>▪ members of the clergy to ensure the efficient provision of music for services</li> <li>▪ members of the public</li> </ul> |
| <b>5</b> | <b>Special Requirements</b>                                                                                                                                                                                                                                                                                               |
|          | <ul style="list-style-type: none"> <li>▪ Chichester Cathedral is a living church and applicants should be in sympathy with our Christian mission.</li> <li>▪ All our employees are required to undertake mandatory training including CofE safeguarding training as appropriate.</li> </ul>                               |

## Further Information

- Applications are welcomed from school leavers and post-graduates: the Organ Scholarship will be tailored to fit the experience and aspirations of the Scholar.
- The Organ Scholar is resident in Chichester during choir terms: the choir year will run from 1<sup>st</sup> September 2027 to 31<sup>st</sup> July 2028. Choir holidays typically comprise: 2 weeks after Christmas; 2 and a half weeks at Easter (this is sometimes taken in two blocks either side of Holy Week); 2 weeks in the autumn half-term and a week at each of the spring and summer half-term breaks.
- Accommodation will be provided in the form of a self-contained flat within the Cathedral Close, which will be available free of rent and Council Tax. Charges for heating, electricity, telephone rental, water and internet are paid by the Cathedral.
- All meals will be available free of charge during term-time at The Prebendal School, the Cathedral's Choir School. The Organ Scholar has supervisory duties at Prebendal, and plays for school services: in this respect they will be under the jurisdiction of the Head of the School.
- The Scholarship is currently worth £4,120 per annum. Payment is made in termly instalments to the Organ Scholar by the Chapter. In addition the Organ Scholar acts as Choir Librarian, for which duty a remuneration of £800 is paid. Additional fees are payable for special services.
- In the Cathedral the Organ Scholar will work under the Organist and Master of the Choristers (subject to the jurisdiction of the Chapter) and will undertake such duties as may be required. The Organ Scholar will be allowed free use of the Cathedral organ for practice purposes at agreed times.
- An allowance of £1,520 is available for private tuition, which may include paperwork lessons (eg for RCO diploma exams) as well as organ lessons. These may be taken with one of the Cathedral Organists or with another teacher. A proportion of this allowance may be used for travel expenses where lessons are taken outside of Chichester.
- The post is subject to an enhanced DBS check.
- This Organ Scholarship has been supported by The Headley Trust.

## How to apply

Applicants are invited to apply by sending a CV, including the names and contact details of three referees (at least one of which must be musical), together with a covering letter explaining their interest in the post and what they hope to achieve and contribute during the year.

Applications should be sent to:

Val Timlin, Head of HR  
The Royal Chantry, Cathedral Cloisters  
Chichester, West Sussex PO19 1PX  
Email: [hr@chichestercathedral.org.uk](mailto:hr@chichestercathedral.org.uk)

The closing date for applications is **9.00am on Monday 21 September 2026**.

Potential candidates are welcome to contact Charles Harrison (Organist and Master of the Choristers) for an informal discussion:

Telephone **01243 812486**; Email [organist@chichestercathedral.org.uk](mailto:organist@chichestercathedral.org.uk)

## Interviews

Interviews at the Cathedral and Prebendal School will take place on **Monday 28 September 2026**. Accommodation will be available if required. The practical part of the interview will include playing a Trio movement, Prelude, Fantasia or Fugue by J.S. Bach and a second, contrasting piece; sight-reading and hymn-playing; transposition and improvisation.