



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the position of
Dean of Chapel**

January 2018

Confidential

Requirement

Following the appointment of the current Dean of Chapel, the Reverend Duncan Dormor, as the new Chief Executive Officer of United Society Partners in the Gospel, St John's College hopes to appoint a successor as soon as possible. The Dean of Chapel oversees and manages the provision of services and the conduct of divine worship in the College Chapel in accordance with the rites of the Anglican Church; the activities of the choirs and Chapel music generally, and the pastoral care provided by the Chapel to resident members and staff of the College community, regardless of their religious beliefs. The Dean of Chapel is a Fellow of the College.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the colleges in the University of Cambridge. It is a registered charity and the charitable purposes of the College are the advancement of education, religion, learning and research.

The College has some 160 Fellows covering the complete range of academic disciplines. The student body is made up of both undergraduate and graduate students. The College has some 530 undergraduates in residence and admits approximately 170 new undergraduates every October. St John's has on average approximately 320 graduate students in residence and admits over 100 new graduate students every year. The College is a very diverse community with 15% of its undergraduates and 55% of its graduates coming from overseas. The College is actively engaged in a range of initiatives to widen the participation of undergraduates from low-income households.

Further information on the College can be found on the College website www.joh.cam.ac.uk

The life of the Chapel

St John's College Chapel is the second largest of the Cambridge chapels with a level of activity and attendance to match. Choral Evensong takes place on a daily basis during University terms, and these services are open to the public. Those attending are a mix of college members (Fellows, staff and students), regulars from the university and city, visiting musicians, academics and others from around the world. Average total weekly attendance is 695 with average Sunday attendance across three services of 245 and a weekday attendance of 450.

The College has two Chapel choirs: the College Choir and St John's Voices. The College Choir is an all-male choir (16 boys from St John's College School; 15 undergraduate choral students and 2 organ scholars) directed by Andrew Nethsingha and with a high international reputation. Evensong is sung by the College Choir in the Chapel at 6.30 pm on six days a week during Full Term, Tuesday to Sunday. In addition there is a Sung Eucharist at 10.30 am on Sundays during Full Term. Further to this, the College Choir sings at choral services outside Full Term, in late June and the early part of July. St John's Voices, founded in 2014, is a student mixed-voice choir with undergraduate and postgraduate members. Directed by Graham Walker, the choir has gone from strength to strength. It sings Choral Evensong at 6.30pm on Monday evenings and a number of other services on various occasions throughout the year, in addition to performing external engagements in the UK and abroad. Their first recording is anticipated in 2019.

There are a number of special services throughout the year (Matriculation, Remembrance Sunday, Advent Carol Service, the Epiphany Carol Service, Ash Wednesday Evensong, the Lent Meditation, Commemoration of Benefactors, Confirmation Service, Ascension Day, Graduation Service, Joint

Evensong with King's College) some of which are regularly broadcast by the BBC. Choral services are also webcast on a weekly basis from a website dedicated to promoting the activities of the College Choir: www.sjcchoir.co.uk. In addition to performing at concert venues in the UK, the College Choir go on tour two or three times a year and are usually accompanied by either the Dean or the Chaplain. In recent years they have visited the USA, the Far East, Central and Northern Europe.

The two choirs provide opportunities for musical education to a very high standard and the College has a track record of producing accomplished musicians – singers, conductors, instrumentalists and composers. St John's alumni are prominent amongst the leading Cathedral musicians of the UK as well as more widely in the world of classical music. In addition to training people within the Anglican choral tradition, St John's College Chapel has sought to develop the College Choir's outstanding international reputation through various innovative activities e.g. pioneering webcasting services in the UK, the creation of an online resource for choral directors and through an extensive programme of commissioning contemporary composers. In 2016, the College founded a St John's label in conjunction with Signum Records as a vehicle for recordings by the College Choir, promising student instrumentalists and alumni. Its first disc, *Deo*, won a BBC Music magazine award.

In addition to choral services there are a number of informal services for the College community, for which the Chaplain is primarily responsible, including a said service of Holy Communion at 8.30am on Sunday mornings and a regular service of Compline. There is a lively engagement on the part of students with the worshipping and community life of the Chapel and the Chaplain is primarily responsible for fostering the social and community side of Chapel life through hospitality, discussion groups and a wide range of activities which will occur principally during the academic year.

There are a number of weddings (c. 10), a small number of baptisms and memorial services, and the occasional funeral each year in the College Chapel.

The College clergy are also involved in the life of St John's College School, the largest Choir school in the UK with 470 pupils. The Dean is an *ex officio* member of the Governors and in the past has often served as Chair.

The Dean is responsible for overseeing all activities associated with the Chapel and choirs and has responsibility for 5.2 FTE staff (excluding Lay Clerks) and several significant budgets. Responsibilities include acting as Secretary to the Livings Committee and taking the primary responsibility for overseeing the activities of the College in its capacity as a patron of around forty parishes; taking an active role in monitoring the charitable activities of the College as a member of the Charities Committee; and, promoting the work of the Choir Association, a predominantly alumni organization, which supports the work of the College Choir.

In 2019 the College will mark the 150th anniversary of the 'new' Chapel. In close collaboration with others, the Dean will take a lead in ensuring a suitable programme of events and activities and be involved in the implantation of a new sound and lighting scheme.

Principal Responsibilities and Duties

Job title: Dean of Chapel

Job purpose: To oversee and manage: the provision of services and the conduct of divine worship in the College Chapel in accordance with the rites of the Anglican Church; the activities of the choirs and Chapel music generally, and the pastoral care provided

by the Chapel to resident members and staff of the College community, regardless of their religious beliefs

Department: Chapel & Choir

Responsible to: The College Council

Responsible for: The Chapel & Choir department including 5.2 FTE direct line reports

Direct Reports: Director of Music, Director of St John's Voices, Chaplain, Choir Administrator, Choir Marketing & Communications Officer and Chapel Clerk.

Working with The Choral Students and Organ Scholars, the Choristers, Probationers, Lay Clerks, the Director of Education & Senior Tutor and Tutors, clergy in other colleges and the University, the Headmaster and staff of the College School, resident members of the College and staff, visitors to the Chapel, volunteers, alumni of the Choir and College, the Development Office, the Choir's external agents and promoters, and individuals and groups within the Church of England

Main responsibilities

Strategy

- Develop and manage the strategy for the Chapel & choirs, agreeing this with the Director of Music, Director of St John's Voices, Choir Advisory Committee, Development Committee and Council as appropriate
- Ensure that Chapel strategy has clear objectives, performance measures, budgets and other resource requirements

Chapel

- Responsible for the conduct of divine worship in the College Chapel, in conjunction with the Chaplain and the Director of Music,
- Responsible for arranging visiting preachers and celebrants
- Foster the social and community side of Chapel life through hospitality, discussion groups and a wide range of activities which occur principally during the academic year
- Oversee arrangements for visitors to the Chapel
- Ensure provision in College for inter-faith communities

Choirs

- Oversee the activities of the College Choir and St John's Voices including tours, concerts, recordings, webcasts.
- Oversee recruitment to the College Choir, including the Choral Awards scheme
- Work with the College lead on Safeguarding to ensure that suitable child protection and safeguarding policies are in place in the College in respect of the Choristers and Probationers, which reflects the Policy and Processes adopted by St John's College School (the College has a separate Safeguarding policy for over 16s)
- Accompany the College Choir to concerts or on tours in the UK and overseas, as required

Pastoral care

- Ensure effective pastoral care is available for Fellows and junior members of the College and College staff regardless of their beliefs (in the case of junior members, this pastoral care is as a complement to the College's Tutorial system, providing a further channel of communication and support)
- Listen and give advice in confidence to all members of the College community - Fellows, staff and students - of whatever faith or none who may wish to avail themselves of the opportunity
- Participate in the social and community life of the College in order to get to know its members

Living

- Manage, as Secretary of the Living Committee, the College's work as patron of nearly 40 living

Donations

- Consider appeals for funding received from religious organisations and make recommendations to the Charities Committee with respect to possible donations by the College
- Oversee the allocation of Chapel collections to a range of charities
- Proactively manage a small scale programme of giving, using the College's Advowson fund, for parishes of which the College is Patron

Teaching

- Act as Director of Studies in Theology or a related subject (separately remunerated), if appropriate and requested to do so
- Teach Theology or a related subject (separately remunerated), if appropriate and requested to do so

Research (if applicable)

- To pursue scholarly research and promote research impact within his/her specialist field and to keep abreast of developments in research and scholarship in that field
- Facilitate public engagement with research in his/her specialist field

External

- Foster and maintain professional links with counterparts in other colleges and the University
- Contribute to the national life of the Church of England including through serving on Church bodies and committees, provided these do not conflict with the Dean of Chapel's other duties
- Represent the College on any relevant intercollegiate or University committees

Team leadership and management

- Lead the College's Chapel & Choir team, inspiring and motivating those within it and creating in collaboration with colleagues, a clear vision of future objectives and how they will be achieved
- Undertake staff reviews, set individual objectives, promote personal and professional development

- Ensure that the team is appropriately structured and staffed, is well-co-ordinated, and that procedures are documented
- Develop key performance indicators for the department and its individual functions
- Recruit and train new staff, using Safe Recruitment processes in line with those adopted by St John's College School

Budget

- Oversee the development of budget proposals and ensure that expenditure is managed to budget
- Authorise any Annual Fund applications made on behalf of the Department
- Sign contracts for concerts and tours, Choristers etc. on behalf of the College

Fundraising and alumni relations

- Work with the Development Office on fundraising for Chapel & Choir purposes
- Engage with, and play an active role in, the Choir Association

Reporting and information

- Ensure that appropriate reporting on Chapel & Choir activities is provided
- Be responsible for the website and social media presence of the Chapel and College Choir
- Support the public relations activities of the College Choir
- Oversee the production of the Choir Association newsletter

Committees

- Provide input to a number of key College Chapel and choir related committees
- The Dean of Chapel is currently ex officio a member of the following committees: Choir Advisory, Health & Safety, Livings (Secretary), Charities, St John's College School Governors and Herbert Howells Trust Committee

Committees and external

- Represent the College on the intercollegiate Senior Tutors' Committee and participate, when appropriate, in other University and intercollegiate committees
- Be an advocate for the College on academic matters within the University and liaise with the University and other colleges on policy matters relating to students
- Participate in developing the communications strategy of the College

The above description is not exhaustive and the individual would undertake other appropriate responsibilities if reasonable and asked to do so.

Person specification

The post is open to the appointment of a woman or a man, who is married, in a civil partnership or single. It is a requirement that the person appointed is an ordained priest of the Church of England or of a Church in full communion with the Church of England.

Set out below are the qualifications, experience, skills and knowledge that are minimum essential requirements for the role or are desirable additional attributes.

Essential

- Leadership skills with a collaborative and collegial approach to work.
- A strong pastoral sense.
- Excellence at preaching.
- Strong commitment to social justice and a capacity to engage the College with broader ethical issues.
- Preparedness to get to know all members of College and to make themselves available to all who may need pastoral care or guidance.
- Ability to command the intellectual respect of the senior and junior members of the College and work in a spirit of creative engagement with all members and staff of the College.
- Rapport with younger people and able to engage with students through a wide range of activities.
- Ability to accept responsibility for promoting and safeguarding the welfare of children and young people for which he/she is responsible or comes into contact with
- Ability and desire to foster a sense of community amongst the congregations in Chapel, whether members of College or not.
- Ability to work effectively across the faith communities and with members of the College community who have no faith whilst at the same time being a focus for those who wish to worship regularly as part of the Chapel community which is fairly ecumenical in spirit and composition.
- Ability to respond appropriately to the needs of the College.
- Ability to manage a large budget sensitively, prudently and effectively.
- Appreciation of the musical tradition represented by the College choirs with a strong liturgical sense, but also a sense of the way in which the College choirs' repertoires and priorities differ a little from those of Cathedral choirs.
- Ability to lead worship in the Anglican Choral tradition with confidence and be prepared to travel abroad on tour with the College Choir.
- An instinct for fundraising and good liaison with the Development Office.

Desirable qualities:

- Entrepreneurial ideas and support - e.g. recruitment, publicity, creation of touring opportunities, CD promotion.
- Academic expertise and accomplishment.
- Experience of building effective external links with relevant faith, educational or civic communities.
- Ability to sing the appropriate parts of the liturgy.

Terms and Conditions

- **Salary:** the salary offered is expected to be in the region of £50,000 - £60,000 per annum. Additional remuneration will, if applicable, be paid for taking on additional roles such as a Director of Studies, teaching or Tutor role;
- **Pension:** the salary is pensionable under the Universities Superannuation Scheme (USS), a hybrid defined benefit/defined contribution pension scheme;

- **Hours of work:** No hours of work are specified but this is a full-time post and the Dean of Chapel is expected, when not on holiday or leave, normally to be present in the College during the working day and to work such additional hours as are necessary to properly perform the duties of the position. The Dean of Chapel is required to be present during Term and during the period of summer residence during which services continue;
- **Notice:** The appointment will be subject to an initial probationary period of 12 months during which the appointment may be terminated by one month's notice on either side. Following the successful completion of the probationary period, the period of notice would be three months on either side;
- **Relocation expenses:** the College will provide assistance with relocation expenses to an appointee who is required to move home in order to take up the appointment, up to HMRC limits. The postholder is expected to live within 20 miles of Cambridge;
- **Fellowship:** It is intended that the appointee will be elected to a Fellowship of the College, which carries with it significant benefits (of a non-contractual nature) which include the following:
 - Fellows are eligible to join two healthcare schemes following 3 months' service:
 - A BUPA medical insurance scheme, which is non-contributory for single cover up to the retirement age and contributory for family cover; and
 - A Simplyhealth cash-plan scheme, to provide support for day-to-day expenses, which is non-contributory for cover for the Fellow and dependent children under 18 years and provides cover up to the state pension age.
 - Fellows are able to dine and lunch at the Fellows' Table as often as desired, with ninety meals per quarter (either lunch or dinner) being at College expense;
 - Fellows who fulfil certain conditions may be eligible for single residential accommodation within College which is free of rent (though subject to a service charge) whilst those who live out of College can benefit from either a non-pensionable housing allowance of £600 per month to support the rental of a property (or 50% of rent paid if lower) during the first four years of the Fellowship, or participation in the College's 'house purchase scheme' which is a shared-ownership scheme under which the College will contribute up to £150,000 to the purchase of a property.

There is an Employer Justified Retirement Age for posts within the Fellowship which is 30 September following the member of staff reaching 67 years of age.

Final confirmation of the appointment is subject to:

- the receipt of three specific child protection references;
- the receipt of a satisfactory response to an enhanced Disclosure & Barring Service (DBS) check;
- the receipt of a satisfactory response to a Prohibition from Management check (Section 128 barring list check);
- a signed medical declaration concerning mental and physical health.

Child Protection Policy

The person appointed to the post of Dean of Chapel will be required to work alongside the Choristers and Probationers of St John's College Choir and will be a Governor of St John's College School. Applicants must be willing to undergo child protection screening appropriate to the post, including specific safeguarding references from past employers and enhanced checks with the Disclosure & Barring Service.

Accordingly this post is exempt from the *Rehabilitation of Offenders Act 1974* and therefore all convictions, cautions, reprimands or final warnings that are not "protected" as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)* by SI 2013 1198 must be declared.

Recruitment Process

Applications should be sent:

by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive not later than 12 noon on **Monday 5 March 2018**. First stage interviews are expected to be held on **Thursday 5 April 2018**. Final stage interviews are expected to be held on **Tuesday 24 April 2018**. Final stage interview candidates will also be invited to attend a half-day visit to the College on **17 April 2018**.

Please include in your application:

- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- The enclosed Application Form completed in full (applications without this will not be accepted);
- A full Curriculum Vitae (Please note: CVs will not be accepted in substitution for completed Application Forms in the absence of good reason);
- Names and contact details of three referees who know you in a professional capacity, one of whom should be your current or immediate past employer.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal, if the applicant has been selected, and possible referral to the police and/or the Independent Safeguarding Authority.

Information provided will be treated as confidential and processed in accordance with the College's Data Protection Policy a copy of which may be obtained from the Data Protection Officer, St John's College, Cambridge, CB2 1TP.