Further Particulars for the post of
Dean of Chapel, St John’s College, Cambridge
The College of St John the Evangelist

With the appointment of The Rev’d Dr Mark Oakley as Dean of Southwark, St John’s College wishes to appoint a successor as Dean of Chapel.

For over 500 years, St John’s College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research. We address this mission with an unwavering commitment to academic freedom, excellence, and integrity, committed to sustaining and enhancing the College’s global renown for scholarship across a wide range of disciplines, and aspiring to be regarded as a beacon of academic excellence.

Over those five centuries, St John’s has remained a place of reflection and learning on matters of religious faith, contributing an understanding and exploration of faith to enrich the wider intellectual life of the College. Our Chapel serves members of the College, alumni, the wider University, and the public. It offers a place of worship, peace, comfort and beauty, enriched by our outstanding choral tradition. Under the leadership of the Dean, the activities of the Chapel and Choir team help to support the emotional, mental and spiritual wellbeing of all members of the College community, whatever their faith tradition or if they have none. The Chapel further opens opportunities for our students to expand their intellectual and personal horizons, and to build the confidence and capacity to seize those opportunities as they progress in their studies and prepare for the world beyond university.

This is a friendly, warm, and welcoming place with a deep sense of belonging. The College is held in lasting affection by its members, who include around 150 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13,000 alumni worldwide, and by our 250 staff. Our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine joie de vivre. We cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of humankind and our planet. As one of the largest and most widely known of the 31 constituent colleges in the University of Cambridge, consistently ranked amongst the top three universities in the world, we make an important contribution to the wider University.

Further information about the College can be found at www.joh.cam.ac.uk.
Introduction to the role

The Dean of Chapel: directs and oversees the provision of services and the conduct of divine worship in the College Chapel under the College Statutes and in accordance with the rites of the Church of England; oversees Chapel music and the activities of the choir(s); and is responsible for the pastoral care and support offered to resident Fellows and students, and to the staff of the College, regardless of their religious beliefs. The College looks for an active intellectual or academic contribution (not necessarily theological), and a significant pastoral contribution to the whole of the College community from its Dean of Chapel. The College has a world-famous College Choir formed of children and adult voices, directed by Christopher Gray, the College's Director of Music. Since 2020, the Choir has admitted women and girls. The College has one or two Organ Scholars at any time. The adult voices in the Choir are largely students/recent graduates, for whom the Choir provides an exceptional musical/choral education and professional experience. The Choir provides music for services on six days of the week in the English Cathedral tradition. A second mixed adult choir, the St John's Voices, provides additional choral opportunities in the College Chapel, under the direction of Graham Walker. Although it is not necessary for the successful candidate to have musical gifts, the Dean should be in sympathy with the College's outstanding musical tradition.

The Chapel makes an important contribution to wider College life. For example, the Dean leads a programme of community and outreach activity for students, supporting the College's commitment to broadening the horizons and understanding of our students. The Dean has a responsibility for the fabric of the Chapel and will be closely involved in steering the project to install a Willis organ to replace the current organ in 2025. Working with the Development Office the Dean supports alumni relations, and where appropriate donor relations and fundraising activity in support of the College’s purposes; the Choir Association offers particular support to the world famous College Choir, and it sustains links with former choral and organ students and scholars, and choristers.

The Dean manages a core team which includes the Chaplain, the Director of Music and eight further members of staff.

From time to time, there may be an opportunity for the appointee to contribute to teaching, if appropriate and where the Senior Tutor identifies a requirement. This is not a condition of appointment, and there is no obligation to teach.

Services

The regular services in the Chapel are:
- Morning Prayer at 8.30am Monday to Friday
- Evensong at 6.30pm every day
- Student Communion at 8.30am on Sunday, 10.30 Sung Eucharist on Sunday

These services are held during the three Full Terms of the University Calendar, and in a period of summer residence after the end of the Easter Term.

Special services throughout the year include: Matriculation, Remembrance Sunday, the Advent Carol Service (two services), the Epiphany Carol Service (two services), Ash Wednesday Evensong, the Lent Meditation, Commemoration of Benefactors, Confirmation Service, Ascension Day, Graduation Service, Joint Evensong with King's College. Some of these services are regularly broadcast by the BBC. In addition to choral services there are several 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 several Compline services during term. Each year, there are around 10 weddings, a small number of baptisms and memorial services, and the occasional funeral in the College Chapel.
Dean of Chapel: role description

**Job purpose:** The Dean leads and manages: the provision of services and the conduct of divine worship in the College Chapel in accordance with the rites of the Church of England; the activities of the choirs and Chapel music generally, and the pastoral care and support offered to Fellows and students in residence, and to the staff of the College, whatever their religious beliefs.

**Department:** Chapel & Choir

**Responsible to:** College Council for leadership and oversight of all activities of the Chapel and choirs.

**Responsible for:** The Chapel & Choir Department.

**Direct reports:** The Chaplain, the Director of Music, Departmental & Touring Manager and the Chapel Clerk report to the Dean.

**Departmental personnel:** The department has an establishment of a further eight members of staff, many of them in part-time roles. In addition, the department’s headcount includes a varying number of Lay Clerks contracted to the College Choir, and a small number of other part-time contributions supporting College Choir functions.

**Other key relationships:** The Dean engages widely with resident members of the College and staff, with Choral Students and Organ Scholars, Choristers and Probationers, the Senior Tutor and Tutors, the Development Office, and the Headmaster and staff of the College School.

In addition, the Dean engages with clergy in other colleges, the University and beyond (particularly visiting preachers and the Bishops of Ely and Huntingdon), and with broadcasters, volunteers, alumni of the Choir and College, visitors to the Chapel, the Choir’s external agents and promoters, and individuals and groups within the Church of England.

**Main responsibilities**

**Strategy**

The Dean sustains the Chapel as the driving force in the College's fulfilment of its religious purposes and as the environment for an exceptional musical education based on the English choral tradition to be delivered. The Dean ensures that the Chapel plays an important wider role in sustaining a cohesive and healthy academic community, and in nurturing the confidence and capacity of our students to expand their intellectual and personal horizons. The Chapel strategy covers all this ground and more.

The Dean:

- Develops and recommends a strategy for the Chapel and for the choir(s) that synchronises with the College's overall strategic ambition and priorities, working with colleagues in the Department, relevant committees and College Officers
- Proposes for approval and leads implementation of a sustainable plan to achieve the agreed strategic priorities, ensuring that the Chapel and Choir plans integrate with plans for delivery and development in other parts of the College

**Chapel**

The Dean is responsible for the programme of worship and life in faith nurtured by the Chapel, ensuring it remains a warm and welcoming place for all, and fostering an intellectually and musically enriching experience. This includes:

- Overseeing a programme for divine worship and regularly conducting services in the College Chapel
- Inviting and hosting in College visiting preachers
- Overseeing and hosting a programme of discussion groups and other activities (principally during the academic terms) which enhance the community and social activities connected to the Chapel

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• Overseeing arrangements for visitors to the Chapel
• Working with the Domestic Bursar and other colleagues to maintain the fabric of the listed Chapel, and to secure the successful installation of the Willis organ
• Overseeing and encouraging the furtherance of developing interfaith work from the Chapel, led by the Chaplain

Music
The Dean:
• Oversees the plans and programme for the College choirs, including in regular and special services, tours, concerts, recordings and webcasts
• Oversees recruitment to the College Choir, including the Choral Awards scheme
• Is the Safeguarding lead for the Choristers and Probationers when they are on College premises, and has responsibility for ensuring that suitable child protection and safeguarding policies are in place in the College in respect of the Choristers and Probationers, which reflect the Policy and Processes adopted by St John's College School (the College has a separate Safeguarding policy for over 16s)
• On occasion, accompanies the College Choir to concerts or on tours in the UK and overseas

Pastoral care
The Dean leads a significant pastoral contribution to the whole of the College community, both personally and from the Chaplain, and supported by the Director of Music. This responsibility includes:
• In confidence, listening and offering support, and giving advice where it is sought, to all members of the College community who seek it, of whatever faith or none
• Offering pastoral support for Fellows and College staff regardless of their beliefs
• For students, regardless of their beliefs, supporting the Senior Tutor’s and Tutors’ pastoral and welfare responsibilities, as channel of communication and support
• Creating opportunities for inter-faith dialogue in College
• Creating and leading opportunities from the Chapel to support the College’s co-curricular plans, including by leading a programme of community and outreach activity for students
• Be an active participant in the social and community life of the College

Livings
• Manage, including as Secretary of the Livings Committee, the College’s work as patron of nearly 39 livings
• Where appropriate and possible, provide support and offer the College’s friendship to parishes and communities where the College has the right to present

Charitable giving
• 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
• As required, support the College in administering the Herbert Howells Trust

Research
The Dean is encouraged to make an active intellectual or academic contribution to St John’s (not necessarily theological). Where the Dean has an academic or research background or interest, they are encouraged to pursue scholarly research, to promote research impact within their specialist field, and to keep abreast of developments in research and scholarship in that field.

Where the Dean does not have an academic or research background, they are encouraged to facilitate public engagement with ideas and developments in the Christian religion, the Anglican Church, or other aspects of theology.

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**External relations**
The Dean supports the College’s network of relationships outside St John’s, including by:

- Representing the College on any relevant intercollegiate or University committees
- Fostering and maintaining professional links with counterparts in other colleges and the University
- Where appropriate, contributing to the national life of the Church of England, for example through service on a Church body or committee, and where not in conflict with the Dean’s other duties

**Leadership and management**

- Inspire, motivate, and steer the Chapel & Choir team with a clear vision of priorities and how they will be achieved
- Through collaborative and engaged leadership build and sustain strong relationships with College Officers, helping to promote cross-College working and silo-prevention
- Ensure that all staff in the department benefit from considered feedback, high quality performance reviews, clear objectives, a collaborative culture and the opportunity for personal and professional development
- Ensure that the department is appropriately structured and staffed, with clear regular communication and sharing of information
- Ensure that procedures are documented, policies properly approved, documented and reviewed, and that the department plays its full part in the effective use of College systems and processes
- Lead the recruitment of departmental staff, using Safe Recruitment processes in line with those adopted by St John’s College School, and ensure the appropriate training of new staff

**Financial management**

- With the support of the Finance Department, develop indicators for the performance of the department and its individual functions to enhance the value of management information and improve decision making
- Lead the development of annual and multi-year plans and financial proposals
- Ensure that expenditure is managed to budget and within other appropriate authorities
- On behalf of the College, enter into (ie sign) contracts for concerts and tours, for Choristers etc

**Alumni relations and fundraising**

- Play an active role in maintaining informed and supportive relations with the Choir Association
- Work closely with the Development Office in relation to fundraising for Chapel & Choir purposes and relationship management of donors

**Communications and marketing**

- Set the overall tone and direction for internal and external Chapel communications, in line with the wider College communications strategy and priorities as appropriate and ensuring that Chapel and Choir activity, news and opportunities are shared with the relevant internal and external audiences in a timely and engaging way
- Ensure that choir-specific communications and marketing activity aligns with the broader positioning of the College
- Take overall responsibility for online and digital channels including social media for the Chapel and College Choir, including compliance with College policies and other relevant regulations and requirements

**Governance**

- Act as secretary or participate as member, ex-officio, in College committees including: Choir Advisory, Equality Diversity & Inclusivity, Health & Safety, Livings (Secretary), and Charities
- As a Fellow, from time to time provide committee service outside the ex-officio commitments of the Dean
Teaching (if applicable)
Teaching is not a condition of appointment.

From time to time, there may be an opportunity for the appointee to contribute to teaching, if appropriate and where the Senior Tutor identifies a requirement. This may, for example, cover:
- Acting as Director of Studies in Theology or a related subject (separately renumerated)
- Teaching Theology or a related subject (separately renumerated)

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

Person specification
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 minimum essential requirements for the role and desirable additional qualities.

Essential requirements
- A strong track record as a leader of worship in the Anglican Choral tradition and of excellence in preaching, able to provide a focus for regular worshippers of ecumenical breadth
- Excellent leadership skills, demonstrating a collaborative and collegial approach to setting direction and achieving results
- A strong pastoral commitment, rapport with younger people and able to engage with students through a wide range of activities
- Commitment to and relevant experience of enabling the choral tradition embedded in the Chapel, including its embrace of innovation and educational excellence
- Ability to work effectively across faith communities and with those in the College who have no faith, and more generally to build community and collegiality in a spirit of creative engagement with all members and staff of the College
- Ability to command the intellectual respect of Fellows and students of the College and staff
- Strong commitment to developing the social, cultural and intellectual experiences of students and the capacity to engage the College with broader ethical issues
- Evidence of suitability for the critically important safeguarding responsibilities inherent in the role, in relation to the welfare of children and young people
- An excellent manager of people and functions, with the ability to plan for and manage a large budget prudently and effectively
- Excellent representative qualities, able to form and sustain a range of stakeholder, alumni and donor relationships that are important to the Chapel, choirs and College

Desirable qualities
- Academic accomplishment and expertise
- Marketing and communications skills
- Commitment to support in person the College Choir when touring, as required
- Experience of building effective external links with, for example, relevant faith, educational or civic communities
Terms and Conditions

Salary: The salary offered will be competitive, dependent on experience, plus benefits. Further 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);

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 help with relocation expenses for 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 three months' service:

a) A BUPA medical insurance scheme, which is non-contributory for single cover up to the retirement age and contributory for family cover; and

b) 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 90 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 £675 per month to support the rental of a property (or 50 per cent of rent paid if lower) during the first four years of the Fellowship, or participation in the College’s ‘house purchase scheme’ – a shared-ownership scheme under which the College will contribute up to £200,000 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. 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

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, and in addition a reference from your current bishop.

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.

Completed applications should be sent:

• by email to: Recruitment@joh.cam.ac.uk
• by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than 5pm on Wednesday 1 November 2023. Interviews will be held in the second half of November.