Magdalen College Chapel is among the most active in Oxford University, with about a dozen services a week during Full Term. It is especially well known for its Choir, which was established by the Founder’s statutes of 1480 and is one of the five ancient choral foundations in Oxford and Cambridge. The Choir plays an important part in the College’s religious, educational, and cultural life, and enjoys an international reputation for excellence. The Dean of Divinity is the Reverend Dr Andrew Bowyer, who officiates at most services, has general oversight of Chapel activities, and holds a variety of other responsibilities associated with pastoral care in the College, along with responsibility for College ‘Livings,’ i.e. Church of England parishes to which the President and Fellows of Magdalen are ecclesiastical Patron. The Director of Chapel Music (Informator Choristarum) is Mark Williams, who is also Tutor in Music and a titular Lecturer in the University’s Faculty of Music.

The Choir’s primary function is to sing 7 services a week during University Full Term. The Choristers’ terms are longer, running from early September to mid-December, early January to late March, and late April to early July. Choir tours occur from time to time and the Choir records regularly, for the Opus Arte label. It also performs at a variety of secular College functions during the course of an ordinary year (including singing from the Great Tower on May Morning).

**Purpose of the Job:**

To provide administrative and secretarial support for the daily running and promotion of the Chapel and its events, with its associated projects, including personal assistance to the Dean of Divinity.

**Duties and Responsibilities:**

**GENERAL CHAPEL ADMINISTRATION**

- Manage the Chapel Diary, respond to enquiries about services and events, order supplies and stationery, manage general finances, organise occasional dry cleaning of robes, maintain and update general chapel signage, oversee administration for team meetings, and prepare papers for the termly Chapel & Choir Committee meeting.

**CHAPEL SERVICES**

- Produce service sheets and booklets, publicity materials, posters & flyers etc. on the basis of existing templates and including assisting with design of new materials; liaising with printers, or photocopying as required;
- Manage seating plans & reservations as needed for special services
• Promote Chapel services via the College and Choir websites and social media platforms.
• Manage the set-up, ticketing and event management of the Christmas Services in collaboration with the Choir Administrator.

WEDDINGS & MEMORIAL SERVICES
• Liaise with prospective weddings couples and other College departments to secure Chapel wedding dates, and provide point of contact for discussions on fees, music, etc. once bookings are secured.
• Compile, update and circulate the list of Chapel weddings to various College departments.

OTHER CHAPEL EVENTS
• Co-ordinate and manage Chapel bookings and events, including choir events and recordings, approaches from external promoters and requests from College organisations and students.
• Maintain records for events, ensuring that health & safety and Performing Rights Society requirements are met, and that the fabric of the Chapel is protected;
• Liaise with other College departments over provision of equipment, green room space, and catering if required.
• Arrange invoices for fees as required
• Provide ‘on the day’ event management.

MAGDALEN COLLEGE CHOIR ASSOCIATION & FRIENDS OF THE CHOIR
• To organise, with the assistance of the Choir Administrator, an annual event designed to bring members of the Friends of the Choir together, either at Magdalen or elsewhere, and occasional events for the Magdalen College Choir Association (usually once every two to three years).

WEBSITE & SOCIAL MEDIA
• With the Choir Administrator, maintain and update the Chapel & Choir pages of the College website, and the Choir website.
• Monitor and post on the Chapel and Choir social media pages (Facebook, Twitter, Instagram), in collaboration with the Academical Clerk responsible for monitoring the Choir’s social media presence.

PA TO THE DEAN OF DIVINITY
• Provide administrative support to the Dean of Divinity, including assistance with the preparation of papers for College committees, assisting with clerical tasks related to College Livings and handling more general correspondence as requested by the Dean.

GENERAL
This list of duties and responsibilities is not exhaustive and it will be necessary to carry out other tasks as instructed by the Dean of Divinity and Informator Choristarum, and in liaison with the Choir Administrator.

It is expected that, if necessary, the successful candidate will undertake Child Safeguarding and First Aid training.
**Person Specification:**

The post-holder will need advanced organisational skills, initiative, computer literacy, a flair for good website presentation, and the ability to work independently and quickly (sometimes under pressure), to the highest professional standards and with great attentiveness to detail. Prior knowledge and experience of Church music and liturgy would be a distinct advantage. A clear capacity to develop knowledge in this area will be essential.

Time management skills are likewise essential, since it is necessary to anticipate periods of peak activity over the course of the year by working to early deadlines, knowing how to prioritise tasks, so that an extremely wide range of duties can be compressed into the time available. The postholder will also be able to handle confidential material discreetly.

Candidates will therefore be assessed on the basis of the following selection criteria:

1. Experience of working as a PA (to include typing, note-taking, diary management, familiarity with MS Office) and the ability to type 80 words per minute.

2. Excellent written and oral communication skills, and a high level of computer literacy (with competence and confidence to learn a variety of software packages).

3. Excellent analytical skills and a good eye for detail.

4. Ability to demonstrate excellent time-management skills and the ability to work under pressure.

5. Ability to work both independently and as a part of a team, and to see complex tasks through to a conclusion without constant supervision.

6. A capacity to develop knowledge in the areas of Church music and liturgy.

7. Interest in acquiring a knowledge of the history and administration of the College, Chapel, and Choir.

**Applications are particularly welcome from women and from Black, Asian, and Minority Ethnic candidates.**

**Hours of Work**

The post is full-time, 37.5 hours per week. However, the department is able to negotiate alternative working hours arrangements, and a flexible approach to working hours is important in ensuring that the Chapel and Choir run efficiently. In planning a shared office space schedule in collaboration with the Choir Administrator, it is expected that at least one day – and no more than three days – per week could be worked from home.

**Salary and Holiday**

The salary for the post will be on Grade 5 Grade 5 of the University Pay Scale £28,759 - £37,099 depending on skills and experience.
Benefits

- Membership of contributory pension scheme;
- Free lunch may be provided when the kitchen is open depending upon working times;
- Car parking (subject to availability);
- Use of sports facilities;
- Optional contributory Healthcare scheme;
- Bus pass purchase scheme;

The College provides for maternity leave on a basis that exceeds the statutory provisions. This is a day one entitlement and there is no qualifying period, women are eligible for 26 weeks’ maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements are available for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim on places in the University nurseries.

Application procedure and deadline

A detailed letter of application and a completed College application form, together with a recruitment monitoring form (both of which can be found on our website at http://www.magd.ox.ac.uk/job-vacancies/) should be sent to Human Resources, Magdalen College, Oxford OX1 4AU or emailed to human.resources@magd.ox.ac.uk (telephone: 01865 276033) by Friday 15th September 2023. Candidates are expected to use their letters of application to state clearly why they are interested in the post and how their qualifications and experience suit them for it. **Late or incomplete applications will not be accepted.** Following the offer of the position, appointment will be subject to (a) satisfactory completion of a medical questionnaire, (b) provision of proof of the right to work in the UK, and (c) enhanced DBS clearance and, in accordance with the College Choir Safeguarding Policy, the receipt of two references which satisfactorily address the question of the candidate’s suitability for work with children.

It is expected that interviews will take place on **Thursday 21st September.** The anticipated start date for the successful candidate is flexible, but would ideally be in October or November, and no later than mid-December.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018 and the College’s Data Protection Policy, which can be found at https://www.magd.ox.ac.uk/other-policies/data-protection/.