



## MAGDALEN COLLEGE, OXFORD

### CHOIR ADMINISTRATOR & PA TO THE INFORMATOR CHORISTARUM

(Negotiable hours, between 28 and 37.5 hours per week)

(Reference Number: CH24002)

#### FURTHER PARTICULARS

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 full administrative and secretarial support for the daily running of the College Choir, with its associated projects, including personal assistance to the Informator Choristarum.

#### **Duties and Responsibilities:**

**Manage the specific tasks of day-to-day Choir administration** including distributing Choir schedules and H&S information, schedule tuning and maintenance of instruments, manage the Song School diary, minute meetings with MCS, maintain registers and archive material as required.

**Liaison with the Chorister Parents** including organising social events, presents for leavers, chorister outings, ticketing for the Christmas services (in liaison with the Chapel Administrator), and maintaining connections, through events and communications, with former choir families

**Choir Safeguarding** including serving as the Choir Safeguarding Lead Officer and organising safeguarding briefings and communications with parents

**Annual Choir Tour** including tour licence application, chaperone documents and briefings, tour paperwork and liaison with tour operator

**Choir Events** including liaison with parents and school, risk assessments, travel arrangements, chaperone briefings.

**Choir Finances** including Clerk per diems and payments, and invoices from deputies, singing teachers and music suppliers etc.

**Choir Recruitment** including Chorister Voice Trials, Choral & Organ Awards and Stipendiary Clerkships

**Choir Music** including new music orders, covering and making up sets of music and maintaining the Choir music library catalogue

**Magdalen College Choir Association and Friends of the Choir**

- With the assistance of the Development Office, maintain and update a database of official Choir donors (Friends of the Choir), and of former choir members (Magdalen College Choir Association).
- Ensure that donors are kept informed about the Choir's activities and recordings through regular communications.
- Assist the Chapel Administrator in organising an annual event 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)

**PA to the Informator Choristarum**

- Provide administrative support to the Informator, including assisting with correspondence as required.

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

**Person Specification:**

The postholder 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.

### **Hours of Work**

In order to find the candidate best suited to this post, the College is willing to take a flexible approach to the hours and schedule. The post has previously been four days per week in order to accommodate flexible working requests, and that continues to be an option, although those seeking a full-time position are also encouraged to apply. A flexible approach to working hours is required from time to time, in line with choir events. In planning a shared office space schedule in collaboration with the Chapel Administrator, it is expected that at least one day – and no more than two days – per week could be worked from home. This appointment is subject to a probation period of six months.

### **Salary and Holiday**

The salary for the post will be on 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;
- Holiday entitlement of 30 working days, plus bank holidays (some restrictions will apply when holiday cannot be taken and some set days of holiday must be taken when the College is closed)

The College provides for maternity leave on a basis that exceed the statutory provisions. There is a day one entitlement and 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.

The College particularly welcomes applications from Black, Asian, and Minority Ethnic candidates.

### **Application Procedure and Deadline**

A detailed letter of application and a completed application form (which can be found on the College website at: [www.magd.ox.ac.uk/job-vacancies](http://www.magd.ox.ac.uk/job-vacancies)) should be emailed to [human.resources@magd.ox.ac](mailto:human.resources@magd.ox.ac). Late or incomplete applications will not be accepted. Following the offer of the position, appointment will be subject to (a) satisfactory references, (b) satisfactory completion of a medical questionnaire if required, and (c) provision of proof of the right to work in the UK. The closing date is 12.00 noon on Wednesday 1<sup>st</sup> May 2024. Interviews are expected to take place on Wednesday 8<sup>th</sup> May 2024, or at another time to suit shortlisted candidates.

Magdalen College is an Equal Opportunities Employer. Further information can be obtained from the College website at [www.magd.ox.ac.uk/equality/](http://www.magd.ox.ac.uk/equality/).

### **Recruitment Monitoring**

A Magdalen College Recruitment Monitoring Form will be found at the following page on the Magdalen College website:

[www.magd.ox.ac.uk/job-vacancies/](http://www.magd.ox.ac.uk/job-vacancies/).

Applicants are requested to complete the form and return it by email to Human Resources at Magdalen College ([human.resources@magd.ox.ac.uk](mailto:human.resources@magd.ox.ac.uk)). Please note that the form is anonymous and is used only to monitor and ensure equality of opportunity for all candidates: it is not part of the selection process and will not be seen by any member of the selection committee.

### **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 [www.magd.ox.ac.uk/other-policies/data-protection/](http://www.magd.ox.ac.uk/other-policies/data-protection/).