**Assistant Director of Music – All Saints Kingston**

**Reporting to:** Director of Music

**Location:** All Saints Church, Kingston upon Thames

**Role Type:** Part time, 4 year fixed-term contract

**Hours:** up to 18 hours per week plus preparation time

**Salary:** £16,o00 per annum, paid monthly

**Key Relationships:** Director of Music, Team Rector, Lay Clerk Choral Trainers, Voluntary Lay Clerks and other members of the main choir and junior choir, Schools leadership, pupils and families who are part of Lifting Young Voices.

**Background to the job**

All Saints Kingston has an exciting opportunity for a talented organist and conductor to work with our renowned choir as Assistant Director of Music. It also offers an exciting opportunity to play a key role in developing a new form of musical outreach. This role is ideal for someone looking to gain extensive performance and music education experience in a challenging and exciting music department.

The funding for this post is available as a result of a successful bid by the Diocese of Southwark to the Strategic Mission and Ministry Investment Board (SMMIB). This parish-based Diocesan post has received funding for the next 4 years. Following this, there will be an opportunity for the post-holder to renegotiate a parish contract. .

The Music Department

The Choir of All Saints Kingston was first recorded in the church documents in the 13th century and was founded in its current form in the early 19th century. Musical standards are very high and the choir sings repertoire comparable to most cathedral music lists. The choir is ‘semi-professional’: the choristers and choral scholars are paid a termly fee. There are three salaried Lay-Clerk Choral Trainers who are professional singers who work with the outreach project in schools as well as singing with the choir, and there are voluntary lay clerks - auditioned singers who are highly experienced and many of whom sing with some of the country’s best chamber choirs, opera companies and work as soloists.

The music department is led by a Director of Music, David Condry, who is assisted by the Assistant Director of Music. In addition, there is a Junior Organ Scholar, Choir Librarian and Choir Administrator. Fundraising and social events are organised by a choir committee. There is a choir association, which is an organisation for current and former choristers to keep in touch through a series of social events and an annual festival evensong.

The Musical Outreach

All Saints Kingston is a Hub Church in the Diocese of Southwark, focusing on **Growing Faith through Singing**. It has recently received a 5-year funding stream for this from the diocese, enabling it to create a model that can be easily shared with other music-focused churches seeking to reach young families.

The model will be based on its existing **Lifting Young Voices** (LYV) programme. LYV offers high-quality singing lessons to local state primary schools, engaging with a wide cross-section of children in the borough. The children are then invited to join a Junior Choir at the church. There are also termly concerts in the church, bringing together the school groups and the Junior Choir.

Now that LYV has been established, the church intends to offer all-age services that revolve around the Junior Choir and appeal to both their families and young families in general. This is part of a journey to develop a **Fresh Expression of Church** that will combine the rich tradition of choral singing with recent insights into how faith is nurtured through the connection between church, home and school. The aim is to grow a congregation that is both younger and more diverse, and to offer this as a model which other parishes might want to adopt.

Weekly schedule

The Assistant Director of Music is required to do two school visits per week as part of the Lifting Young Voices Programme (term-time only). Each school visit is 2 hours (2 x 40 minute lessons).

The Assistant Director of Music is required to attend all services unless previously agreed with the Director of Music. An example term-time week is outlined below:

**Wednesday**:

14.00-17.00 Administrative tasks (day may vary according to availability)

17:00 Rehearsal and 17:30 Choral Evensong (ending approx.18:00).

**Friday**:

11.00-15.00 School singing lessons (day may vary according to availability)

16.00 Junior Choir rehearsal

17:45 Probationers training

18:15 Choristers rehearsal

19:30 – 20:30 Full Choir rehearsal

**Sunday**:

08:50 for 09:00 Rehearsal

09:30 Choral Eucharist, ending approx. 10:30

Break until rehearsal

11:15 full rehearsal, ending 12:00

17:15 for 17:25 rehearsal

18:00 Choral Evensong ending approx. 19:00

There are occasional special services for which you will be required. These include: Ash Wednesday, Maundy Thursday, Good Friday, Ascension Day, Petertide Ordinations, Christmas Eve, Christmas Day.

Weddings and Funerals attract extra fees, paid directly by All Saints Church.

**Key Responsibilities**

The Assistant Director of Music plays a vital role in supporting the musical life of All Saints Kingston. The position is designed for a talented organist. They will have principal responsibility for accompanying the choir in most choral services on the 1988 Frobenius Organ. There will be opportunities to give organ recitals in both the Monday Chamber Music recital series and the Friday Organ Recital series. There will also be opportunities to assist in the direction of the choir and rehearsing of the choristers and choral scholars.

The main responsibility for this position will be playing the organ. However, at times they may be required to direct the choir, help plan the music list for services, provide a list of voluntaries and promote the choir within the community.

They will be responsible for planning and running two weekly visits to two local primary schools to run a class singing lesson. This is part of the Lifting Young Voices programme. In addition, they will assist in the running of the Junior Choir which is also part of this programme, and in doing so, support the children in their journey of faith through music. Currently, the Junior Choir rehearses on a Friday afternoon at 4.15 pm until 5pm. It is envisaged that the Junior Choir will lead the musical aspect of a new regular all-age service which will be on a Sunday.

They will also take on the administrative responsibility for contacting new schools with a view to arranging assembly visits and recruiting schools to become part of the LYV programme, whereby the church will offer free class singing lessons for one year, using one of our Choral Trainer Lay Clerks.

They will be aware of the importance of safeguarding and in doing so adhered to the safeguarding policies and procedures adopted by the Diocese and parish as well as the schools that they work in.

**Person Specification**

* Candidates should have advanced proficiency in organ performance, with standard equivalent to ARCO (Associate of the Royal College of Organists) or preferably to FRCO standard (Fellow of the Royal College of Organists)
* Strong sight-reading skills and familiarity with Anglican liturgy and choral music.
* Experience in accompanying and conducting choirs.
* Experience working with children and young singers.
* Willingness to encourage and support the Junior Organ Scholar to develop their skills and confidence.
* The ability to work collaboratively with others as part of a team.
* Strong interpersonal skills and an ability to work with people from diverse backgrounds.
* A commitment to inclusion and experience of fostering an inclusive environment, ideally in school or church settings.
* A commitment to implementing and upholding the safeguarding policies of the parish and schools.

**This post is subject to an occupational requirement that the postholder be a practising Christian under Part 1 of Schedule 9 of the Equality Act.**

**All applicants must have the right to work in the United Kingdom.**

**Appointment is subject to an enhanced with both barred lists DBS Check. The successful applicant will be required to undertake the Church of England’s safeguarding training.**

**Benefits of working at All Saints Kingston**

* Access to an historic, famous, and well-maintained organ, which has recently been renovated with a new solid state capture system.
* You will be entitled to use the organ for personal practice and for teaching, subject to the Church’s safeguarding policy.
* Opportunities for professional growth and development.
* A supportive, social, and collaborative working environment
* All Saints has a long and proud tradition of singers and organists moving on to highly successful professional musical careers having developed their skills at All Saints Kingston.

Our approach to diversity is simple —it’s about embracing everyone, and everyone is welcome at All Saints Church Kingston. We are committed to welcoming everyone, regardless of gender identity, orientation or expression. We are diverse in age, race, physical or mental ability, ethnicity, and perspective.

Thank you for your interest in this post, we look forward to receiving your application. Please email a CV with contacts for references and a covering letter, outlining your interest in the role to the choir administrator, Kate Shrimpton [choiradmin@allsaintskingston.co.uk](mailto:choiradmin@allsaintskingston.co.uk). Closing date for applications: **June 22nd 2025**. Applications submitted past the deadline may not be considered.

**Interviews and auditions will be conducted on Friday July 4th.**

The Director of Music, David Condry will be happy to have an informal conversation about the role. He may be contacted by email: choir@allsaintskingston.co.uk

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**TERMS AND CONDITIONS**

**Assistant Director of Music**

Fixed Term, 4 years

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**Employer**

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

**Normal Place of Work**

All Saints Kingston, Market Place, Kingston-upon-Thames, Surrey, KT1 1JP

**Salary**

The post has a salary of £16,000 per annum (£40,000 FTE)

**Probation**

The appointment is subject to the satisfactory completion of a six-month probationary period.

**Hours of work**

Up to 18 hours per week plus preparation time. Breakdown of hours according to time of year:

7 of the 18 hours are school term-time only (36 weeks per year )

11 of the 18 hours are choir-term only (41 weeks per year)

3 of the 18 hours are all-year round (47 weeks per year)

**Holiday Entitlement**

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years’ service. There is also an entitlement to 8 national bank holidays (pro rata for part-time hours). Holiday should be taken in school/choir holidays.

The leave year runs from 1st January to 31st December.

**Sick Pay**

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

**Season Ticket Loan**

An interest free season ticket loan is available upon satisfactory completion of the probation period.

**Cycle to Work Scheme**

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme.

**Pension**

A non-contributory pension will normally be arranged with the Church Workers’ Pension Fund, currently a 15% employer’s contribution.

**Employee Assistance Programme**

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

**Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

**Termination of Employment**

During the six-month probationary period one week’s notice is required on either side. Thereafter you will be required to give three months’ notice should you wish to resign and will receive a minimum of three months’ notice.

**Equality and Diversity**

All staff are expected to demonstrate the value of ‘Respect for All’ and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

**Equal Opportunities**

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

**Disciplinary and Grievance Procedures**

Further details would be provided in the contract of employment that would be issued on appointment.

**Health and Safety**

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

**Confidentiality**

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

**Any Other Duties**

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.