Merton College, Oxford
Chapel Administrator
(Part-time 0.8)

Job Title: Chapel Administrator
Department: Chapel
Contract type: Permanent
Responsible to: Chaplain
Liaises with: Reed Rubin Organist and Director of Music; Verger; Associate Chaplain; Student Support Administrator

Merton College

Merton is one of the oldest and most beautiful colleges in Oxford, tucked away behind the High Street, with glorious views across Christ Church Meadow and within easy reach of other University buildings and the city centre. The College community currently comprises around 600 students (300 undergraduate and 300 graduate), alongside some 70 Fellows, 40 other academic staff, and over 100 members of support staff.

More information about the College is available on our website: www.merton.ox.ac.uk.

Chapel and Choral Foundation

The College Chapel dates back to the end of the thirteenth century and stands at the heart of the College as a witness to Christian worship over almost 750 years. Today the Chapel is home to a lively and diverse community which continues this faithful offering of worship with daily services during term time. Each year a number of occasional services (weddings, funerals, memorial services) take place in the Chapel, and it is also a popular venue for concerts, plays, recordings and broadcasts.

In 2008 the College established a Choral Foundation. The College Choir sings three services a week and also gives concerts in this country and abroad. The Merton Girls’ Choir was set up in 2016. The first collegiate girls’ choir in Oxford, it sings one service a week, gives occasional concerts, and tours once a year.

The Chaplain, Canon Simon Jones, has general oversight of the Chapel and College Choir. He also co-ordinates the welfare provision in College and convenes the Student Support and Chapel and Patronage Committees. There is also a full-time Organist and Director of Music, Associate Chaplain & Career Development Researcher, Verger, and a team of student volunteers who act as Chapel Wardens, Sacristans and Chapel Clerk.
Purpose of the Role

To provide full administrative and secretarial support to the Chaplain. To ensure the daily running of the College Chapel and College Choirs.

Duties and Responsibilities

The successful candidate will:

**CHAPEL / CHAPLAIN**
- Provide administrative support for the Chapel and Patronage Committee. This will involve preparing, circulating, and distributing the agendas, papers, and minutes.
- Manage the Chaplain’s electronic diary, scheduling appointments as required.
- Manage the Chapel’s electronic diary.
- Manage the general tasks of Chapel administration. This will include overseeing all bookings of the Chapel; producing term cards, booklets and orders of service and general correspondence as requested by the Chaplain; providing administrative support for weddings, baptisms, memorial services, funerals and other occasional services; communicating internally with students and other College departments electronically and otherwise; liaising with the webmaster to update the Chapel and Choir pages on the College website.
- Provide administrative support for the Advent Carol Services, All Souls’ Requiem and other services which are attended by significant numbers of visitors.

**COLLEGE CHOIR**
- Manage the general tasks of administration of the College Choir. This will include preparing and distributing Choir schedules; photocopying; liaising with the Bursary over choir payments; and working with the Academic Registrar, Accommodation Manager and Bursary to arrange vacation residence.
- Assist with managing the choir’s social media accounts.
- Be actively involved in Choir recruitment. This will include managing a database of contacts; arranging Open Days, mailings and school visits.
- Provide administrative support for Organ and Choral Scholarship auditions. In consultation with the Admissions Officer, this will include arranging interview and audition timetables; and disseminating information to candidates, relevant Tutors, Organ Scholars, Verger, Director of Music and Chaplain.
- Manage aspects of arrangements for recordings, concerts and tours. In consultation with the Director of Music, this will include arrangements for travel and accommodation.
- Administer the ‘Friends of the Choir of Merton College’. This will include co-ordination of publicity, subscription renewal and organisation of Friends’ events.
- Have overall responsibility for the administration of the annual Passiontide Festival and the annual organ recital series. This will include co-ordination of publicity, sponsorship and bookings.

**GIRLS’ CHOIR**
- Provide administrative, welfare and safeguarding support for the Girls’ Choir, including being present at rehearsals and some larger events (including some weekends and the annual residential tour), and communicating with parents.
Be the Designated Officer for Safeguarding Children for the Girls’ Choir, and be responsible for the safeguarding policy and the training of student helpers.

**Person Specification**

Candidates will be assessed on the basis of the following selection criteria (candidates should address these in their applications):

1. Significant experience of working as an administrator/PA (to include typing, note-taking, diary management).
2. Experience of event organisation and / or arts administration.
3. Excellent written and oral communication skills, and a high level of computer literacy (with competence and confidence to learn a variety of software packages).
4. Excellent analytical skills and a good eye for detail.
5. Proven organisational and time-management skills and the ability to multi-task, prioritising activities and competing deadlines and working under pressure.
6. Ability to work both independently and as a part of a team, and to see complex tasks through to a conclusion without constant supervision.
7. A capacity to develop knowledge in the areas of Church music and liturgy.
8. Interest in acquiring a knowledge of the history and administration of the College, Chapel, and Choral Foundation.
9. Flexible and positive attitude and readiness to adapt to evolving needs of the role.
10. Understanding of the demands of confidentiality required by the role.
11. Ability to use own initiative.
12. Satisfactory Disclosure and Barring Service (DBS) enhanced disclosure.

**Salary and Benefits**

The salary offered for this job is in the range of £19,200 to £20,800 per annum (FTE £24,000 - £26,000) depending on qualifications and experience. Normal hours of work are 28 hours per week Monday to Friday (or Monday to Thursday). Exact days and hours of work are negotiable but the post holder will need to have a very flexible approach in order to support some events, such as the annual Passiontide Festival and the Girls’ Choir tour, that are held outside these times. In such cases, where overtime has been approved in advance, time off in lieu may be taken.

You will be entitled to 38 working days’ holiday pro rata – this includes the normal English bank and public holidays.

The College also offers an excellent benefits package. Employees are entitled to lunch each day in Hall, and the post-holder will be eligible to join the OSPS pension scheme. Private medical insurance is also provided for those who would like to take it up.

**Application Procedure**

Those wishing to apply for this post should complete the online application at [www.merton.ox.ac.uk/about-merton/vacancies](http://www.merton.ox.ac.uk/about-merton/vacancies) and upload the following documents by **12:00 noon on Friday 13 April 2018**: 
• a covering letter of no more than 750 words outlining their motivation for applying and how their skills and experience equip them to undertake the role;

• a CV no longer than three typed sides of A4, which should include the names and contact details of two referees; and

• an Equal Opportunities Recruitment Monitoring form. The information collected on the equal opportunities recruitment monitoring form does **not** form part of the selection process and will **not** be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College’s single Equality Scheme which is published at [www.merton.ox.ac.uk/about/college-policies](http://www.merton.ox.ac.uk/about/college-policies)

The interviews will take place on **Tuesday 24 April 2018**, and candidates are advised to keep the afternoon available.

References will only be taken up for the successful candidate.

Any person wishing to discuss the post informally is invited to contact the Chaplain, Canon Simon Jones: telephone 01865 276365 or email simon.jones@merton.ox.ac.uk.

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of his or her sex, marital status, racial group, disability, age, religion and beliefs, or sexual orientation.

**Merton College is an equal opportunities employer**