



# Application Pack

## Small Sounds Leader

---

June 2025



Lincoln Cathedral has been a striking presence above the city for more than 950 years. It is, first and foremost, a working church and hosts a minimum of three services every day of the year, at least one of which is usually sung by our world-renowned choir. It is the seat of the Bishop of Lincoln and the mother church of the diocese, and each year it hosts many county-wide services of celebration, commemoration and memorial.

It is a place of pilgrimage, where people come to seek God, to learn more about faith, or to take time out of a busy day for quiet reflection. It is a place of welcome and hospitality where all, of any faith or no faith, are encouraged to feel at home.

Lincoln Cathedral is also a world-class heritage visitor attraction and hundreds of thousands of people visit annually to learn about the rich history of the building and the fascinating stories of the people that have brought it to life over the centuries. Our volunteer guides provide floor, roof, tower and other specialist tours throughout the year and the building plays host to a wide range of exhibitions, events and concerts.

The site also includes: an award-winning visitor centre, featuring an exhibition gallery and discovery centre, where visitors of all ages can delve deeper into the history of the Cathedral; a bright airy café; the Cathedral shop. A purpose-built learning centre offers outstanding facilities for school visits and family activities, and a suite of community meeting rooms is available for organisations and individuals to hire.

Lincoln Cathedral is a centre of excellence for heritage skills and craft with its own on-site works department comprised of stonemasons, glaziers, lead workers and joiners, all dedicated to the maintenance, restoration and repair of this internationally significant building.

An exceptional team of skilled staff and volunteers ensure that all who visit receive a warm welcome and an excellent experience, and work towards ensuring a sustainable future so that future generations can continue to enjoy the sacred space of Lincoln Cathedral.

## **Our Mission**

The diocesan mission statement is to be faithful and confident. As we support the bishop in mission, we will build on this as we seek joyfully to proclaim the love of God in worship, outreach, service and welcome to all and to exercise faithfully our role as custodians of a sacred heritage building.

## **Our Purpose**

- To advance the Christian religion in accordance with the faith and practice of the Church of England, by furthering the mission of the Church of England
- To care for and conserve the fabric and structure of the cathedral building
- To advance any other charitable purposes which are ancillary to the furtherance of the purpose referred to above

## **Our Values**

Our values reflect the qualities we believe are essential to our life and work and will help

guide us to achieve our objectives and demonstrate Christian faith and witness, as we enable a culture of mutual flourishing, respect and a shared endeavour.

As an organisation, and as individuals within it, we are:

- Inclusive
- Trustworthy
- Kind
- Collaborative
- Flexible
- Accountable
- Pro-active to change

## Job Description

---

<b>Job Title:</b>	Small Sounds Leader
<b>Department:</b>	Liturgy and Music
<b>Reporting to:</b>	Director of Music
<b>Hours</b>	<b>Presently 3 hours per week, 39 weeks a year.</b> Sessions to take place twice each week during school term times, with further room for growth and expansion of the scheme.
<b>Salary</b>	£12.36 per hour with holiday payments added at 14.54% to every hour worked. <b>Total hourly rate £14.16 per hour</b>
<b>Contract</b>	Two-year contract with possibility of extension – dependent on funding
<b>Other</b>	All eligible employees will be automatically enrolled in the Pension Builder 2014 section of the Church Workers Pension Scheme operated by the Church of England Pensions Board

### **Key Responsibilities:**

- Lead weekly sessions of 30-40 minutes duration.
- Create a termly structure and preparing the weekly Small Sounds sessions (ways to do this and repertoire to use will be covered in training).
- Set up the space in preparation for the sessions and packing away afterwards
- Oversight of the care and maintenance of the Small Sounds resources – e.g. ensuring they are clean, safe and undamaged.
- Keep a register of names and contact details of attendees; reporting attendance numbers and 'stand out moments' to CMT.
- Attendance at training - in-person residential training on 9 and 10 July 2025, plus online sessions once each half-term (these are recorded so can be watched later, if necessary).
- Involvement in monitoring and evaluation (e.g. distributing evaluation materials supplied by CMT to participants and completing evaluation on training).
- Plan and deliver special 'meet the musicians' sessions alongside other cathedral musicians (one per term).
- Plan and deliver taster sessions with community partners (e.g. local libraries, family hubs or children's charities) to broaden the reach of the sessions.
- Involvement in publicising and marketing our provision for this age group.

### **Safeguarding:**

- Undertake cathedral training as required.
- Liaise with the Cathedral Safeguarding Officer and support them in promoting best practice in safeguarding within the Liturgy and Music Department.

### **Additional responsibilities**

- Any other duties as may reasonably be required.
- Ensure that the highest standards of professional performance are maintained.
- Promote equal opportunities in the work of the department.
- Ensure compliance with Cathedral policies, as advised.
- To be aware of and follow the Cathedral's Safeguarding Policy.
- Participate in Church of England Safeguarding training, as required.
- Participate in the arrangements for performance review and appraisal.

## Person Specification

---

### ESSENTIAL CRITERIA

#### Competencies:

1. Strong relationship-building and networking skills.
2. Excellent verbal and written communication skills, with the ability to communicate comfortably and confidently with a variety of audiences, with an especially good rapport with the very young and with parents.
3. A relatively experienced musician, but not necessarily huge experience with the very young in this area (and this will be provided through training).
4. The ability to lead singing and confidence as a singer.
5. Good organisational skills, self-motivation and initiative.

#### Integrity and Values:

The primary purpose of the Cathedral is to be place of Christian worship. This requires an understanding of the Church of England and the ability to work comfortably and in sympathy with the worship and mission of the cathedral, engaging in all aspects of the Cathedral's life.

### DESIRABLE CRITERIA

1. A wider understanding of the music within the Cathedral and how the 'Small Sounds' provision might support the wider long-term aims of the cathedral and its music.
2. The ability to play an instrument to support the singing sessions.
3. Experience of previous successful work with the 0-5 age-group.

## Interview and selection process

Please submit your application using the application form. A C.V. is not an acceptable substitute but may be attached as an additional document if you wish.

**Closing date for applications:** Friday 20 June 2025

**Interview date:** Tuesday 24 June 2025

**Applications by email to:** [recruitment@lincolncathedral.com](mailto:recruitment@lincolncathedral.com)

- Lincoln Cathedral is committed to the safeguarding and welfare of all children, young people and adults who may be involved in and/or visit the Cathedral.
- Offers of employment are subject to providing proof of the right to work in the UK, satisfactory references, and, where appropriate, a Disclosure and Barring Service (DBS) check at enhanced level.

**The Cathedral reserves the right to interview and appoint at any point during the recruitment process.**

#### **Health & Safety:**

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health & safety and that of any other person who may be affected by your acts or omissions. In addition, you must cooperate with the Organisation on health & safety and not interfere with, or misuse, anything provided for your health, safety, or welfare.

#### **Safeguarding:**

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role.

#### **Inclusivity and Diversity:**

Lincoln Cathedral is committed to building an inclusive and varied workplace, welcoming people from all backgrounds. All staff are expected to be compliant with all legislation, best practice and the values of the Cathedral.

#### **Equality Statement**

The Cathedral is committed to the principles of equality and diversity in employment and aims not to discriminate on grounds of gender, age, appearance, race, sexuality, class, ability, culture, nationality, political belief, trade union activity or religious belief.

**\*Please note: There is no parking available at the Cathedral**