Example Role Outline: Choir Leader / Head of Music

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the Church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Parish Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

Those who work with children, young people and/or adults who are vulnerable should have a commitment to:

* Treat individuals with respect
* Recognise and respect their abilities and potential for development
* Working in ways that meet and develop the personal, spiritual, social and pastoral needs
* Promote their rights to make their own decisions and choices, unless it is unsafe
* Ensure their welfare and safety
* The promotion of social justice, social responsibility and respect for others
* Confidentiality, never passing on personal information, except to the person you are responsible to, unless there are safeguarding issues of concern which **must always** be reported to the person named above or to the Police or Social Services in an emergency.

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| **Role** | Choir Leader / Head of Music |
| **Responsible to** | Incumbent  |
| **Key Responsibilities of the Role (tasks to be undertaken)** |
| CONSIDER IF THE WORKER IS SUPERVISED IN THEIR WORK OR UNSUPERVISED (SUPERVISES OTHERS)

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| Within that framework, the main duties of the Coir Leader / Head of Music may be outlined as follows: |
| * to recruit and train members of the choirs
* to play the organ to a high standard
* to prepare and create the music lists for the choirs
* to attend meetings such as with the incumbent etc when necessary
* to manage the Child Protection and Safeguarding Policy of the parish / benefice and ensure that it is implemented and adhered to by all staff and volunteers in the department
* to be responsible for arranging or giving the ‘in house’ concerts and other musical/choral events within the parish / benefice
* to plan and execute successful choir tours if the choirs are to visit other parishes or other organisations to give external concerts.
* selecting music for each service based on the liturgical calendar, special occasions such as weddings or funerals, and other factors
* conducting rehearsals, to ensure that the choir is prepared for upcoming performances
* managing relationships with church staff members and volunteers, including clergy etc

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| **Any arrangements for induction, training & support**  |
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| For example:

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| Keep up to date with current diocesan safeguarding policy and procedure  |
| Safeguarding training every three years |
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| **Any practical arrangements relevant to the role** *(e.g. process for paying expenses, times role should be carried out, provision of equipment)*  |

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| CONSIDER FREQUENCY OF WORKING, SECURITY, PERSONAL SAFETY, HANDLING MONEY For example:

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| Close liaison with the Incumbent when requiredWork with Parish Safeguarding Officer when required if choir consists of Children, Young People and / or Vulnerable Adults |
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| **Role to be reviewed** *(insert date)* |

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| **The role is eligible for a criminal record (DBS) check which is renewable every three years** *(insert yes / no)* | Yes |
| **Level of criminal record (DBS) check which is required for this role** |  Enhanced with barred lists (Adult and Children)  |