



## **The Robin Chapel, Thistle Trust**

### **Job Description**

**Job Title:** Director of Music of the Robin Chapel  
**Responsible to:** The Board of the Thistle Trust  
**Line Manager:** The Chaplain of the Robin Chapel  
**Salary:** £7,210  
**Contract type:** Open ended; 8 hours per week (Sunday 1400 – 1730), plus administrative time as required

**Closing date:** Sunday, 20 March 2022 at 23.59

#### **Background**

Situated in centre of the Thistle Foundation in the south-east of Edinburgh, the Robin Chapel is an inter-denominational Christian place of worship, and the varied liturgy, within a traditional framework, reflects this. The Director of Music is responsible for the musical life of the Chapel and managing the choir, organist, and library. Choral repertoire is generally of the 'Cathedral' tradition, so a knowledge of pointed psalm chant, plainsong (including neumes), and the format of liturgical worship is therefore desirable. As musical adviser to the Chaplain, the Director of Music facilitates the resources required for worship.

Throughout the pandemic, the Robin Chapel has built an online presence on Facebook and YouTube, with online services and 'virtual' choirs. Whilst the Trustees have departed from this format, they are seeking to build on the interest and opportunity that this has created. To that end they have directed the Chaplain to enable the Trustees to explore the use of 'streaming technology' with a view to developing this as an integral part of the Chapel's future. The new Director of Music will be encouraged to share in the initial discussions and to enable the development of this aspect of the Robin Chapel's life of music and worship to progress.

#### **Main Responsibilities**

The Director of Music is primarily responsible for conducting the choir, as the Robin Chapel employs a full-time organist; however, on occasion you will be expected to play for services, therefore some keyboard skills are required.

The post holder is responsible for the musical content of the weekly services (Sunday 4.00pm). This includes preparing a termly music list, recording attendance, booking deputy singers and sourcing music as required.

Reporting to the Chaplain, who, in turn, reports to the Chairman of Trustees, you will have direct line management of eight lay clerks (SATB voices) and

the organist of the Robin Chapel. Supplementing the lay clerks, there is also a list of approximately 40 adult choristers (also SATB voices), who augment the choir on occasion. The role involves managing payroll, annual leave entitlement, sick pay, and the audition and exit process for employees.

Weekly administrative tasks include managing the budget, booking extra singers, and arranging for payment through the factors of the Chapel, the Thistle Foundation.

### Knowledge, Skills and Experience

Attribute	Essential	Desirable
<b>Education, Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>A degree in Music, or evidence of relevant experience</li> </ul>	
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience conducting choral ensembles of a high standard in liturgical contexts</li> <li>A knowledge of the practices of different Christian denominations, particularly in a Scottish context</li> </ul>	<ul style="list-style-type: none"> <li>Experience in developing worship in different contexts</li> <li>Knowledge of hymnary, psalmody (including point chanting and neumes), choral works suitable for anthems, and the liturgies of different services</li> </ul>
	<ul style="list-style-type: none"> <li>Excellent musicianship skills including a knowledge of the voice, and functional keyboard skills</li> </ul>	<ul style="list-style-type: none"> <li>Ability to accompany a service on the organ, and to cantor services, should the need arise</li> </ul>
	<ul style="list-style-type: none"> <li>Skilled in all aspects of MS Office; working knowledge of AV equipment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of livestreaming, audio recording and editing, and advanced video editing skills</li> </ul>
	<ul style="list-style-type: none"> <li>The ability to work well in a team, sympathetic to different traditions while maintaining musical standards</li> </ul>	<ul style="list-style-type: none"> <li>Musical facilitation work with vulnerable adults</li> </ul>

### Additional Information

The Robin Chapel has a close relationship with the Thistle Foundation, which is a centre for wellness. The Director of Music is expected to work closely with the Thistle Foundation and support their work with the Chapel, as well as providing musical advice and opportunities to members of both communities.

There are certain obligatory days throughout the liturgical year for the post holder, as leader of the music team at the Robin Chapel. These include, but are not limited to, Easter Sunday, Remembrance Sunday, Advent Carol Service, Nine Lessons & Carols, and Edinburgh Doors' Open Day Evensong (usually on a Saturday and Sunday in September). In addition, there are Robin Tudsbury commemorative days as decided by the Chaplain (in April, August and September \*). Christmas Day is not usually a day on which the Chapel is open.

**Holiday Entitlement:** 5.6 (rounded to six) Sundays paid holiday per calendar year. The post holder is required to find a suitable deputy, paid directly by the Chapel. Exceptionally, a *limited* number of extra Sundays may be requested in addition to the six Sundays holiday, subject to the prior approval of the Chaplain and Board and provision of an approved deputy, who will be provided by and paid directly by the Director of Music.

**Current Salary:** £7,210 gross, paid monthly in arrears by the factors of the Chapel (currently the Thistle Foundation).

*\*Obligatory dates are set out for the calendar year and available by 1 January each year.*

### **Selection Process**

Interviews will be held in the week beginning 21 March, and shortlisted candidates will be invited to rehearse the Choir and conduct a service at the Chapel in early April.

Please send a CV and covering letter, outlining why you are a suitable candidate for this position, to:

**Professor Herbert A. Kerrigan QC,  
Chair of the Thistle Trust**

[kerrigan@kerriganqc.com](mailto:kerrigan@kerriganqc.com)

**Closing date for applications: Sunday, 20 March 2022 at 23.59**

Further information about the chapel can be found here:  
[www.robinchapel.org.uk](http://www.robinchapel.org.uk).