



WORCESTER COLLEGE

UNIVERSITY OF OXFORD

Job Description & Person Specification

Job Title	Assistant Organist
Department	Chapel
Reports to	Chaplain / Director of College Music
Pay	£13.16 per hour
Date	June 2025

Worcester College

Worcester is one of the 38 constituent colleges of the University of Oxford. Founded in 1714, it occupies the 26-acre site on the western side of the city where the Benedictines first founded Gloucester College in 1283. Some of the buildings of the earlier college survive, and the resulting mixture of architectural styles, together with the beautiful gardens, lake, and playing field, attract students and visitors alike. The College has c. 400 undergraduates and c. 200 graduate students; of these 260 students live within the boundaries of the College itself, and a further 200 live in College accommodation located within 300 meters of the College Lodge. Like all Oxford Colleges, Worcester is an independent self-governing institution regulated by the Charity Commission. The Governing Body comprises the Provost (Head of the College), who chairs it, and 51 further Fellows: together they are responsible for the admission and tuition of students, for the welfare of all students and staff, and for the College's finances.

Further information about the College is available on our website at www.worc.ox.ac.uk

Job Purpose and Responsibilities

1. Worcester's charitable aims include the advancement of religion, and this is (among other ways) achieved specifically through the provision of Church of England worship available to college members as well as to visitors and Oxford residents. Our Annual Reports include ample reference to the College Choir supported by a full-time Director and 'two undergraduate organ scholars', who between them lead the choir in regular services, concerts, tours, broadcasts, and recordings¹, implying the pivotal role of the Choir and its music in fulfilling one of our charitable aims, and supporting the additional charitable aim of advancing education through extending access (through the Oxford Choral Experience and other projects, and contributing to the co-curricular education of music students from across the collegiate University who are involved with College music).

¹ 2023 Annual Report, p.10

2. The supply of potential organ scholars across the collegiate University is sparse, and Worcester's ambitious programme means that prospective organ scholars need to be prepared for a considerable investment of time and effort.

Key responsibilities:

The Assistant Organist will support the Director of College Music in providing excellent service music in Worcester College Chapel. Their responsibilities will include:

- playing the organ for services and rehearsals
- training the choristers under the direction of the Director of College Music
- mentoring and encouraging the Organ Scholar in their musical development

The Assistant Organist should expect to contribute to all choir rehearsals and services and to morning chorister rehearsals, working on average 23 hours per week during Full Term only.

Example weekly schedule:

Sunday - 4 hours (3.30-7.30pm rehearsal and service)

Monday - 5 hours (8-9am boys rehearsal; 9.30-10.30 team meeting;
4-7pm boys rehearsal and/or service)

Tuesday - 4 hours (8-9am boys rehearsal; 4-7pm boys rehearsal and service)

Wednesday - 4 hours (11am-noon; 5-7pm choral scholar rehearsal;
8.30-9.30 Compline)

Thursday - 4 hours (8-9am boys rehearsal; 4-7pm rehearsal and service)

Also: 2 hours of paid personal practice time each week

Total: 23 hours

This schedule is an example of an average week in term; extra rehearsals or concerts may occur, and the normal schedule may be varied by agreement between the Assistant Organist and the Director of College Music.

Person Specification

Candidates will be assessed based on the criteria set out below and should ensure that their application provides evidence of how they meet the criteria. Examples of relevant experience need not be just from work; candidates may wish to give examples from study, voluntary work or skills gained in other areas of their life.

The job description may from time to time be amended by the College and in addition to the duties set out in it you may, from time to time, be required to undertake additional or other duties within your professional capabilities as are necessary to meet the needs of the College.

Criteria	
ESSENTIAL	
Education to degree level or equivalent (at time of starting the role)	
Organ playing experience to a high level with experience in choral accompaniment, liturgical playing and solo playing; competence in the accompaniment of hymns, Anglican chant, and accompanied plainsong	
A working knowledge of standard Anglican choral repertoire and cognate organ solo works	
Experience in working with choirs	
Experience of and competence in choral conducting	
Excellent team working skills	
Excellent communication skills in written and verbal form	
Strong administrative and organisational skills	
DESIRABLE	
Experience in teaching or working with children	

Staff are requested to work in a way which reduces their environmental impact and uses resources effectively. This includes commitment to the College Environmental Sustainability Policy, and Procurement and Purchasing Policy.

Summary of Terms and Conditions of Employment

Appointment:	This is offered on a Fixed term contract Term time only for 1 year. Any appointment will be conditional on the successful candidate having the right to work in the UK, receipt of two satisfactory references, pre-employment medical health assessment questionnaire, and where applicable, an enhanced Disclosure and Barring Service check.
Salary:	The salary paid will be £13.16 per hour (the Oxford Living Wage).
Hours of Work:	23 hours per week on a term time only fixed term contract for 1 year. Work patterns may vary depending on the need and will be informed in advance by your line manager.
Holiday:	Your holiday pay will be paid at the rate of 12.07% of your normal pay for each hour worked in each pay period. Your holiday pay will be paid to you at the same time as your wages on your usual pay date and will be clearly identified on your payslip. As holiday pay will be included each time you are paid, you are strongly advised to set aside and save up the holiday pay in order that you have funds to draw on at the time you take holidays.
Sick pay:	Any sickness absence taken is paid in line with the current SSP scheme.
Probation:	There will be a probationary period of six months.
Notice:	During probation period, one week's notice applies; thereafter one month's notice applies

Benefits of Working at Worcester College

Pension:	Automatic enrolment from the start of employment into NEST pension.
Meals:	offered free evening meals with the choir (formals on Sunday & Thursday, first hall on Wednesday) and breakfast and lunches Mon-Thurs during which time he may also be practising for college duties.
Out & about:	Free access to the 45 colleges in Oxford, with beautiful gardens and grounds, along with award winning architecture, in addition to free entry to the Botanic Gardens and University Arboretum.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity and details of two nominated referees.

How to apply

If you would like to apply please [Application form: professional staff - Worcester College](#)

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description. As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now. We highly recommend uploading all documents as PDF files with your name and the document type in the filename. All applications must be received by 5pm UK time on the closing date stated in the online advertisement.

Equal Opportunities

Worcester College is equal opportunities employer and welcome applications from all suitably qualified candidates. Worcester actively welcomes diversity amongst its staff and students and all reasonable adjustments will be made to the recruitment process, working arrangements and/or environment to accommodate applicants with any form of disability.

Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are currently under-represented in college posts at Worcester. Please let us know if you believe there are any reasonable adjustments we should be making to assist you with your application. If you feel that you have a disability which may affect your application, please let us know. Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview.

<https://forms.office.com/e/AhFaJsBYFU>