



Music Director

APPLICANT BRIEFING PACK

October 2025



ABOUT THE CATHOLIC DIOCESE OF PORTSMOUTH

Our Diocese

We are the Diocese of Portsmouth, governed by the Bishop of Portsmouth, Bishop Philip Egan. We belong to the One, Holy, Catholic Church, which is led by the Bishop of Rome, Pope Leo XIV.

The Diocese of Portsmouth

Our Diocese is spread across five counties on England's South Coast, and the Channel Islands. We are the local Church for the whole of Hampshire, Berkshire, the Isle of Wight, Jersey, and the Bailiwick of Guernsey as well as the Southern Part of Oxfordshire and the Eastern part of Dorset.

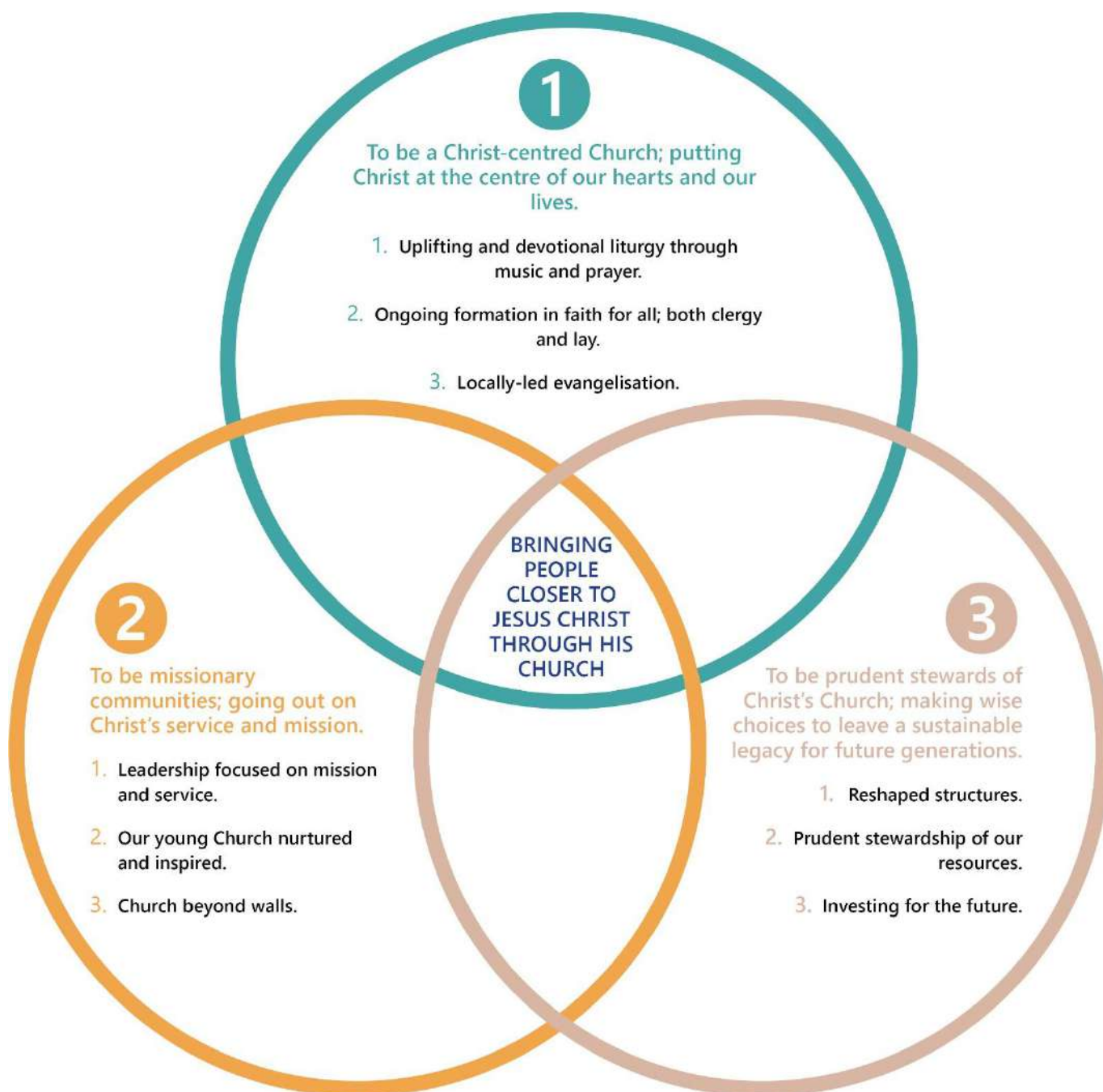
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

We belong to the province of Southwark, which covers the whole south coast from Kent to Cornwall. Our Metropolitan is the Archbishop of Southwark. Our province also includes the Archdiocese of Southwark, the Diocese of Arundel and Brighton, and the Diocese of Plymouth.



Ten-Year Mission Plan

You Will Be My Witnesses in summary



1. Role Purpose

The Parish of Christ the King comprising St Edward the Confessor, and St Mark's Windsor and St Francis of Assisi in Ascot, a vibrant and busy faith community, seeks a Music Director to support all aspects of music in the churches of the Parish. The Parish has a long standing and enthusiastic group of singers with a wide range of talent and is keen to expand their skills and musical range as well as encourage the differing congregations at Masses each weekend and other celebrations throughout the liturgical year. Reporting will be to the Parish Priest.

The postholder is expected to foster a professional, welcoming, and efficient parish environment for parishioners, volunteers, and visitors.

The Catholic Diocese of Portsmouth is a registered charity. Employees working in parishes are formally employed by the Diocese of Portsmouth and must comply with all diocesan policies and procedures, as well as those related to local arrangements specifically authorised by the Parish Priest.

2. Key Internal and External Relationships

- Parish Priest
- Priests and Deacons across the Pastoral Area
- Parish Finance Administrator
- Parish volunteers and employees
- Parishioners and visitors, including, those with special responsibility and needs (e.g. bereaved, homeless etc)
- Diocesan Curia departments (Finance, HR, Estates, Safeguarding, Communications, and Governance)
- Local schools, Polish community centre and University chaplaincy
- Church leaders of other denominations or faiths
- External suppliers and contractors

3. Main Duties

Main Duties

- To develop a vision and shared musical purpose/endeavor through a close working partnership and collaboration across the Parish between the singers and musicians of the three Ascot and Windsor churches, including occasional joint celebrations
- Under the guidance of the Priests of the Parish, work in collaboration with the Liturgy Group, singers and musicians in the planning and selection of music for Church Services: choral and cantor music; hymns for

Sunday Masses, Feast Day Masses and other liturgies throughout the liturgical year, eg weddings, funerals, Penitential Services, as required.

- Develop choral music across the Parish to reflect liturgical norms. Maintain a high quality of choral repertoire and sound
- Expand and support liturgical music across the churches for all age groups. Build a broad and sustainable choral team, maximising numbers of participants and cantors.
- Work with the parish Youth Co-ordinator and Diocesan Choral Director to develop a children's choir and young people's choir.
- To lead the choral music activities and sung liturgy across the parish.
- Support choral singing and develop the singers as a unified team across the various weekend Masses, and join the choirs at the 18:00 Vigil, 9:30 and 11.00 Sunday Masses, attending each evenly through the year and as required at St Francis.
- Lead rehearsals, usually held in the evening, and at other times as required, provide training and encouragement to both individual and choir singers as required.
- Work with the Priests, Liturgy Group and organists to plan and introduce new music, widening the repertoire of the singers and congregation
- Recruit and develop new singers and cantors

4. Professionalism and values

- Uphold and promote the ethos and values of the Catholic Church.
- Work collaboratively with the Parish Administrator and other key members of the parish to ensure the Parish Priest is effectively supported.
- Foster a welcoming and professional parish environment for clergy, volunteers, and parishioners.
- Maintain confidentiality and discretion.

Music Director – Person Specification

Competence, Expertise and Knowledge:	
Essential	• Sympathetic to the teaching of the Roman Catholic Church • Is aware of the needs and place of music in Catholic liturgy and an understanding of the selection of music appropriate for the seasons and feasts of the Church's year • Ability to develop a close working relationship as part of a team across clergy, singers and other musicians. Develop a sense of unity across all parties. • Able to work on your own initiative, organising and prioritising your own workload to pre-set deadlines. • Provide timely, inclusive communications with all relevant parties • Ability to sing, to effectively lead, inspire and motivate singers, musicians, and congregations. • An ability to maintain a high degree of confidentiality and trust • A commitment and adherence to the most recent safeguarding practices regarding young people and vulnerable adults (the successful applicant will need to successfully pass an enhanced DBS check) • Good time keeping. • Ability to travel and work flexibly to cover weekend Masses in Windsor and Ascot and major Feasts across the churches of the Parish
Desirable	• Is a practising Roman Catholic • Knowledge of the values and teaching of the Roman Catholic Church. • Full UK driving license and access to a car insured for business use

Salary, Benefits & Location

Salary: Up to £6,780 per annum

Contract: Part Time, Permanent

Hours: 120 hours per annum

Location: Parish of Christ the King: Catholic Windsor & Ascot

Reports to: Parish Priest

Direct Reports: 0

Benefits

25 days holiday plus bank holidays (pro-rata)

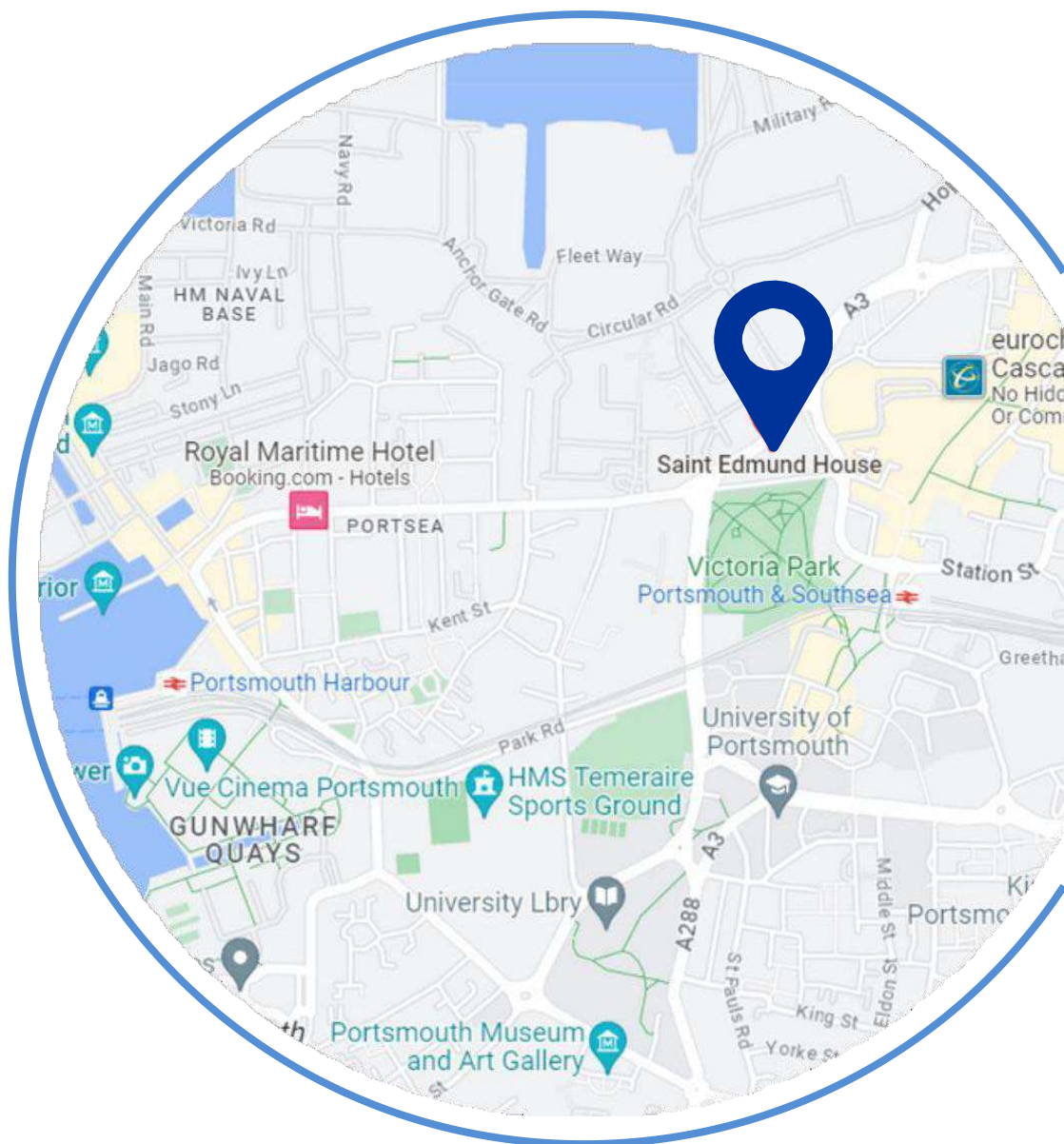
Life Assurance and Employee Wellbeing

Contributory pension scheme with Scottish Widows

Free on-site parking

Head Office

St. Edmund House,
Bishop Crispian Way,
Portsmouth,
PO1 3QA



How to Apply

Please send a comprehensive and up to date Curriculum Vitae along with a covering letter setting out your suitability for the role and motivation in applying (no more than 2 sides A4) to recruitment@portsmouthdiocese.org.uk Please state 'Music Director' in the subject line of your email.

The Diocese of Portsmouth is an equal opportunity employer and welcomes applications from all who support the ethos and values of the Catholic Church.

We encourage an early application as we may close this advertisement at our discretion before the date stated, if a high number of applicants apply.

The closing date for applications is Sunday 16th November 2025.

Interview Information

You will be notified shortly after the closing date, should we wish to progress your application and invite you to an interview.

Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of two satisfactory employment references, provision of relevant certification of qualifications held, and completion of pre-employment checks.

You must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship.

