

BACKGROUND INFORMATION AND OUTLINE OF TERMS OF CONDITIONS OF EMPLOYMENT

1. BACKGROUND INFORMATION:

Time of Services:

Sunday services - 10.15am plus evening services at Harvest, Christmas, pre-communion service, Good Friday Service bi-annually, an annual Praise service and monthly WeWorship, (an evening service held 6 times per year in a more relaxed service in the hall), Children's and Young People's Day held on 1st Sunday in June (this service is currently held in the morning only but may change to morning and evening service, and Holiday Bible Club Service in August.

Size of Choir:

The Choir currently has an overall membership of approx. 25 participants (male and female) on special occasions, with an average attendance of 15/17 per Sunday service.

2. TERMS AND CONDITIONS OF EMPLOYMENT:

SALARY:

£4000 (gross) per annum, payable monthly directly into your bank account

PROBATIONARY PERIOD:

A 6-month probation period will apply.

TENURE:

This is a part-time, permanent appointment.

ANNUAL LEAVE:

You will be entitled to 6 weeks (pro rata) paid annual leave to include all public and bank holidays

CONFIRMATION OF EMPLOYMENT:

Selection will be made via interview. The appointment will be subject to the receipt of 2 satisfactory references, one of which must be from the Minister/Clerk of Session from the church which you currently attend.

TERMINATION OF APPOINTMENT:

The appointment may be terminated by 2 months' notice in writing by either side.

ABSENCE DUE TO SICKNESS:

In the case of sickness or other absence, other than leave, you will receive payment for up to two Sundays in any calendar year. Any absences thereafter will be unpaid - you will be required to arrange appropriate musical cover for any unpaid absences.

3. MISC:

- Selection will be via application form and interview with a Selection Panel thereafter.
- The terms and conditions of the post will be subject to periodic review by the Kirk Session, and the Congregational Committee will review the salary yearly.
- The Kirk Session is responsible for all matters relating to the employment of the Music Co-ordinator and Pianist.
- The Minister is ultimately responsible for the content and conduct of public worship in the congregation. The Music Co-ordinator and Pianist will be responsible to him in this regard.
- Any expenses for music, books etc. purchased on behalf of Myroe Presbyterian Church will be reimbursed.

4. Application Process:

The application process is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the eligibility/shortlisting criteria.

Guidance for Applicants

- Applications will not be considered until after the closing deadline.
- The selection panel will not make assumptions from the title of your post or the nature of the organisation as to the skills and experience gained.
- It is not sufficient to simply list your duties and responsibilities.
- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples, and dates as required.
- Write down clearly your personal involvement in any experience you quote. Write "I" statements e.g. (I selected the music, I trained the choir). It is how you actually carried out a piece of work that the panel will be interested in.
- The examples you provide should be concise and relevant to the criteria. This is very important as the examples which you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview.
- The selection panel may decide to interview only those applicants who appear, from the information available, to be most suitable in terms of relevant experience and ability.
- The selection panel will not accept CVs, letters, additional pages or any other supplementary material in place of or in addition to completed application forms.
- Information in support of your application will not be accepted after the closing date for receipt of applications.

5. APPLICATION FORM SUBMISSION

Applications must be submitted by email only.

6. SELECTION PROCESS

The Merit Principle:

The appointment will be made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

The Selection Panel:

Your application form will be examined by the selection panel whose job it is to assess the content of your application against pre-determined criteria based on the requirements for the position. Essential and desirable criteria may be used in the selection process (as noted on the Person Specification). The selection panel reserves the right to enhance the advertised requirements to facilitate shortlisting.

7. INTERVIEWS

It is intended that interviews for this post will take place in the meeting rooms at Myroe Presbyterian Church during week commencing 30 November 2026 (exact date will be confirmed in the letter of invitation to interview).

In addition to an interview with the Minister and Kirk Session, there will be a requirement to play two pieces of music.

1. The candidate will be advised of the theme in advance and will select his/her own piece of music appropriate for the Sunday congregational service.
2. The candidate will be asked to play a piece of music on the piano selected by the interview panel - a short practice time will be given.

Further details will be provided in the letter of invitation to the interview.

8. ORDER OF MERIT

The selection panel will assess applicants against the criteria as noted on the Person Specification. Those applicants who meet the required standard(s) and pass mark will be deemed suitable for appointment. The selection panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first.

The waiting list resulting from this competition will be valid for a period of up to 12 months from completion of this recruitment or will cease when a new recruitment campaign is launched.

9. DISABILITY REQUIREMENTS

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the interview process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment.

If you wish to discuss your disability requirements further please e-mail:
musco-job@myroepresbyterian.church.

10. ASSESSMENT INFORMATION - RIGHT TO WORK IN THE UK AND

Myroe Presbyterian Church must ensure that you are legally entitled to work in the United Kingdom. All applicants invited to attend for interview must bring sufficient documentation to satisfy the eligibility/shortlisting criteria and the Nationality and Vetting requirements of the Presbyterian Church. Further details regarding acceptable documentation will be issued with the invitation to attend for interview.

You should ensure that these documents are readily available. If an applicant is successful at interview, applicant's details will be copied and retained on file until conclusion of the recruitment process. All copied documentation will be held in a safe environment and stored in accordance with the Data Protection Act 2018. On conclusion of the recruitment process, only the details of the successful candidates will be retained - details for other candidates will be destroyed.

Those applicants who are being considered for appointment will be contacted by after interview, and will be asked to complete the AccessNI application form. Please note that a request to complete this form should not be seen as a guarantee of an offer of appointment. Failure to complete the application form and return it within the specified time will be regarded as 'no longer interested in the position' and your application will be withdrawn.

11. CONCLUSION

We trust that you have found the above information useful but if you require further clarification, please do not hesitate to e-mail: musco-job@myroepresbyterian.church.

We wish you every success with your application.