

The Association of English Cathedrals

Co-ordinator, Cathedral Projects Support Panel

JOB PROFILE

JOB TITLE:	Co-ordinator, Cathedral Projects Support Panel
SALARY:	£25,000 p.a. pro rata (the post is offered on a part-time basis)
LOCATION:	Flexible. Office space can be offered in Church House, Westminster. Alternatively home working will be considered. Location of this role within a cathedral may be negotiable.
ACCOUNTABLE TO:	Executive Director of the Association of English Cathedrals
KEY RELATIONSHIPS:	Deans; Cathedral Administrators; Association of English Cathedrals (AEC) Executive Committee; Church of England Cathedrals and Church Buildings Division (CCB); Cathedrals Fabric Commission for England (CFCE); Cathedral Administrators and Finance Association (CAFA).
BACKGROUND:	<p>Cathedrals, as centres of Christian worship and mission which are open and accessible to their communities, have often responded to their growing popularity by taking on large development projects to provide additional facilities and improved visitor experiences. Some cathedrals struggle with the process of developing these major projects because of the extreme resource constraints under which they operate and the wide range of technical and management skills needed.</p> <p>This role supports cathedrals and co-ordinates a panel of voluntary experts who give their time to ensure that major projects are successfully devised, managed and delivered. The post is part of a two-year pilot project that will see the establishment of a Cathedral Projects Support Panel made up of experts willing to offer their time voluntarily (expenses will be paid) to help cathedrals. The beneficiaries will be cathedrals, which will have access to a panel of experts willing to provide advice at initial project stages, enabling them, especially those with very limited resources, to get advice which would otherwise be unobtainable. By testing ideas and challenging assumptions, the advisors can help cathedrals plan and develop high quality sustainable major projects in which all factors have been taken into consideration.</p>
JOB SUMMARY:	The main purpose of this post will be to act as a central point of coordination for cathedrals wishing to access support. This role will develop personal relationships with key contacts at all cathedrals, understanding the state of project work and major grant applications and working both proactively and reactively to ensure that the skills of the voluntary Cathedral Projects Support Panel are best used.

MAIN DUTIES AND RESPONSIBILITIES:

Ensuring co-ordination of the Cathedral Projects Support Panel

- Working with the Executive Director and Church of England Senior Cathedrals Officer to recruit members onto the Panel
- Maintaining a database of members, including specialisms, availability etc.
- Matching expertise of Panel members to needs identified by cathedrals
- Co-ordinating visits, including travel arrangements and logistics; providing administrative support as required on visits.
- Ensuring members' expenses are paid promptly and appropriate records kept.

Developing relationships with cathedrals and CFCE

- Attending meetings of the AEC Executive Committee in order to receive information and give reports on the project
- Working with the Executive Director and Senior Cathedrals Officer to develop an effective feedback mechanism to CFCE to inform its advice and decisions on cathedrals' major projects
- Attending (at least in part) meetings of the CFCE

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

PERSON SPECIFICATION:

Skills/ Aptitudes:

- Excellent oral and written communication skills(E)
- Excellent computer skills, including internet-based research(E)
- Excellent attention to detail (E)

Knowledge/ Experience:

- Knowledge of heritage management and/ or experience of working in a heritage context (E)
- Experience of working on complex projects and an understanding of project management (E)
- Experience of working with a committee or panel, including administrative tasks (E)
- A good working understanding of Anglican cathedrals (D)
- Experience of having coordinated and overseen projects and/or initiatives within complex organisations with a variety of different stakeholders (D)

Personal Attributes:

- Ability to communicate well with a variety of people, including senior Church figures and expert professionals (E)
- Tact, discretion and a positive attitude to changing priorities and tasks (E)
- Ability to work well with minimal supervision and meet deadlines (E)

Circumstances:

- Willingness to travel on an occasional basis as required, sometimes requiring overnight stays (E).

(E) essential (D) desirable

TERMS OF EMPLOYMENT:

Salary: Salary is £25,000 p.a. pro rata

Probation and notice period: The post will be offered with a three-month probationary period. Within this period employment may be terminated at one week's notice by either the employer or employee. After this period the notice period rises to one month.

Pension Contributions: The AEC offers membership of a defined contributions pension scheme operated by the Church Workers Pension Fund (Pension Builder 2014).

Hours of Duty: It is expected that the normal hours of work will be 14 hours per week, which can be worked flexibly in agreement with the Executive Director. It is anticipated that extra hours will be necessary, up to 329 hours annually (equivalent to an additional seven hours per week), which will be worked flexibly in agreement with the Executive Director and will be paid as and when worked.

Annual Leave: 25 days holiday with pay per year plus public holiday, pro-rata.

Contract: The post is offered on a fixed-term basis for two years.

Permission to work in the UK: You will be required to have the normal eligibility requirements to work in the UK or an appropriate work permit if you are a non-EU citizen.

How to Apply

Your application should include:

- A letter of application of no more than two A4 pages outlining your suitability for the post and in particular addressing the requirements of the main duties and responsibilities and person specification; and
- A CV, giving details of qualifications, current or most recent employment or work and a *complete* employment history.

You are asked to give names, occupations and addresses (including e-mail) of two persons to whom reference can be made and the capacity in which they have known you. Please state whether it will be acceptable to contact the referees before interview.

Applications should be sent by email, in confidence, to Sarah King, Executive Director, AEC, at sarah.king@englishcathedrals.co.uk.

Closing date for receipt of applications: midday on Monday 26 June 2017

Interviews: Tuesday 4 July 2017, in London

It is hoped the successful candidate will take up the role on 4 September 2017.