

# Application Pack

Learning and Community Engagement Officer  
January 2022



WORCESTER  
CATHEDRAL

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# About Worcester Cathedral



Worcester Cathedral is a magnificent sight as it rises majestically above the River Severn. Worcester has been the seat of a bishopric since the Seventh Century, and the Cathedral was served by monks until the Reformation. St Oswald and St Wulfstan were among the bishops. Since the eighteenth century, the Cathedral has been famous for its part in the annual Three Choirs Festival, the oldest choral festival in existence. Today the Cathedral is the centre of a vibrant community of clergy and laypeople, offering the praises of God each day, serving the city and diocese of Worcester, and attracting visitors from all over the world.

The Cathedral community is diverse with over 50 staff and 300 volunteers. We are rightly proud of the tremendous heritage and number of partners we work with across the Cathedral to provide a warm welcome to our visitors to learn more about the history of the building, attend our many events and activities and to experience the spiritual opportunities of the Cathedral.

The governance of the Cathedral is the responsibility of the Chapter, which comprises residentiary canons and lay canons with professional expertise and is chaired by the Dean. The Chapter is responsible for the strategy, oversight and financial sustainability and meets monthly. A review of our strategic priorities for the next 5 years has recently been completed and a new strategy document was launched last year.

A recently launched Senior Management Team takes responsibility for the operational management of the Cathedral. It includes Clergy who have Executive management roles and senior lay staff. The staff team are led by the Chief Operating Officer who work collaboratively to ensure the smooth running of the Cathedral, its precincts and wider estate.





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Worcester Cathedral's learning team provides a high-quality educational experience to thousands of children and young people every year. In 2020 we opened the Undercroft Learning Centre in a wonderful 12th century Grade 1 listed former monastic cellar and Scheduled Monument. It had been the vision of Worcester Cathedral's Dean and Chapter (the governing body of the Cathedral) to conserve and bring it into public use for the first time in its history and to provide a unique historic venue to facilitate learning, arts and heritage for the whole community which is accessible to all.

The learning centre continues the strong commitment to learning that forms an integral part of the Cathedral's Benedictine heritage while facilitating engagement with a much wider group of people. It has already provided a setting for a wide range of events and activities and the ambition is that it will become known as a forum for hosting a range of creative outreach opportunities designed to expose a broader cross section of the public to the unique learning opportunities the Cathedral offers. It is also supporting the development of a more robust, diverse and cross-curricular learning programme for schools, further and higher educational institutions which harnesses the Cathedral's educational potential to greater effect. The centre has already played a decisive role in maintaining the Learning Team's existing status as a beacon of excellence in educational outreach and a model of best practice which other cathedrals aspire to emulate. The facility is available to non-formal learners and community group activities throughout the year reaching wider non-educational audiences. We recently received a Sandford Award for excellence in Heritage Education and the judge described the learning space as superb and a fantastic resource.

Funds were secured from the National Lottery Heritage Fund and other sources to support this project of which will finish in June 2022. However, the ambition for the Chapter and the Learning team is that the hard work that this project has begun to develop a thriving learning space for the community will continue long into the future.





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# The role

## **Learning and Community Engagement Officer**

£22,000 - £25,000 per annum FTE (£17,600 - £20,000 for 4 days)

30 hours a week, exact days and hours to be agreed with successful candidate.

We are recruiting a Learning and Community Engagement Officer to support the Learning Team through the completion of the project's delivery phase and beyond. The postholder will be a key member of the Learning Team and will support in delivery of activities of the learning team as well as supporting and facilitating the use of the Undercroft, enabling the Chapter's vision to be fulfilled. It is an exciting opportunity to work with a range of professionals from different disciplines to take a project that has already had significant success and help it to move into a new season. We are ideally looking for someone with a creative or artistic background to complement existing team members and enable us to make the most of the creative and cultural assets of the Cathedral.

The post is funded by the National Lottery Heritage Fund through June 2022 and other donors until March 2023. The ambition of the Chapter is that the post will continue beyond March 2023, and funding is already being sought to enable this. The post is the equivalent of 4 days per week, although there will be flexibility in hours, and it may include the occasional evening or weekend work to facilitate events or activities.

To apply please send a CV and no more than 2 pages of supporting information about how you meet the requirements of the person specification to [jobs@worcestercathedral.org.uk](mailto:jobs@worcestercathedral.org.uk) by Thursday 27 January 2022 at 9am.





# Job Description

**Job Title:** Learning and Community Engagement Officer

**Reporting to:** Director of Learning and Community Involvement

**Supervisory Responsibility:** none

**Financial/Budgetary responsibility:** none

**Job Purpose:**

This post has been funded by the National Lottery Heritage Fund to provide support to the Learning and Community Involvement team, to implement the Undercroft Learning Centre's programme of activities.

**Duties & Responsibilities:**

1. To play an active role as a member of the Learning and Undercroft Team, developing inspiring and engaging activities to attract communities, business and education groups into the Undercroft and the Cathedral.
2. To build on the work of the Project Delivery Phase activity plan to develop and deliver community engagement events and activities, including some with an artistic focus, to raise awareness of the Cathedral, deliver the vision of the Undercroft Learning Centre and to support the community. This will include in school holidays and weekends.
3. To support the Director of Learning and Community Involvement in the delivery of the Cathedral's activity plan and learning programme, including
  - a. Developing and delivering new activities and workshops with a particular creative focus.
  - b. Ensure there are evaluative mechanisms in place to assess the impact of the activities and workshops.
  - c. Support of the general programme including the delivery of activities as part of educational visits
  - d. Oversee education visits in the absence of the Director of Learning.
4. To ensure that education and community events are well marketed, including through the use of social media and working with the Learning team and the Communications Manager to ensure a clear and consistent message.
5. To work with the Business Development Manager to support the smooth running of bookings, events and activities operating in the Undercroft Learning Centre, including facilitating visits and bookings including some out of regular hours.



# Job Description

6. During the remainder of the NLHF Project Delivery phase the following responsibilities will be required:
  - a. To provide administrative support to the Project Board and In-house Project Team, including organising meetings, agendas and papers, minutes of meetings and ensuring project documentation is kept up to date.
  - b. To ensure the required reports are developed and submitted to NLHF by the agreed timescales, working closely with the Capital Project Manager during the build phase.

Upon completion of the Project in June 2022 equivalent responsibilities maybe assigned.

7. To work collaboratively with other teams in the Cathedral, ensuring they are informed of activities and that new initiatives are planned, promoted and implemented and working with the fundraising team to ensure activities and projects are sustainable
8. To carry out any other appropriate duties reasonably requested by the Chapter from time to time.

## **Health & Safety:**

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health & safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the Organisation on health & safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

## **Safeguarding:**

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct, and undertaking any safeguarding duties commensurate with their specific role. This post will require an enhanced DBS check and all staff are required to successfully complete Safeguarding Training.



# Person Specification

*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.*

<b>PERSON SPECIFICATION:</b>		
<b>Key Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications and Experience	<p>Good standards of education, to A Level (or equivalent) including Maths and English at GCSE.</p> <p>Experience of working with children and young people, using a range of participatory and consultation approaches.</p> <p>Experience of developing and delivering engaging learning sessions to a range of audiences using a range of styles and techniques.</p> <p>Experience of working in teams and independently.</p> <p>An understanding of Safeguarding and its implementation in the workplace.</p>	<p>A degree in a relevant area.</p> <p>Experience of working with a range of stakeholders from different disciplines</p> <p>Experience of successful delivery of projects.</p> <p>Experience of educational settings.</p> <p>Experience of working with individuals and organisations from a range of settings and building relationships across organisations.</p>
Skills and Abilities	<p>Able to juggle competing demands.</p> <p>Able to deal with a range of senior stakeholders, sensitively and professionally.</p> <p>Social media skills.</p> <p>Good IT skills, including use of Excel.</p> <p>Able to plan and manage complex information in a systematic way.</p> <p>Be well organised, self-motivated and able to respond to changing situations.</p>	<p>Able to develop learning materials with a creative focus.</p>
Work-related Personal Qualities	<p>Able to work co-operatively with colleagues of different disciplines.</p> <p>Able to work comfortably with the mission of the Cathedral.</p> <p>Able to work flexibly, including evenings and weekends as required.</p>	



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# Working for us

## Salary

£22,000 - £25,000 per annum FTE (£17,600 - £20,000 actual) plus 5% employer contribution to company pension scheme.

## Working Patterns

The post is a part-time position of 30 hours (equivalent to 4 days) and can be worked flexibly in agreement with the Director of Learning to meet the needs of the role and will include occasional evening and weekend work.

## Annual Holidays

The holiday entitlement is 25 days per annum plus 8 bank holidays and 4 discretionary Cathedral additional leave days. This will be allocated pro-rata.

## Pension Scheme

All eligible members of staff will be automatically enrolled into the occupational Staff Pension Scheme, operated by Royal London. Contributions will be payable by the member of staff at 4% of basic salary and a 5% contribution by the Chapter. There is also death in service cover offered to all staff. The Chapter may amend the pension scheme at any time.

## Staff Discount

All employees will receive a 10% discount on purchases in the Gift Shop and Café within the Cathedral.

## Employee Assistance Programme

All employees and their immediate family have access to a range of confidential support through our commissioned employee assistance programme.





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# How to apply

Please send a CV and maximum of 2 pages of supporting information to show how you meet the requirements of the person specification to

[jobs@worcestercathedral.org.uk](mailto:jobs@worcestercathedral.org.uk)

**FAO**

**Val Floy, Chief Operating Officer**

**8 College Yard**

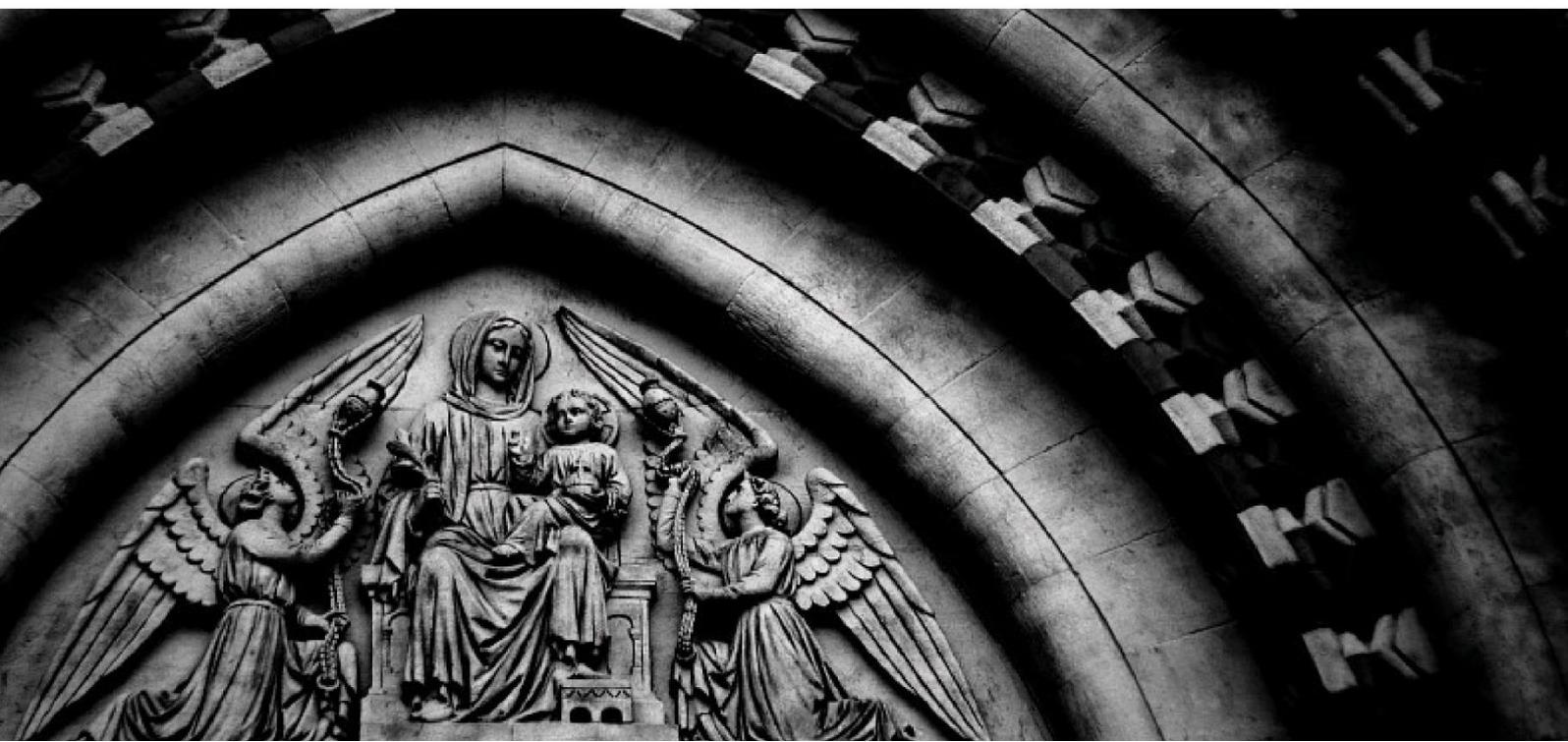
**Worcester**

**WR1 2LA**

The closing date for the job is 27 January 2022 at 9am

The interviews will be held week commencing 31 January 2022

If you do not hear from us, within 5 days of the closing date, then you have not been shortlisted. Due to the volume of applicants we receive, we are unfortunately unable to respond to everyone individually at this stage.





The Chapter Office  
Worcester WR1 2LA  
Enquiries: 01905 732900  
[www.worcestercathedral.co.uk](http://www.worcestercathedral.co.uk)



Worcester Cathedral is fully committed to Equal Opportunity policies.