

# The Cathedral of St John the Baptist

## APPOINTMENT OF A CATHEDRAL SECRETARY

---

### INTRODUCTION

The Cathedral Dean and clergy seek to appoint a Cathedral Secretary following the retirement of Eve Hayward after many years of dedicated service. The secretary will be the first point of contact for those making enquiries to the Cathedral, and be responsible for many of the administrative tasks pertaining to the Sacramental life of the parish and congregation. As the Covid-19 restrictions ease, the job will be expanded to encompass bookings for the Narthex Hall for events.

### THE CATHEDRAL

Completed in 1910 as the result of a very generous benefaction of Henry Fitzalan Howard, the 15<sup>th</sup> Duke of Norfolk, the Cathedral, dedicated to St John the Baptist, is the mother church of the Catholic Diocese of East Anglia, and the seat of the Bishop of East Anglia. The Cathedral Parish, which covers the south of Norwich, is served by three resident Priests, and one Permanent Deacon. As well as the Cathedral, the clergy are also responsible for covering Masses at Holy Apostles Church in West Earlham.

### JOB ROLE

The Cathedral secretary undertakes a wide range of responsibilities. Among them are:

- To be the first point of contact for the Cathedral Parish; answering phone calls, taking phone messages, and dealing with email communications.
- To assist in the weekly run of reprographics – this involves the preparation and printing of the weekly bulletin, Orders of Service and other materials which may be needed for the liturgies in the Cathedral.
- To liaise with the Cathedral Dean and clergy regarding sensitive matters, and to book appointments as necessary for those wanting to speak with a priest.
- Booking baptisms, weddings and funerals – this involves sensitively dealing with families, liaising with funeral directors, and ensuring that the Parish registers and records are kept fully up to date.
- To be responsible for those looking to reserve places in the Cathedral Columbarium (a repository for cremated remains in the Cathedral crypt), and liaising sensitively with families when the time comes for those remains to be interred.
- Producing accurate records from the baptismal registers for those requiring evidence for school applications and marriage procedures.
- To take bookings, and keep the Google diary up to date.

## PERSON SPECIFICATION

Skills and Personal Characteristics	Essential	Desirable
A good understanding of the Catholic Church and its ethos		✓
Positive and professional approach towards people of all ages	✓	
An ability to cope with pressure and demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions	✓	
An articulate and pleasant manner, and a strong ability to communicate well and sensitively	✓	
Excellent administrative abilities together with a proactive approach	✓	
Tact, discretion and diplomacy	✓	
Enthusiasm, warmth and sensitivity		✓
Understands their role in the context of safeguarding children, young people and vulnerable adults and able to form and maintain appropriate relationships and personal boundaries with children and young people	✓	

Qualifications and Training	Essential	Desirable
Good level of education, at least up to A level standard (or equivalent) and including GCSE grade C and above in English Language and Maths (or equivalent)		✓
Excellent ICT skills including Microsoft Office software	✓	

Previous Experience	Essential	Desirable
Experience of keeping a database		✓
Experience of an administrative role	✓	
Experience of working within a small team	✓	

## FURTHER DETAILS

The Cathedral Secretary will be required, initially, to work 0.5 FTE (20 hours per week at £10 per hour), Monday-Friday between 9am and 1pm. When Covid-19 restrictions are eased, and dependent on activity in the Narthex, working hours may increase by a further 10-17.5 hours per week. The place of work will be the Cathedral of St John the Baptist, Norwich. A parking space will be provided. The Cathedral Secretary's line manager will be the Cathedral Dean.

## APPLICATION PROCESS

The deadline for applications is **12 Noon on Friday 12<sup>th</sup> February**, with shortlisting over the weekend, and interviews on **Tuesday 16<sup>th</sup> February**. Candidates are invited to complete the application form including the details of two referees, along with a covering letter (of no more than one page), and email them to [parish@sjbcathedral.org.uk](mailto:parish@sjbcathedral.org.uk)

