

# The Cathedral of St John the Baptist

## APPOINTMENT OF A CATHEDRAL CO-ORDINATOR

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### INTRODUCTION

The Cathedral Trust seeks to appoint a Cathedral Co-ordinator to work closely with the Dean of the Cathedral (or, in his absence, Fr Simon Davies), the Cathedral Secretary, all heads of department, the Trust's Company Secretary and the Cathedral Architect. This is a position for an individual who is hard working, motivated, attentive, exceptionally organised, adaptable to change, pro-active, an effective communicator and a great co-ordinator and facilitator.

### THE CATHEDRAL & THE CATHEDRAL TRUST

The Cathedral of St John the Baptist, Norwich (The Cathedral) is the mother church of the Roman Catholic Diocese of East Anglia, and the seat of the Bishop of East Anglia.

The Cathedral of St John The Baptist Trust (The Trust) was set up in 2013 for the purpose of furthering the charitable works of the Cathedral and maintaining the facility and centre known as The Narthex for the benefit of the community.

There are nine Trustees of the Trust who are individuals from parishes across the diocese. All major purchases and decisions relating to the Cathedral buildings require the prior approval of the Cathedral Trustees.

### JOB ROLE

The Cathedral Co-ordinator undertakes a wide range of key responsibilities some of which are detailed below:

- To attend to all Health and Safety matters in the Cathedral as required by law and arrange for appropriate training where required for staff and volunteers alike.
- To be the main point of contact for all heads of department- addressing any queries and acting in a facilitating capacity to ensure that they have all they require to fulfil their roles.
- To arrange and coordinate a weekly Cathedral meeting with the Dean and with all heads of department.

- To be directly responsible for managing and coordinating the maintenance team at the Cathedral- ensuring that the Cathedral Complex and the Narthex are maintained to a good standard at all times.
- To work closely with the Cathedral Dean, providing him with updates on works at the Cathedral and relaying any information regarding special requests and extraordinary purchases which require the approval of the Cathedral Trustees.
- To facilitate compliance with the Cathedral's policies and procedures.
- To work closely with the Cathedral Architect in managing contractors for building and maintenance work and to manage the maintenance plan in accordance with legislation and buildings requirements and within the agreed budget.
- To ensure that external contractors are managed to meet the maintenance schedule and comply with the Cathedral's health and safety policy.
- To manage and attend to the collection of deliveries made to the Cathedral.
- To co-ordinate reports, policies and procedures, marketing documents and interpretive material when required.
- To liaise with the Cathedral Secretary regarding enquiries, Hall and event bookings to confirm availability of the space, prevent disruptions to Cathedral services and generally facilitate an organised system for bookings.
- To work with all Cathedral heads of department in outreach and promoting the site.
- To be a respected and reliable presence in the Cathedral, co-ordinating, monitoring and facilitating all activities and functions.
- To develop the Cathedral Co-ordinator role in discussion with the Cathedral Trustees to adapt to this ever-evolving community hub.

## PERSON SPECIFICATION

<b>Skills and Personal Characteristics</b>	<b>Essential</b>	<b>Desirable</b>
Excellent organisational skills	✓	
Excellent Communication skills	✓	
Leadership skills	✓	
Professional and approachable	✓	
Able to work well in a team and independently	✓	
Hard working, motivated and proactive	✓	
Time-management and project management skills	✓	
A flexible and responsive approach to a diverse and evolving environment	✓	
The ability to work effectively with a range of people	✓	
Administrative skills	✓	
Demonstrable interest or experience with working in historic buildings		✓

Good negotiation skills	✓	
Flexible and creative	✓	
Commercial awareness and customer service skills	✓	
Enthusiasm for learning and self-development	✓	
An understanding or willingness to understand the practices of the Catholic Church	✓	
Valid driving license		✓

<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>
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)		✓
Digital media and excellent ICT skills including Microsoft Office software		✓

<b>Previous Experience</b>	<b>Essential</b>	<b>Desirable</b>
Events management	✓	
I.T. including Microsoft Office	✓	
Marketing		✓
Experience of co-ordinating groups of people effectively	✓	
Experience of an administrative role		✓

## FURTHER DETAILS

The Cathedral Coordinator will be required to work 0.5 FTE (20 hours per week), Monday-Friday between 9am and 1pm with some flexible working required. The salary that will be paid for this role is £14,500 to £18,000 depending on experience (the Full Time Equivalent salary being between £29,000 and £36,000). The holiday entitlement for this role is 15 days, including bank holidays. The place of work will be within the complex of the Cathedral of St John the Baptist, Norwich. A parking space will be provided. The Cathedral Coordinator's line manager will be the Cathedral Dean.

## APPLICATION PROCESS

The deadline for applications is **12 Noon on Friday 25th June**, with shortlisting over the weekend, and interviews in week beginning 28<sup>th</sup> June. 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)



The  
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Department for  
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