**ROLE SUMMARY**

This post has lead responsibility for ensuring the effective operational management of the Cathedral space with specific responsibility for ensuring high quality delivery of non-liturgical events and activities, in line with the Cathedral’s strategic objectives.

**PRINCIPAL TASKS AND RESPONSIBILITIES**

* Oversee the delivery of the Cathedral’s planned programme of events according to the Cathedral’s strategic objectives, values and financial aims.
* In collaboration with the Director of External Relations and Visitor Experience and other colleagues, proactively develop new event strands, partners and concepts, developing audiences and opportunities for engagement balanced against generating income from events.
* Oversee and manage the use of the Close for events, in line with the Cathedral’s business development plans and within the parameters of its heritage environment.
* Develop procedures, guidelines and a fee structure that aids event delivery.
* Act as the key point of contact for all external non-liturgical events, initiating discussions and plans with hirers including event costings, ticketing, seating plans, hospitality, licensing requirements, access agreements, security and other logistics, liaising with the Cathedral’s catering contractor as necessary. Work with Communications team on managing non-media film crews.
* Represent the Cathedral as required at external meetings relating to events planning on a city-wide basis.
* Lead cross-departmental meetings to facilitate successful planning and event delivery for all external and internal events. To be a key member of the Cathedral’s Programming Group and Diary Management Meeting, chairing the latter as necessary.
* Support the Visual Arts Curator with the management and delivery of the visual arts programme.
* Ensure all non-liturgical events have an Event Lead as necessary, attending and ensuring the smooth running of events, in conjunction with the Technical Manager.
* Through effective supervision of the Technical Manager, ensure technical aspects of events are delivered safely and to a high standard, including sound, lighting, staging and seating.
* Oversee the Artifax diary/space management system, its procedures, protocols, upgrades and capacity to provide a central point of record of event requirements and use of cathedral spaces.
* Prepare budgets for events, monitoring and reporting on costs incurred and income generated by allocated events, advising senior leadership as required.
* Line manage the Events Officer and the Technical Manager and maintain oversight of the wider team.
* Ensure the health and safety of staff, volunteers and visitors to the Cathedral building, through effective supervision of the Technical Manager, who has lead operational responsibility for this area. Liaise with the Clerk of Works as necessary and with the Cathedral’s Health and Safety advisors.
* Lead responsibility for emergency procedures, security and counter-terrorism, supported by the Technical Manager, and working with the Head Verger and Close Manager.
* Source, manage and work with volunteers, as appropriate.
* Contribute to the development of KPIs for the department and for monitoring and reporting as necessary.
* Act as a first aider for the Cathedral, undergoing training as required.

**SAFEGUARDING**

Salisbury Cathedral is committed to safeguarding and safer recruitment practices and expects all at the Cathedral to share this commitment.

Report, as required, any safeguarding concerns related to children, young people, or vulnerable adults in accordance with agreed policies and procedures and ensure the work of the department is conducted in accordance with these policies.

All staff are expected to demonstrate a commitment to safeguarding and the welfare of all who are involved with and/or visit the Cathedral and the Close. This will include adherence to policies and procedures and undertaking any safeguarding duties commensurate with their specific role.

Maintain a safe and suitable working environment in which all in the department can work, ensuring that the Cathedral’s safeguarding policy and expected standards of conduct and behaviour are always modelled and championed.

All staff are expected to successfully complete safeguarding training as part of their induction. As Head of Department you are expected to ensure staff within your Department have completed any required training and confirm with them that any DBS requirement is kept up to date.

**EQUALITY DIVERSITY AND INCL****USION**

Work with colleagues to ensure the Cathedral’s commitments to equality, diversity and inclusion are met and maintained, as they relate to the work of the department, supporting the organisation’s Action Plan as required.

**HEATLH AND SAFETY**

Work with colleagues to ensure the Cathedral’s health and safety commitments are met and maintained, particularly as they relate to the work of the department.

*This job description is intended as a working document giving a guideline to the major tasks to be performed. It is anticipated that the post will develop, and working practices will change; in order to meet the demands of Salisbury Cathedral, new legislation, and the requirements of Chapter. It is expected that the post holder will contribute to and assist with all future developments. A Basic DBS check will be required.*

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| **PERSON SPECIFICATION** |  |
|  | Essential (E)/  Desirable (D) |
| Events management qualification at level 3 or above or extensive equivalent experience  Extensive operational and managerial knowledge of the events industry  Proven ability to manage projects across multiple, simultaneous activities  Experience of constructing, managing and controlling budgets  Experience of working with security, health and safety and emergency procedures.  Track record of identifying and maximising new event opportunities as well as ensuring existing relationships are maintained  Significant experience of project management  Significant experience of working with the public in a front-facing role.  Significant staff management experience  Knowledge of relevant associated legislation such as data protection, disability discrimination, health and safety and contract law  Demonstrable ability to be creative, innovative and performance driven  Excellent communication skills with strong negotiation and influencing abilities  Ability to work closely with diverse and complex teams in order to deliver a broad range events  Excellent organisational skills; able to prioritise and deliver calmly and effectively to deadlines  Strong IT and administrative skills, including Microsoft Office  Able to work effectively as part of a team as well as autonomously, when required  Project management qualification  Experience of delivering events in multi-purpose venue.  Experience of working in an environment where paid and voluntary staff work alongside  Knowledge of the technical aspects of event delivery, including sound and AV  Experience of running exhibitions  **SAFEGUARDING** | E  E  E  E  E  E  E  E  E  E  E  E  E  E  E    D  D  D  D  D |
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| Salisbury Cathedral is committed to ensuring it provides a safe and caring environment for all, including children and adults who may be at risk of abuse and neglect.  Our intention is to ensure safe environments within which our welcome to everyone is supported by proper and effective safeguards. We will continue to implement the Church of England Safeguarding policies and procedures, working actively with the Diocese of Salisbury. All staff and 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. You will be required to understand and follow our policies and procedures including reporting concerns, undertake designated safeguarding training, diligently perform safeguarding duties specific to your role and follow good practice in relation to your own behaviour and conduct. |
| **HEALTH AND SAFETY**  Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and 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 and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. You must immediately raise any concerns concerning your health, safety or welfare at work to an appropriate person. |
| **EQUALITY, DIVERSITY AND INCLUSION**  The Cathedral is committed to the principle of equal opportunities in employment and in equal pay for work of the same or similar nature or work of equal value. This means that in line with the Equality Act 2010, all job applicants and employees will receive equal treatment regardless of sex, race or ethnic origin, religious belief, nationality, gender, marital or family status, sexual orientation, age or disability. Our intention is to ensure safe environments within which our welcome to everyone is supported by proper and effective safeguards. We will continue to implement the Church of England Safeguarding policies and procedures, working actively with the Diocese of Salisbury. |

**WORKING FOR** **US**

Salary

The salary for this role is circa £40,000 per annum. This is a fixed term 12-month contract.

Working Pattern

The role is 35 hours per week, primarily working Monday to Friday. Some evening and weekend work may be required.

Annual Holidays

The FTE holiday entitlement is 25 days per annum plus 8 public holidays. If a member of staff is required to work on a public holiday, they will be entitled to the equivalent time off on an alternative day, to be agreed with their Line Manager.

Pension Scheme

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the occupational Staff Pension Scheme. Salisbury Cathedral will contribute to a contributory pension scheme and automatic enrolment will be made unless the employee chooses to opt out.

Staff Discount

All staff receive a 20% discount on purchases from the Cathedral Shop and Refectory.

Staff have access to an Employee Assistance Programme and Life Assurance scheme.

Parking

Subsidised car parking is available in Salisbury Cathedral Close.

**HOW TO APPLY**

To apply please complete the following forms and e-mail the following information to [recruitment@salcath.co.uk](mailto:recruitment@salcath.co.uk) ;

* Application Form including supporting statement
* Equal Opportunities Form
* CV

The closing date for applications is Thursday **28th November 2024 at Noon**

For an informal conversation about the role please contact us at [recruitment@salcath.co.uk](mailto:recruitment@salcath.co.uk)

Due to the volume of applications we are currently receiving, it will only be possible to contact shortlisted candidates regarding the outcome of their application. If you have not been invited to attend an interview within 2 weeks of the closing date, please assume your application has been unsuccessful.

Thank you for your understanding and for your interest in working at Salisbury Cathedral*.*

Interviews are expected to take place on **Wednesday 11th December 2024**

If you are invited for interview, you will be asked to produce evidence of your eligibility to work in the UK.

Offers of employment are subject to satisfactory references, medical clearance and a Disclosure and Barring Service (DBS) check at Basic level.

