**ROLE SUMMARY**

A busy, hands-on role’, responsible for the smooth and safe running of Salisbury Cathedral and providing a friendly welcome and excellent experience for external users, visitors, staff and volunteers.

**PRINCIPAL TASKS AND RESPONSIBILITIES**

**EVENTS SUPPORT**

* Ensure effective use of the Cathedral; contribute to operational decisions about managing the Cathedral space, help to ensure that events dovetail efficiently with key services, attend regular Cathedral diary management meetings and liaise with all departments, staff and volunteers involved.
* Liaise internally and externally with all those using the Cathedral for the wide range of events, services and art exhibitions each year. Actively contribute to the planning of events and provide practical operational and technical solutions to challenges as necessary, while ensuring the Cathedral operates smoothly and delivers a high-quality experience for visitors.
* Take lead responsibility for ensuring high quality sound, lighting and other technical support for events and services, delegating to the Venue Technician and Events Technician as necessary and/or ensuring suitable casual subcontractors are engaged. Directly handling the sound operation for events as appropriate. Provide marquees as required.
* Take lead responsibility for live stream and broadcast of services and events within the Cathedral.
* Take lead responsibility for staging and seating requirements for all services and events; ensuring seating plans match the needs of each event, working alongside the caretakers and vestry team and subcontractors as necessary.
* Support the marketing and communications team with planning and implementation of media events and film crews.

**HEALTH AND SAFETY, SECURITY AND CLEANLINESS**

* In conjunction with the H&S and Security Manager and Clerk of Works, take operational responsibility for health, safety and welfare of staff, volunteers and visitors within the Cathedral building. Contribute to the Cathedral’s regular Health and Safety Operational Board meetings and liaise with external consultants and providers.
* Work with the H&S and Security Manager to collate accident and incident reports for the Cathedral building. Where necessary report to the Health and Safety Operational Board for the identification of trends and provide information for the annual Fire, Health and Safety Policy Committee meeting.
* Take shared responsibility for liaison with contractors relating to alarms and security, working with the vergers, caretaking team and H&S and Security Manager and operate these systems as necessary.
* Ensure risk assessments relating to the Cathedral building are undertaken and reviewed as appropriate. Undertake Risk Assessments as necessary for Cathedral operations and activities, in conjunction with the Cathedral’s Health and Safety Advisors.
* Take operational responsibility for security and counter-terrorism measures and for emergency procedures within the Cathedral building – working closely with the Head Verger and Close Manager as directed by the Chapter Clerk (Chief Operating Officer).
* Act as required to implement emergency procedures.
* Act as the first point of contact for Police and Fire services – for general liaison, familiarisation visits and in case of emergencies within the Cathedral building.

* Take responsibility for ensuring the caretakers provide high standards of tidiness and cleanliness in the Cathedral and associated areas e.g. the Shop, toilets areas, Chapter House (Magna Carta Exhibition), cloisters and the Refectory – anticipating and managing peak times.
* Shared responsibility for ensuring volunteer floor and tower guides operate in accordance with H&S policies and procedures, supporting training as necessary.

**GENERAL**

* This role includes regular evening and weekend work to support the needs of the Cathedral’s busy events and activities programme.
* Take lead responsibility for small scale capital or revenue projects which fall within the remit of the role.
* In conjunction with the Finance department, produce an annual operating budget; monitor and proactively manage it to achieve best value for the Cathedral.
* Control costs through efficient and effective ordering and replacement processes and procedures, including using the purchase order system; regularly review existing contracts to ensure viability and value.
* Build strong working relationships both internal and external – work collaboratively with others to ensure effective and clear communication.
* Line manage the caretaking team, Venue technician, and Events Technician, conducting regular supervision as necessary, training, and annual appraisals.
* Establish and grow working relationships volunteers in the Cathedral building and in liaison with the Volunteers Manager.

**SAFEGUARDING**

The postholder must understand and appreciate the Cathedral’s safeguarding policies and practices. They have a responsibility to ensure that these are implemented. 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.

The postholder may be an initial point of contact who provides a first response in the Cathedral to vulnerable adults, children and young people. They will need to oversee welfare and security concerns and incident management. This includes care of children who are 'lost' on cathedral grounds.

A DBS check will be required.

*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.*

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| **PERSON SPECIFICATION** |  |
|  | Essential (E)/  Desirable (D) |
| Able to act according to the Cathedral's values of boldness, fairness and kindness.  **EDUCATION AND QUALIFICATIONS**  A level standard or equivalent professional experience.  Willingness to undertake NEBOSH occupational health and safety and fire safety training.  NEBOSH National General Certificate in Occupational Health and Safety.  **KNOWLEDGE AND EXPERIENCE**  Previous experience of providing technical support for events.    Relevant experience in facilities/building management including the management and leadership of teams.    Experience of managing budgets and procurement.    Good understanding of Security, Health and Safety and emergency procedures.  Previous experience of working in a comparable organization in the not for profit, public, heritage or cultural sector.  Experience of working alongside both paid staff and volunteers  Experience of managing change  Experience of operating sound and AV systems.  **SKILLS**  Strong leadership and personal communication skills: able to promote enthusiastic teamwork through effective leadership.  Strong judgement and ability to know when to make decisions autonomously and when to refer to others.  Sound general technical and practical skills  Ability to plan, prioritise and work to short timescales and under time pressure.    Excellent verbal and written communication skills.  Good IT and administrative skills    Proactive, able to come up with creative responses to challenges and to solve problems  Able to delegate as necessary, while being practical and willing to take a hands-on approach  Build meaningful relationships across teams and work collaboratively and in a coordinated manner.  **Working Conditions**   * Ability to work flexible hours, including evenings and weekends as events will occur outside of regular business hours. * Physically demanding role involving heavy lifting and long hours. * Work environment may include a mix of indoor and outdoor settings, depending on event locations.   **SAFEGUARDING** | E  E  E  D  E  E    E  E  D  D  D  D  E  E  E  E  E  E  E  E  E |

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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 £33,000 to £35,000 per annum.

**Working Pattern**

The role is 35 hours, Flexibility required across seven days, to include regular evening and weekend working. Accessible by telephone out of hours.

**Annual Holidays**

The 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**

If you would like to have an informal discussion about the role, please contact Nicola Stafford – Head of Human Resources - in the first instance so this can be arranged – [n.stafford@salcath.co.uk](mailto:n.stafford@salcath.co.uk).

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: 10th January 2025.

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*.*

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.

