**ROLE SUMMARY**

An operational role supporting the Cathedral Floor Manager with ensuring 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**

* As delegated by the Cathedral Floor Manager, 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.
* As delegated by the Cathedral Floor Manager, 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.
* Support and operate the technical operation for and events within the Cathedral, including schedule of livestreaming and staffing technical operators.
* Support the design and construction of seating and staging requirements for all services and events; ensuring seating plans match the needs of each event and comply with H&S standards.
* Support the planning and implementation of media events and film crews.
  + Set up, operate, and maintain audio, video, lighting, and other technical systems for live events, presentations, and conferences.
  + After each event, ensure the safe and efficient removal and storage of all equipment including but not limited to staging and chairs

**HEALTH, SAFETY AND SECURITY**

* Support the Cathedral Floor Manager with collating accident and incident reports for the Cathedral.
* Support the Cathedral Floor Manager in undertaking routine H&S checks.
* Support the Cathedral Floor Manager with liaison with contractors relating to alarms and security.
* Support the Cathedral Floor Manager with ensuring risk assessments within the Cathedral are undertaken and reviewed as appropriate.
* Support the Cathedral Floor Manager with the implementation of the Cathedral’s security, counter-terrorism, and emergency procedures.
* Act in accordance with the Cathedral’s Safeguarding policy.
* Undertake the responsibility of Fire Marshal and First Aider.

**GENERAL**

* Support the Cathedral Floor Manager with departmental administration – e.g. raising Purchase Orders, places orders and processing invoices as required.
* Support the Cathedral Floor Manager in 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.
* Build strong working relationships both internal and external – work collaboratively with others to ensure effective and clear communication.
* Work alongside the caretaking team to provide support as required and as instructed by the Cathedral Floor 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  H&S qualification / background  **KNOWLEDGE AND EXPERIENCE**  Previous experience of providing technical support for events  Experience of working in a busy environment on a 7 day schedule.  Experience of operating sound and AV systems.  Relevant experience in facilities/building management  Experience of admin systems around budget management 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    **SKILLS**  Good personal communication skills: able to promote enthusiastic teamwork    Good 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.    Good verbal and written communication skills.    Good IT and administrative skills  Proactive, able to come up with creative responses to challenges and to solve problems  Build meaningful relationships across teams and work collaboratively and in a coordinated manner.  Ability to lift and move heavy equipment as required. E  **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  D    E  E  E  E  E  E  D  D      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 £26,000 per annum.

**Working Pattern**

The role is 35 hours per week. Flexibility is required across seven days, to include regular evening and weekend working.

**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.

