**ROLE SUMMARY**

The postholder is a member of the Cathedral Executive Team and has responsibility for the senior leadership and development of the Community Engagement Department.

The postholder will ensure that the work of the Department contributes to achieving the Cathedral’s vision and strategic objectives, particularly insofar as these relate to the Cathedral welcoming all, developing partnerships, becoming more diverse, and having a positive impact on people’s lives.

**PRINCIPAL TASKS AND RESPONSIBILITIES**

**STRATEGIC RESPONSIBLITIES**

* To take overall strategic responsibility for, and leadership of, the Cathedral’s programme of community engagement work. This is achieved through educational activities, work with young people, volunteers, the Cathedral’s collections as well as through the development of relationships with external organisations focused on meeting societal needs and social justice.
* To lead the Community Engagement Department in developing opportunities to support the Cathedral’s outreach work. This will necessitate leading a small but committed team in working dynamically and creatively with other Cathedral departments to achieve the Cathedral’s strategic objectives.
* To contribute to the strategic programming of Cathedral activities and engagement with the local community, translating elements of the Cathedral’s work (such as in music, art, environmental sustainability, work with children and young people, and public debate) for different elements of the community, ensuring access and inclusion.
* To play a pivotal role in developing a culture of increasing diversity, equality and inclusion, particularly in relation to the volunteer community, and also through engaging more widely with the local community, external partners and organisations.
* To ensure effective oversight and leadership of community projects, leading work with external organisations and ensuring objectives are clear and impact is evaluated.
* The Director will be expected to work, create and implement new ventures and initiatives to sustain visitor numbers and interest, working closely with the Director of External Relations and Visitor Experience.

**DEPARTMENTAL RESPONSIBLITIES**

* To be responsible for the line management of the Community Engagement Department, ensuring the team is effectively managed and developed. This will involve staff recruitment, appraisals, staff development and working with the Human Resources Manager as required.
* To line manage the Missioner for Young People, a new postholder joined the Cathedral in March 2024. To ensure the post collaborates with colleagues in the Department and across the Cathedral to realise the specific missional objectives expected of the post.
* To direct the work of the Education team with schools and other educational institutions as well as activities for families during school holidays. This involves building relationships with learning organisations, including the Diocesan Board of Education (DBE), and delivering joint events.
* To be responsible for developing and delivering the Cathedral’s strategy for the Cathedral’s Collections, including Magna Carta and its exhibition. Working closely with the Cathedral Archivist and Collections Manager, the Cathedral Librarian, and Curator whose specialist skills ensure the Collection is catalogued, preserved and appropriately overseen. Working with the team in respect of engagement opportunities in relation to the Cathedral’s collections.
* To direct the work of the Community Engagement Manager, a role which is currently vacant. Ensuring their project work is effectively undertaken to support the Cathedral’s strategic objectives. This is a role currently allocated to support a specific community project with an external partner organisation, but with scope to also support other community initiatives in the Department and wider Cathedral.
* To be responsible, through the Volunteers Manager, for maintaining and developing all aspects of the Cathedral’s volunteer body. This includes recruitment, induction, communication and training, team leader meetings, Tower and Floor Guides AGMs and being a member of the Volunteers’ Committee.
* In collaboration with the Chief Financial Officer, to budget, manage and report on all departmental expenditure.
* To ensure the Department, in all aspects of its work, adheres to the Church of England and Cathedral safeguarding policies and procedures.

**LOCAL PARTNERSHIPS AND COMMITTEES**

* To maintain and develop collaborative partnerships with local organisations and charities providing support and programmes of activity for people with particular needs.
* To build relationships with statutory and community organisations whose purpose is to meet the needs of people within the city and surrounding areas. This will aim to increase collaborative working to respond to and support local community needs.

**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.

*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. An enhanced DBS check will be required.*

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| **PERSON SPECIFICATION** |  |
|  | Essential (E)/  Desirable (D) |
| **KNOWLEDGE AND EXPERIENCE**  Educated to degree level or relevant equivalent experience.  Demonstrable experience of working at senior management level.  Background and proven experience of working in or understanding of third sector, heritage, church or not for profit organisation.  Demonstrable experience of working collaboratively across different departments or organisations to deliver projects or initiatives.  Evidence of innovative involvement in the development of community engagement and related activities.  Evidence of leading and delivering community-based projects which make a tangible difference within the local community.  Proven experience of working at a senior level in a church or other faith-based organisation.  Proven experience of successful line management and departmental leadership.  Experience of working with, and engaging, volunteers.  Ability to access, experience of using and interpreting historic records and artefacts.  Experience of working in an education or training environment.  **SKILLS AND EXPERTISE**  Strong leadership and personal communication skills: able to promote enthusiastic teamwork through effective leadership.  Proven ability to manage, monitor and deliver projects.  Ability to engage with and influence a wide range of people.  Excellent interpersonal, verbal and written communication skills.  Proven IT skills and ability to use variety of software applications .  Financial literacy, ability to manage departmental budgets.  **ATTRIBUTES**  Able to act according to the Cathedral’s values of boldness, fairness and kindness.  Ability to appreciate, empathise with, and support the values and purpose of a faith-based organisation.  Energy and enthusiasm for the role of the Cathedral in the wider community.  Well organised, able to prioritise workload and use own initiative.  Imaginative, flexible and creative approach.  Relational in approach, personable and able to interact well with people at all levels.  SAFEGUARDING | E  E  E  D  E  D  D  E  D  D  D  E  E  E  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 £54,000 per annum.

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**

If you would like to have an informal discussion about the role, or an informal meeting with members of the Community Engagement Department prior to making an application, please contact Nicola Stafford – HR Manager, via email 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: **Monday 20th May 2024 at 12 noon**

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 in the week commencing **Monday 10th June 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 enhanced level.

