



**Leicester Cathedral**  
*A beating heart for City and County*

# **Executive Assistant**

## **Role Description**





# About Leicester Cathedral

The Cathedral has identified our mission as being a 'beating heart for City and County' through our worship, welcome and witness. These three words shape key priorities for us as the seat of the bishop and as a centre of mission (the Cathedrals Measure). We are very aware of context. We are not trying to be anything other than Leicester Cathedral with big opportunities and big challenges. We have increasing profile and reach, and seek to maximise both for the sake of the growth of God's Kingdom and for the welfare and wellbeing of those amongst whom we live and pray.

Specific goals in our Strategic Plan ([www.leicestercathedral.org/about-us/strategic-plan](http://www.leicestercathedral.org/about-us/strategic-plan)) relate to the renewal and growth of our congregations and community; the renewal of our response in mission especially through the arts, social outreach and interfaith engagement and finally the renewal of our building – making it beautiful and fit for purpose and putting it to the service of both the Diocese and the wider community. We are a rural Diocese with urban heartlands. The Cathedral is in the middle of the city in the heart of the geographical Diocese. We serve a diverse multi-cultural city and a county with rolling farmland, ex-industrial communities, market towns, significant deprivation and considerable wealth.

We hope our new colleague will relish cathedral life and worship and genuinely wish to work as part of the team of lay and ordained people, paid staff and volunteers. She/he will be right in the heart of the bustling city centre adjacent to the Cathedral and will need to be able to thrive in this multi-cultural context.

The Cathedral and Diocese share offices at St Martins House, which is also a conference centre. Since 2018, this has been complemented by St Martins Lodge, a stylish hotel offering bed and breakfast accommodation. And the 'Cathedral Quarter' of the city is now completed by the Community of the Tree Life, a residential community for young adults exploring prayer and Christian service, housed on the site of the former Greyfriars monastery. All these spaces are framed by the Cathedral and by Cathedral

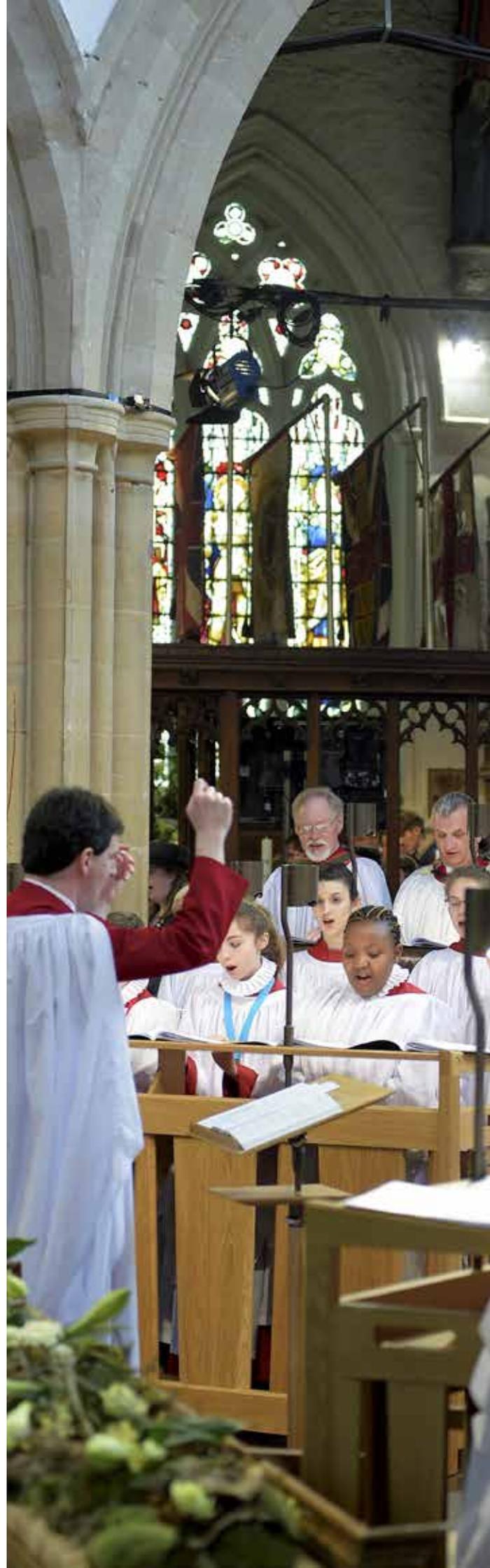
Gardens, which has become a very pleasant space in the city centre where people gather, relax and meet.

Ours is a community that has been engaged in much change, with the first stage of Cathedral re-ordering completed 5 years ago to enable the reinterment of King Richard III. In particular our current development project *Leicester Cathedral Revealed* (LCR) will complete the re-ordering of the Cathedral and provide a new Chapter House to better meet the needs of visitors and congregations. This will also involve new activity and outreach programmes.

We are hoping that this work may begin as early as Easter 2021 with parts of the cathedral building being decommissioned and disrupted for 18 months+. We want to complete the capital works approximately by Christmas 2022, followed by a series of opening events and activities which will run for several years to heighten engagement, reach, evangelism and discipleship and contribute to financial sustainability. This period will also encompass the forthcoming Centenary of the Diocese.

Daily worship will be impacted during LCR with Sunday services possibly taking place in St Martins House and 'Cathedral on Tour' being an important element; for instance taking Evensong out into the parishes of the Diocese on a Sunday afternoon in term time. Congregations are being prepared for these changes and we know we are likely to gain some new people as well as lose some. Our spiritual and Christian formation needs to help to give us the tools and resilience for this transitional time.

We will be going through a period of dislocation, experimentation, re-location and consolidation so that, when we return to the redeveloped and restored Cathedral spaces, we can offer inspiring worship that conveys excellence and depth alongside worship which is participatory and relevant to this city and county. Such worship must have the capacity for transformation and to draw people into further pilgrimage with Jesus Christ.





## The Impact of COVID-19

The City of Leicester experienced an additional lockdown in July and August 2020 when the rest of the country was being released. This means that our local community faces additional challenges.

We furloughed eight staff (50%) and have been operating from home and online. Chapter has had to initiate a staff restructure resulting in three staff members accepting reduced hours and four staff members being made redundant.

Chapter remains committed to our existing strategic plan in terms of the outcomes we seek but we recognise that the ways we deliver things and the things we deliver will change. The Chapter have sought to resource Music and Liturgy both through staff and professionalised volunteer roles, recognising that it takes considerable time and skill to build up musical resources in a context such as Leicester's, which requires long term commitment.

Overall we have a small but beautifully formed team of highly motivated staff and volunteers, so we need someone who will very much play their part in the team rather than plough their own furrows.

During this time, the experience of BAME people has been highlighted as well as the structural racism which they experience. There is diversity in both congregations (adults and children) and in our choirs but no equivalent diversity in our governance and leadership. Chapter are seeking to address this through a BAME action plan and the appointment of a BAME champion.

The Diocese have a project funded by the Strategic Development Funding to support and develop BAME Christians in their vocation and participation. This also creates new Inter Cultural Worshipping Communities (ICWC's).

We already have some track record on inclusion with respect to gender, sexuality and engagement with peoples of other faiths. This plan will help the Cathedral make the cultural shift from having a reasonable amount of diversity into a place that is genuinely inclusive. So we especially will welcome expressions of interest and applications from BAME candidates.

# Staff Structure 2020/2021



# Executive Assistant Role Specification

<b>Salary</b>	£33–35,000 per annum
<b>Hours</b>	Full Time Post, primarily working Monday–Friday normal office hours but occasional overnight, weekend or evening working required
<b>Responsible To</b>	The Dean
<b>Location</b>	Role will be undertaken from our offices in St Martins House in addition to some home working.

## Key Purpose

The Executive Assistant is a senior role within the Cathedral working directly with the Dean and Cathedral Administrator to ensure the governance of the Cathedral is enacted fully and properly. The EA will provide a high level of support to the Dean in his role within the Cathedral, Diocese and wider community alongside his national role as Chair of the College of Deans. The EA will provide a pro-active oversight of the Cathedral Chapter's decisions, processes and actions.

## Key Relationships

Dean, Administrator, Executive Team and Comms/Marketing Team

## Cathedral Context

We are the beating heart for our city and county.

Through our cathedral core purposes as the 'Seat of the Bishop' and as a 'centre of worship' we focus on worship, witness and welcome in order to:

1. Disclose God, proclaim and model Christian faith through a regular rhythm of prayer, growth in discipleship and loving service of the world, drawing more from the arts and our spiritual heritage.
2. Provide a safe gathering place and loving spiritual focus in a city of diversity within the wider Diocese of Leicester by providing an inclusive space for encounter.
3. Be a holy and hospitable place where God is encountered, strangers are welcomed, the needy find a friend, visitors may connect with heritage and culture, pilgrims are spiritually nourished and challenged, community life flourishes and congregations grow.
4. Further the Kingdom of God by being a confident and prophetic Christian voice on issues of justice and peace working in partnership with people of goodwill.

See our Strategic Plan: [www.leicestercathedral.org/about-us/strategic-plan](http://www.leicestercathedral.org/about-us/strategic-plan)

*Some aspects of this role will be undertaken virtually developing the best online tools and apps to ensure the efficiency and effectiveness of the Cathedral's work and the ministry of the Dean.*

# Main Duties and Responsibilities

## 1. Dean's Assistant

- To act as first point of contact for the Dean
- To pro-actively manage the Dean's diary to make best use of the Dean's time and to enable the Dean to deliver his part of the Cathedral Strategic Plan
- To provide excellent administrative support including quickly reading reports, summarising documents including financial reports, drafting responses, creating and proofreading presentations and papers
- To prioritise and effectively handle queries and correspondence
- To gather information related to public events, speaking and preaching
- To ensure effective communication from and to the Dean across Cathedral and Diocesan colleagues, especially in relation to external communications and media
- To administer the College of Canons
- To co-ordinate travel and meeting arrangements including collating papers in advance
- To process the Dean's expenses
- To support the Dean's national and wider community work
- To ensure all key dates from the Cathedral and Diocesan calendars are diarised
- Ensuring all briefing material for services and events are supplied in a timely and efficient manner.

## 2. Governance Executive

- Efficiently and strategically serve the governance of the Cathedral as required by the Cathedrals' Measure and the Cathedral's Constitution and Statutes, working closely with the Administrator and Dean.
- Develop an annual plan for Chapter Meetings and Council Meetings, ensuring agendas are structured to cover the priorities of the Cathedral
- To review all policies required by the Church Commissioners and Charity Commissioners as joint regulators
- To liaise with the Chairperson of each sub-committee/board (including Leicester Cathedral Revealed, Leicester Music Foundation and Leicester Cathedral Charitable Trust) facilitating the efficient preparation and running of these meetings.

### 3. Chapter Functions and Compliance

- To ensure the changes proposed in the new Cathedrals' Measure will be enacted and embedded for Leicester Cathedral
- To provide training and ensure compliance for staff and volunteers with our policies
- To assist the Dean and Sub-Dean in ensuring our HR functions are enacted properly with support from external Human Resources Consultants
- To prepare monthly payroll and pension reports for sign off by the Dean
- To lead and facilitate Safer Recruitment
- To lead and facilitate Safeguarding management
- To lead and facilitate data harvesting, management and reporting across the Cathedral including the Community Roll, Electoral Roll and Harlequin contact system
- To act as scrutineer of financial processes, working with the Diocesan Board of Finance Team
- To administer clergy housing with support from the Diocesan Clergy Housing Team
- To contribute to risk management processes held by the Administrator
- To appropriately participate in national networks relevant to this role

### 4. Generic Cathedral Staff Responsibilities

- To offer highly quality engagement with enquirers and visitors
- To share with others in the tidiness and good order of Cathedral Spaces in the offices and in the main buildings
- To assist with other special events and projects as negotiated
- To collaborate with colleagues in the Diocesan Boards of Finance and Education
- To undertake other duties as can be reasonably requested and agreed



# Person Specification

**We want to be surprised by who God might call here.** The following tries to note some of the things that someone could bring to this role helping us to understand that she/he could be well suited.

If having read the Role Description and you feel nudged by God to apply or feel experienced and skilled to do so, or you are intrigued to explore this role in a place like Leicester, then please complete a form. None of us comes fully formed into these roles and this is a place where we grow lay and ordained people helping them to acquire new skills and to discover new gifts.

Attribute	Essential	Desirable
<b>Qualifications</b>	Graduate or equivalent	PG Diploma/Certificates in any aspect of this role e.g. finance, governance, administration, e-working
<b>Experience</b>	Previous experience to demonstrate undertaking the breadth of skills embodied in this role at a similar or higher level of executive seniority  Understanding of Safeguarding in public organisations	An equivalent role in an equivalent charitable organisation  Understanding of Safeguarding in voluntary or community organisations



<p><b>Knowledge and Skills</b></p>	<p>Proficient at Report writing</p> <p>Familiar with Project Planning and delivery</p> <p>Ability to multi-task and prioritise</p> <p>Ability to take initiative and to act on behalf of a Board and its Chair</p> <p>Work at depth, detail and at pace</p> <p>Highly organised</p> <p>Ability to offer a high level of professional engagement with staff, volunteers and enquirers</p> <p>Excellent IT skills including experience of virtual working</p> <p>Excellent written and presentation skills</p> <p>Research skills including ability to create Executive Summaries in a timely fashion</p> <p>Data management proficiency</p>	<p>Experience of technical aspects of the role e.g. HR, Finances, PR, or Comms.</p> <p>Trustee or Board experience</p> <p>Social media experience</p>
<p><b>Personal Qualities</b></p>	<p>Highly Motivated</p> <p>Creative and enquiring</p> <p>Thorough, honest and accurate</p> <p>Very good communicator</p> <p>Calm, courteous and able to deal very well with the public</p> <p>A genuine team player who wants to get the best from everyone</p> <p>Willingness to work flexibly</p>	
<p><b>General</b></p>	<p>Willingness to uphold Cathedral Policies</p> <p>To be in sympathy with and to embody, promote and further the Cathedral's aims, values and mission.</p>	

# How to Apply

To apply for this position, please send the following:

- A brief **covering letter** (not more than two sides of A4) saying how your skills and experience match the requirements of the post;
- An **application form** available from the Cathedral website, containing education, professional qualifications and full employment history;
- The application form also requires the name, telephone number, postal address and e-mail address of two referees. Referees will only be contacted if you are short-listed for the post.

For an informal conversation about the role, please contact The Very Revd David Monteith, Dean of Leicester, by emailing [david.monteith@leicestercofe.org](mailto:david.monteith@leicestercofe.org)

Applications should be sent:

by **email** to: [andrew.radford@leccofe.org](mailto:andrew.radford@leccofe.org)

by **post** to: Andrew Radford, Cathedral Office, St Martins House, 7 Peacock Lane, Leicester, LE1 5PZ

Completed applications are required by **midday on Thursday 24 September 2020**.

Shortlisting will take place w/b Monday 28 September 2020.

**Interviews** will take place on Friday 9 October 2020.

Full details of the interview process, including test, presentation and the interview panel, will be provided to short-listed candidates nearer the time.



All information is correct at the time of printing  
[leicestercathedral@leccofe.org](mailto:leicestercathedral@leccofe.org) | [www.leicestercathedral.org](http://www.leicestercathedral.org)  
Leicester Cathedral, St Martins House, 7 Peacock Lane, Leicester, LE1 5PZ

