



### **Leicester Cathedral**

The Cathedral changed enormously leading up to, during, and in the aftermath of March 2015 when King Richard III was reinterred. Additionally, our Diocesan Bishop retired and our new Bishop arrived in May 2016. All this created many opportunities and provided us with much learning as the Cathedral has come to more effectively serve the Diocese, the wider community and our tens of thousands of visitors who now come through our doors. As this new situation has become increasingly embedded, we are now into the next redevelopment phase 'Leicester Cathedral Revealed'. This five year plan takes us from the current stability, through the building development period and looks ahead to when substantially different facilities will be at our disposal. After that we shall be looking towards the centenary of the Cathedral in 2027.

### **Our Vision**

Shaped by God through prayer and action, we will work with the Bishop and Diocese to be a loving spiritual focus, modelling what it means to be 'Cathedral' in Britain's most diverse city and county. This will help Leicester and Leicestershire to develop regionally, nationally and internationally.

### **Our Mission – A beating heart for City and County**

Embodied both in the building and the community, Leicester Cathedral offers a beating heart for worship and mission, enabling engaged response to the stories of God revealed to us in Jesus Christ and connecting us across the Diocese, City and County.

### **Administrative Support**

Leicester Cathedral has carried out a review of their administrative team which has led to the creation of an additional post in the Admin team for administrative support. This role will join a team of four, working together on a variety of tasks to support the smooth running of the Mission of the Cathedral.

To strengthen the current team, we are looking for a dynamic, organised person who has had previous experience with supporting events and who has a good head for finance.

The overview of the role and responsibilities overleaf details the nature of the work which is shared within the team.

## **Overview of role & responsibilities**

### **Supporting the administrative function of the Cathedral team by:**

- Providing admin support to the Deputy Administrator on a range of tasks, for example, the Safeguarding record keeping and recruitment of employees and volunteers
- Processing of invoices
- Upkeep and management of Cathedral records on Harlequin, our Contact Relationship Management system
- Responsibility for the record keeping of Cathedral statistics, footfall, group visits
- Assisting with the smooth running of events/services
- Copying agendas and committee meeting papers as necessary
- Assisting the education team in the production of resources for use with school groups, as directed
- Generating the weekly whereabouts and circulating to staff
- Answering a range of telephone queries
- Ordering stationery, printer and copier supplies
- Helping with the counting and banking of Cathedral donations

### **Supporting the Senior Staff by:**

- Working with the Finance Manager to support the processing of invoices, payments, banking, credit control and other financial administrative duties as required
- Providing administrative support to the Residentiary Canons and lay Cathedral leadership in organisational matters
- General office tasks

### **Supporting the Liturgical by:**

- Assisting with the creation of service orders, including placing Gift Aid envelopes in special service orders

### **Actively promoting the work of the Cathedral by:**

- Helping to promote the work of the Cathedral through social media
- Distributing event leaflets and booklets to neighbours in the city centre

### **Supervise the smooth running of reservations and events by:**

- Processing reservation forms and paperwork associated with the running of services and events
- Helping to set up/clear down meeting rooms as necessary, including preparing refreshments for meetings
- Helping to manage the coordination of events attendance through online booking systems such as Eventbrite
- Building positive relationships with the Cathedral's key partners
- Any other reasonable duties required

## Person Specification

	Essential	Desirable	How Assessed
Education to A level or equivalent experience	✓		A/D
Proven ability to work as part of a team	✓		A/I
Work flexibly and cooperatively within the wider teams	✓		A/I
The ability to relate to a wide range of people	✓		A/I
Experience of working in an environment where those receiving the service are the prime concern	✓		A/I
Good interpersonal skills and telephone manner	✓		A/I/T
Outgoing, self-motivated and flexible	✓		A/I
Experience of carrying out administrative tasks		✓	A/I/T
Ability to work calmly under pressure	✓		A/I
Experience of using social media		✓	A/I
Experience of updating websites		✓	A/I
Reliable	✓		A/I
Proven skills in using computer programmes for office management including Word, Publisher and databases. Familiarity with web-based and electronic communication	✓		A/I/T
Willingness to support the ethos of the Christian Church and the Diocese of Leicester. Enthusiasm for the work of cathedrals	✓		A/I
Enthusiasm about working in a growing institutions and a willingness to develop new skills	✓		A/I
Good standard of written English and meticulous attention to detail both written and numerical	✓		A/I/T
Ability to prioritise tasks and work to deadlines	✓		A/I/T

## Terms & Conditions

- Hours: 35 hours per week to cover the core business hours of Monday to Friday 09.00 to 17.00 hrs and may need some flexibility to meet work demands
- Holiday: 25 days per annum plus Bank Holidays
- Salary: £15,925 per annum
- Pension: 8% employer contribution
- Accountable to: The Deputy Cathedral Administrator