

St Edmundsbury Cathedral

A beacon of faith, hope and love in Suffolk



JOB TITLE: Cathedral's Education Officer & Young People and Families Minister

LINE MANAGER: The Dean

JOB SUMMARY: As Cathedral's Education Officer, you will maintain and develop the Discovery Centre as a centre of excellence for local schools, providing a range of educational and Christian services in the Cathedral.

As Young People and Families Minister, you will have the responsibility for developing work with families in line with the Cathedral's Growing Younger priority. This will enable the Cathedral to be a place of exemplary intergenerational learning and Christian faith that values and nurtures young people.

TERMS OF EMPLOYMENT:

Salary: £30,000 Full time or £15,000 Part Time

Annual Leave: 25 days per annum plus BH (pro rata)

Contract: Permanent subject to a three month probationary period

The Cathedral Church of St James and St Edmund, Bury St Edmunds, was created in 1914 when the existing St James's Church was selected as the seat of the new Bishop of St Edmundsbury and Ipswich. The Cathedral remains also a parish church. The building was enlarged by Stephen Dykes Bower in the 1960s and its central tower was opened by HRH The Prince of Wales and The Duchess of Cornwall in 2005. New cloisters, chapels and other building works were completed and consecrated in 2009. Further major projects were completed in 2010, namely the installation of the vaulted ceiling and the refurbishment of the Cathedral organ.

St Edmundsbury Cathedral maintains a daily round of worship with the Anglican choral tradition of music at its heart. The Book of Common Prayer and Common Worship are used on a daily basis for routine services and there is a vast range of special services of celebration, thanksgiving and commemoration when local and national bodies and individuals attend. In addition, there are a significant number of secular events such as concerts and art exhibitions on an almost weekly basis. The Cathedral is also a principal destination in East Anglia for tourists and other visitors and also provides a significant educational programme for schools visits.

St Edmundsbury Cathedral Enterprises Limited is made up of The Cathedral Gift Shop, our Tourist Information Point, Pilgrim's Kitchen (café/restaurant) and our external events facilities.

The Cathedral Staff is made up of a Dean, two Residentiary Canons and 32 employees (fulltime equivalent) including an Administrator, musicians, vergers, administrative and financial staff, Events, PR, Visits and Volunteers staff, Children's Education staff and Enterprises staff. The Cathedral has over 300 volunteers contributing in a wide variety of ways. A typical Sunday sees 350 people attending the various services.

St Edmundsbury Cathedral is a lively and exciting place in which to work. The completion of major building works has seen the Cathedral grow in size and activity and the place has become busier. The extraordinary variety of people who are associated with the Cathedral and the remarkable

diversity of the events which take place here mean that there is much to capture the imagination of the Cathedral's employees, much to be done, and much to enjoy.

KEY CONNECTIONS

Cathedral Chapter and Staff, Diocesan Children's and Families Minister, Diocesan School's Advisor, School Headteachers and staff, Parish Clergy, Licensed Family Ministers and assistant children and family's workers and the Diocesan Growing Younger Forum.

ROLES & RESPONSIBILITIES

Cathedral's Education Officer

- Leading the work of the Discovery Centre both at a strategic and operational level.
- Ensuring the Discovery Centre continues to operate effectively and efficiently: working with and line managing the Office Manager; recruiting, developing and supporting the existing team of school's work volunteers; managing the Discovery Centre annual budget, working with the Cathedral Finance Department and the Diocesan Board of Education.
- Organising and delivering, large-scale schools' events at the Cathedral, including projects involving the creative arts and with links to the SMSC (spiritual, moral, social, cultural) curriculum in schools.
- Designing, organising and delivering individual educational school visits to the Cathedral. Typically, these will be designed to satisfy elements of the school curriculum, particularly RE, History and Cultural.
- Developing relationships with Bury St Edmunds schools formally and informally connected to the Cathedral.
- Resourcing and supporting school-parish links, working with the Diocesan Children's and Families Minister.
- Providing suitable training and educational opportunities for teachers in children's spiritual development and in the life of the Cathedral.
- Attendance at regular Cathedral staff meetings, providing reports when required.
- Continuing relationship building with the Diocesan Board of Education and Suffolk Education Services, plus other relevant education organisations.

Young People and Families Minister

- To enable young people in Bury St Edmunds and beyond to see the Cathedral as a place for them.
- Organising and delivering learning programmes for families currently connected with the Cathedral community, promoting and enabling discipleship, working with Junior Church and the Cathedral's musicians.
- Working with Cathedral Clergy in the creation and delivery of intergenerational/family worship and so developing the spiritual life of the Cathedral.
- Organising and delivering Family Events during term-time and school holidays to enable the Cathedral to become a hub of exemplary Families Ministry e.g. Messy Cathedral.
- Developing patterns of working with the Diocesan Children's and Families Minister, Diocesan Youth Officer and other Diocesan Officers to enable effective learning and discipleship programmes in line with the recommendations arising from the vision outlined in the House of Bishops' Report: *Growing Faith: Churches, Schools and Households*.
- Supporting the Cathedral's response to the Emmanuel Project (RE) in schools (working with the Diocesan Children's and Families Minister; DBE RE advisor; Discipleship and Ministry Development Officer).
- Participating in delivery of the pilot CONNECT Family Ministry Course with the Diocesan Children's and Family Minister.
- Ensuring all activities, events and initiatives are communicated effectively internally at Cathedral and Diocese and externally to the local community.

Safeguarding

The appointed candidate will need to have an enhanced DBS check (including barred list check) before commencing work. Safeguarding training will be supplied.

Policies

To be familiar and comply with Cathedral Policies where applicable but in particular the Health & Safety Policy, the Safeguarding Policy and the Cathedral's Social Media Policy.

To undertake professionally and appropriately any other duties reasonably requested.

PERSON SPECIFICATION

Essential Qualities

- A genuine occupational requirement, a member of a Christian denomination which is in sympathy with the Church of England, with knowledge of the mission and ethos of an Anglican Cathedral.
- A professional with experience of working with children and adults who is flexible and open to learning and change.
- Knowledge and experience of schools and educational practice.
- Creative, energetic person with a 'can do' attitude, able to handle a wide range of projects.
- Commitment and passion for working with children and families.
- Ability and credibility to work with schools and educational professionals, clergy and lay ministers, colleagues and volunteers in church settings.
- Able to demonstrate leadership, team building and training skills.
- A person of proven commitment and absolute integrity.
- Excellent organisational and communication skills.
- Ability and willingness to work flexibly at weekends and evenings as well as weekdays.
- Ability to prioritise, manage work to meet deadlines and produce reports.
- An understanding of financial budgeting.
- Ability to drive.
- Competent user of Microsoft Word, Outlook, Powerpoint, Publisher and Excel.

Desired Qualities

- Experience of working with volunteers.
- The ability to think creatively and be resourceful.
- Energy, enthusiasm and a good sense of humour.

This job description is an operational document and does not form part of your contract of employment. It may be that from time to time you are expected to perform tasks that may not be expressly part of the job description but are nonetheless necessary in the day to day performance of your duties. St Edmundsbury Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Closing date: 6.00 pm Wednesday 1 May

Interview: Thursday 9 May to include a presentation

Please apply, using the Cathedral's Application Form, to:

Sarah-Jane Allison
Administrator - People & Policies
St Edmundsbury Cathedral
Abbey House
Bury St Edmunds
IP33 1LS
Email: HR@stedscathedral.org
Tel: 01284 748720