Welcome

“Thank you for thinking of applying for the role of Events and Fundraising Assistant at St Edmundsbury Cathedral. We hope, after reading this application pack, you will decide to send us your application. There follows below some more about us and about the role.

St Edmundsbury Cathedral is situated in the historic market town of Bury St Edmunds, and serves the diocese of St Edmundsbury and Ipswich. It is at the heart of community life, a natural gathering place for worship, reflection, refuge, celebration, mourning, pilgrimage, debate, questioning and storytelling.

Our story begins with the founding of the Abbey in 1020 by King Cnut. He named the Abbey after Saint Edmund, martyred in 869 by the Danes, and to this day Cathedral, Abbey and town carry that name. Over the succeeding centuries, several churches were built within the precincts of the Abbey. The nave of today’s Cathedral is the successor of one of those churches, started in 1503. Our Grade 1 Cathedral was further altered from the 18th century onwards, the most recent additions being a new Gothic style tower, cloisters and chapels.

A sculpture by Elisabeth Frink entitled Crucifixion stands by the Treasury steps. The medieval Susanna Window contains Flemish glass and the west window depicts The Last Judgement - a magnificent example of late nineteenth-century craftsmanship. A painting of The Martyrdom of St Edmund by Brian Whelan sits in the Lady Chapel. The Ancient Library, founded in 1595, has over 550 books mainly dating from the fifteenth and sixteenth centuries; providing a valuable resource for students and research.

The successful candidate will be joining the Cathedral community of this special place at a time of unique challenge and opportunity.

All the usual requirements that you would expect for such a post are set out in the job description which follows. If you think you might be the person we are looking for to join our team, we would be delighted to receive your application.”

Dean Joe
Who are we?

St Edmundsbury Cathedral is Suffolk’s Cathedral, situated in the heart of Bury St Edmunds, open and available to everyone. As a physical place it is the cathedra, the seat of the Bishop, a centre for worship and mission, and is a symbol of the aspirations of the wider diocese. As a spiritual place it is a focus for pilgrimage and pastoral care. As a place of heritage, located on the historic Abbey of St Edmund site, it is a window into key moments from the past thousand years. As a cultural place it is a venue for learning and exploration, for artistic and musical imagination. As a convening place it gathers communities in debate, questioning and discussion. St Edmundsbury Cathedral is all of these things: a gathering place for the communities of our diocese and county, and for pilgrims and visitors from farther afield.

It is also a lively and exciting place to work! After almost 50 years of building work and renovations, our former Parish church is now a beautiful example of a medieval build recreated in modern times. We’re open for worship and visitors seven days a week, all year, providing a sacred space of welcome for reflection, prayer and sanctuary. We also offer music, events, learning and pilgrimage, as well as our Cathedral Shop and Pilgrims’ Kitchen.

More than 250 Volunteers tend the garden, welcome visitors and assist in our learning and community programmes.

Inclusive Church

We are an Inclusive Church and warmly welcome applications irrespective of gender or sexuality. We also encourage applications from Black, Asian and Minority Ethnic (BAME) candidates, who are currently under-represented on the Cathedral team.

Safeguarding

All staff and volunteers 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. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role.

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

Our values inform how we do things at the Cathedral.

We hold our Benedictine principles close—principles such as love, care, hospitality, and community—and are presenting these values in a way that relates to and can easily be understood in the 21st century. They are about how we work with each other, how we talk about the Cathedral, how we reach out to the whole of Suffolk and beyond, and how we transform ourselves as we grow together.

They are Faith, Welcome, Compassion and Confidence.

- Faith in God, Father, Son and Holy Spirit and God’s unconditional love for all people. This is our Christian conviction, and it is what defines and shapes us;

- Welcome to friends and to strangers; to people of all faiths or none; to those with whom we agree and disagree - building a culture of openness and collaboration and generosity across the county;

- Compassion working alongside people in need, expressing love, tolerance and respect through our actions;

- Confidence to challenge wrongs; to be honest about who we are and what we stand for; to be daring in what we do, how we do it and who we do it with.
**Fundraising**

- To maintain the fundraising database, ensuring that all information is entered accurately and relevantly in accordance with current legislation.
- To provide administrative support including thanking donors, responding to enquiries, managing patron renewals and handling mailings.
- To record all income for the department on the fundraising database; to be able to report on that information as and when required. Working closely with the finance department to ensure all income is accounted for.
- To assist in researching fundraising prospects, including grant-making trusts, and their networks.
- To assist in the administration and delivery of Patron events, working collaboratively to ensure the events are delivered to a high standard.
- Supporting with income generation from visitors to the Cathedral.

**Events**

- Support the department in responding promptly to client enquiries and converting them into financially sustainable event bookings.
- Assist in the management of events both daytime and evening, acting as lead ‘Event Manager’ for specific clients.
- Draft venue hire contracts and ensure payments are made and received in line with the Cathedral’s policy.
- Minimise internal diary conflict and maximise diary space to increase income potential by building strong relationships with all departments across the Cathedral.
- Resource events successfully by efficient liaison and communication with all relevant stakeholders in the Cathedral, including updating all staff at weekly diary meetings.
- Build close relationships with suppliers.
- Occasionally assisting the vergers team with set up and take down for an event.
- Work with the marketing team to increase the exposure and publicity of events.
Person Specification

Essential

- Proven experience of working in an administrative role.
- Excellent interpersonal and team-working skills and the ability to relate easily to people at all levels.
- Flexibility: the role is varied a ‘hands on’ approach is necessary to support the activities of the department.
- Experience in a customer/visitor driven environment.
- Excellent IT skills, including Microsoft Word, Excel and Outlook.
- Excellent communication with a good command of English, both written and spoken.
- Excellent time management, attention to detail and administrative skills, and the ability to work effectively without supervision.
- Ability to work under pressure and to tight deadlines.
- Willingness to work varying hours to include weekends and late evenings.
- Ability to work under own initiative and prioritize own workload.
- Sympathy with the vision of St Edmundsbury Cathedral and the Christian faith.

Desirable

- Experience working with ‘Donorfy’ the Cathedral’s fundraising CRM system.
- Holder of a personal alcohol license.

To Apply

An application form can be found on our website: stedscathedral.org/vacancies and once complete should be sent to:

hr@stedscathedral.org

Closing Date: 9 am, Wednesday 29 November 2023
Interviews: Tuesday 5 December 2023
Terms and Conditions

Job Title: Events and Fundraising Assistant

Hours of work: 28 hours per week (hours to be agreed by negotiation)

Salary: £20,384 plus optional overtime

Annual Leave 25 days plus bank holidays pro rata

Contract: Permanent

Reporting to: Philanthropy and Membership Manager

Working closely with: Head Verger and Events Manager

Probationary and notice period

In accordance with current Chapter Policy, the post is subject to a 12 week probationary period. After completion of the probationary period the notice period is one month.

Pension

After 12 weeks’ service, the post-holder with be auto-enrolled into a pension scheme with the Church Workers Pension Fund.

Policies and Procedures

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.