



# **Education Support Officer Job Pack**



**July 2022**



Dear Applicant,

Thank you for your interest in applying for the post of Educational Support Officer at Coventry Cathedral.

### **Context**

Coventry Cathedral is a living breathing space which welcomes worshippers, tourists, audiences and school children daily from near and far, either visiting or looking for place of sanctuary. With events taking place all year round and a thriving education programme, all housed in the building coined "new cathedral" built in 1962. It is also custodian of its predecessor- a 12<sup>th</sup> century building, destroyed and ruined in the Blitz during Nov 1940. The site and story has risen to international recognition, becoming a symbol and example of reconciliation.

### **About Us**

The Cathedral team is made of approximately 30 permanent members of staff and a team of volunteers. With a broad variety of specialisms within the team we pride ourselves in working across these together to meet the various challenges which we face. To help you understand more about us, I have listed our strategic objectives and values below. I hope they will give you a flavour of us as an organisation.

#### *Our Vision*

*Our **vision** is of a reconciled and reconciling **Cathedral** which is open and **welcoming** to all, which serves to glorify God in our **worship**, and reaches out to the world in our ministry of **reconciliation**.*

#### *Our Values*

**Hospitality** – of both people and ideas  
**Faith** and **Spirituality** – being open to the challenge and resources of God  
**Reconciliation** – embracing and welcoming difference and diversity  
**Art** and **Creativity** – expressing the life of God amongst us in ways beyond words  
**Risk Taking** – confidently stepping out of the familiar in the service of God  
**Excellence** – always reaching beyond our present practice and experience  
**Community** – respecting and caring for one another

I hope you find this information useful in preparing your application.

The Very Reverend John Witcombe MA MPhil  
The Dean of Coventry



**Education Support Officer**

**Term time only**

**£5460 per annum (14 hours per week term time only)**

As Coventry's most iconic building, Coventry Cathedral is committed to welcome all through our wide range of activity, including education, worship, music, events and reconciliation.

Each year around 14,000 children visit the Cathedral as part of their school experience. We offer a wide range of tours, workshops and events covering history, maths, religious studies and art – to name but a few.

An exciting opportunity has arisen within our friendly and welcoming team to appoint a new member of staff. In particular we are looking for a confident resourceful individual who has good communication skills with children and adults, enjoys managing finance and administration and will keep everyone informed of our activities through our social media and website.

If you are interested in joining us in the continued development of our education work then please do complete an application form. Applicants will be required to hold a DBS disclosure. We also ask that the applicants have sympathy with the Christian ethos of the Cathedral.

If you think you are the person we are looking for, then please visit our website to find out more.

[www.coventrycathedral.org.uk](http://www.coventrycathedral.org.uk)

Or email: [stella.perry@coventrycathedral.org.uk](mailto:stella.perry@coventrycathedral.org.uk)

The closing date for applications Midday Friday 12<sup>th</sup> August 2022.

(Successful applicants selected for interview will be notified by Tuesday 16<sup>th</sup> August)



## Job Description

<b>Job Title:</b>	Education Support Officer
<b>Hours:</b>	Part-Time (14 hours a week, Flexible hours) Term time only
<b>Contract:</b>	Permanent
<b>Salary:</b>	£5460 per annum
<b>Reporting to</b>	Head of Reconciliation and Education
<b>Work base:</b>	The Cathedral and its offices.
<b>Date of Issue</b>	26 July 2022

### Aim

The Education Support Officer will work with Reconciliation and Education Team to facilitate the smooth running of our education work with schools. The role will particularly focus on team communication, running the school booking process and keeping everyone informed of our activities through our social media and the website.

### Key responsibilities are:

- Keeping web pages relating to education activity up to date.
- Helping deliver the social media plan.
- Making bookings for school visits, liaising closely with the relevant staff and volunteer teams.
- Selling on additional visit opportunities and resources at the Cathedral.
- Supporting the team in preparing event and workshop 'set up'.
- Administering the Reconciliation and Education finance process.
- Meeting and greeting tour groups if necessary.
- Occasionally assisting in supporting in the workshops with school children.

### Other

To carry out such other tasks as may reasonably be required within the capacity and experience of the post holder, as may be relevant to the purpose and needs of the Cathedral.

### Accountability and Supervision received

The post holder will be accountable to the Head of Reconciliation and Education who will line-manage the Education Support Officer, providing supervision by means of regular meetings.

### Terms and Conditions

The post is offered as a permanent position subject to 6 months' probation. Training will be given. The post-holder will be based within the Cathedral Precincts.

Current Salary: £5460 per annum, paid monthly.

This is a permanent, term-time only, part time position.

For the right candidate, we offer:

- Annual leave plus public holidays;
- Automatic enrolment to TPT with 8% employer contributions after probationary period.
- An opportunity to increase pension contributions.
- Contractual sick pay after probationary period
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### **Person Specification**

To fulfil the responsibilities of the post, the Cathedral is looking to appoint someone who ideally:

- has excellent organisational skills; well organised with the ability to multitask,
- has skills and experience in using websites and social media,
- has excellent written and oral communications skills;
- has a passion for what they do and sympathy for the Christian ethos,
- has a commitment to hard work and getting the job done,
- likes working in a team and understands the importance of building good working relationships with colleagues and third parties,
- has experience working with Microsoft Office programmes,
- has a professional approach and is prepared to be an ambassador for the Cathedral.

We are committed to diversity and equal opportunities and we support our staff to manage their time flexibly and to enjoy a good work/life balance.

### **Guidance on completing your application**

In this pack you will find a job description and a person specification setting out the main duties and responsibilities of the post and the knowledge, skills and abilities we are looking for.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

To apply for the post please send us a copy of your CV along with a covering letter of no more than one A4 page telling us how you meet essential criteria set out in the job description and person specification.

The covering letter is your opportunity to provide all the information we need to help us understand how you meet the requirements of the job, and to give a basis for the interview itself. To ensure fairness to all applicants, short listing decisions are based solely on the information you supply on your CV and covering letter. Even if we already know you as a current or previous employee, it is important that you complete the application process in full.

Ensure you clearly state the full job title to which you are applying and list two referees in your CV. One of these should be from your current employer.

Please e-mail, your CV and cover letter to **stella.perry@coventrycathedral.org.uk**. Please remember that email is not a secure form of communication. Stella is also available to answer any queries, either via email or on 024 7652 1227

**Data Protection**

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your CV and cover letter will be retained and form the basis of your personnel record. By submitting your CV you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

**Equal Opportunities**

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

**Work Permits**

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Short-listed applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.



### **Job Applicant Privacy Notice**

COVENTRY CATHEDRAL provide this notice to make job applicants aware of our policies relating to the processing of personal data in accordance with the Data Protection Act 1998 as amended, replaced, re-enacted or consolidated from time to time (including without limitation the General Data Protection Regulation (EU) 2016/679 and any national laws which relate to the processing of personal data ('Data Protection Legislation')) references to 'Personal Data' and 'Sensitive Personal Data' within this notice shall be references to those terms as defined in Data Protection Legislation.

#### **Personal Data**

We ask for Personal Data from job applicants including C.V's and any ancillary information provided as part of your application to assist with our recruitment processes. Any Personal Data about you which is obtained by us during the application process (including any information obtained directly from you or from third parties such as your referees or as part of pre-employment checks) may be retained and used by us for the purposes of considering your suitability for employment, conducting appropriate checks and as otherwise reasonably required for our legitimate interests and compliance with applicable law.

If your application is successful, and you subsequently become employed by us, the information described above will form part of your personnel file. [If we do not employ you, we may still retain for up to 6 months so that we can consider you for future roles].

#### **Sensitive Personal Data**

You may also supply us with Sensitive Personal Data including but not limited to data relating to your racial or ethnic origin, religious or similar beliefs, physical or mental health and sexual orientation by completing our equal opportunities monitoring form. This information is gathered for equality of opportunity monitoring purposes and is anonymised. The provision of such Sensitive Personal Data by you is entirely voluntary.

If we receive information regarding any medical condition, disability, or relating to your physical or mental health including information provided within return to work forms, meetings or in medical reports, we will only use this information for the purpose of providing any necessary adjustments in accordance with equality legislation, to ensure compliance with employment law, to monitor sickness absence and to inform decisions regarding your fitness for work.

#### **Staff Privacy Policy**

For further information regarding the Personal Data we collect about you, how we use it, including disclosure to third parties, how we maintain security of your information and your rights to access the information we hold about you, please ask to see our Staff Privacy Policy which is available from the HR department.