



**Head of Property and Fabric
Candidate briefing Pack.**



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Dear Applicant,

Thank you for your interest in applying for the post of Head of Property and Fabric at Coventry Cathedral. This is a vital post for us and a key member of our wider management team. Our grade I listed buildings are iconic and known throughout the world. However, with a medieval ruin and an innovative mid twentieth century new building, they also present constant new challenges for both development and maintenance. The quality of our welcome depends on the effective management of these buildings. You would contribute significantly to our organisation through this role.

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 daily worship, and events taking place all year round, a busy tourist offer and a thriving education programme, all housed in the building coined “new cathedral” built in 1962. The Cathedral is also custodian of its predecessor- a 12th 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. Both the new and Ruined Cathedral are grade I listed.

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 property is a key enabler to the delivery of everything we do.

Our Strategic Objectives

- *To confirm the Cathedral as the spiritual heart of the city and Diocese*
- *To grow the Cathedral congregations*
- *To secure the Cathedral as a tourist attraction, place of pilgrimage and of learning*
- *To confirm the Cathedral as a major regional venue for arts and events*
- *To facilitate and support the work of reconciliation with our partners locally, nationally and internationally*

These are enabled through:

- *Fit for purpose, well maintained campus and buildings*
- *Committed people including staff volunteers congregation and other partners*
- *Effective communications within and beyond our present reach*
- *A sustainable financial base*

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

We are seeking someone who is in sympathy with our ethos as a Christian organisation at the heart of this great City. You do not need to be a practicing Christian. Our values drive and shape us and if you feel you bring your skills, experience and expertise to help us achieve our vision and deliver our values, then we would love to hear from you.

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



The Very Reverend John Witcombe MA MPhil

The Dean of Coventry



Job Description

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|----------------------|--------------------------------------------------------------------------------------------|
| Job Title: | Head of Property and Fabric |
| Hours: | 28 Hours (working pattern to be agreed) |
| Contract: | Part-Time |
| Salary: | £37,000 - £40,000 (for 28 hours dependent on experience) plus 8% non-contributory pension. |
| Reporting to: | Chief Operating Officer |
| Work base: | At the Cathedral and its Offices |

Responsibility

The Head of Property and Fabric is currently responsible for the following portfolio of property and land.

- The 1960's cathedral (called the new cathedral), its grounds and car parks
- The Cathedral Ruins, its tower and churchyard
- Youell House, the Cathedral offices and space within that are rented out to other users, the grounds and environs.
- The Deanery and St. Michael's house (on Priory Row),
- Bardsley House – a building in mixed use as offices and community uses.
- Residential properties: 10A Priory Row, Ranulf Croft, Cotswold Drive, Haig Lodge and Dewis Lodge.
- Other properties that the Chapter may acquire, purchase or inherit (currently one commercial property rented out on Far Gosford Street).

Core Duties and Responsibilities

- Oversee major programmes of repairs, liaising with the retained Cathedral Architect, managing their commission, briefing them and managing the fee schedule
- Oversee general in-house maintenance projects, drawing up specifications, assessing costs, managing tenders and commissioning contractor and consultants as appropriate
- Oversee planned maintenance, scheduling work according to budget priorities, managing the maintenance team and allocated budget.
- Be responsible for managing, monitoring and drawing up the budget relating to repairs, running costs and development, and where necessary inputting to work with the Head of Fundraising to seek funding from relevant trusts to support the work programme.
- Be responsible for delivering on the Cathedral health and safety policy in so far as it relates to buildings and landlord responsibilities.

- Facilities management for the buildings on the Cathedral campus including insurance, cleaning, ensuring compliance to statutory regimes (e.g. fire, lifts, electrical, gas) etc.
- Controlling activities such as waste disposal
- Ensuring that the buildings and offices meet the Health and safety and energy efficiency standards.
- Ensure that the offices provide safe and comfortable places to work
- Review utilities consumption and strive to minimise costs.
- Ensure that the cathedral is a safe environment for visitors.

Key Activities and relationships

As Head of Fabric and Property you will be responsible to the Chief Operating Officer and part of the Cathedral Operations Team. You will be expected to work closely with colleagues on the Operations Team and support them as well as the Dean and Canons by ensuring the buildings meet the needs of Cathedral ministries. You will be a member of the Property Advisory Group (COO, Chapter Property Advisor, Cathedral Architect) meeting every quarter and will provide regular property reports on issues (including insurance, accidents, and property projects) to the Cathedral Chapter.

Your key relationships and associated duties are as follows.

A) The Maintenance Team (Maintenance Manager, Maintenance Assistant + 3 x cleaning staff)

- Providing day to day supervision
- Devising their work schedules according to the priority and resources available
- Monitoring and implementation according to quality , time and cost
- Ensuring the team comply with health and safety requirements, are well trained and meet required standards.

B) The Chapter

General duties on behalf of the Chapter include.

- Working with the bishop's appointee Property Advisor (volunteer position on Chapter) to advise and deliver the Chapter's strategy with regards to fabric and property
- Ensuring that our built assets meet the need of the Cathedral, its staff and ministries
- Represent the interests of the Chapter, reporting on all projects and advising appropriately
- Seeking consent from the Cathedral Fabric Commission for England (CFCE) the Fabric Advisory Committee (FAC) on behalf of Chapter when necessary
- Keeping minutes and records of communications with the CFCE and FAC on behalf of Chapter
- Liaising with the Cathedral Architect, Cathedral Archaeologist and City Council on fabric and property matters on behalf of the Cathedral.
- Commissioning other professionals- surveyors, solicitors, engineers – as appropriate on behalf of the Chapter.
- Responsible for ensuring that Health & Safety records and policies are kept up to date and actions implemented. Chairing quarterly H&S meetings.

C) The Operations Team

Working day to day with the Chief operating Officer, your duties will include:

- Preparing and managing the annual budgets for fabric property, ensuring work is delivered on time and within budget
- Estimating resources needed for projects, preparing specification, seeking quotes, running tendering processes and negotiating prices when required.

- Ensuring effective management of individual jobs to be carried out by the Maintenance Team and external contactors.
- Managing contractors on site to ensure they meet health and safety regulation and meet the needs of the cathedral in terms of access, times of work and disturbance.
- Ensuring plant and equipment is kept in good working order, that health and safety, security and fire systems are routinely checked and tested
- Keeping drawings and records of work in progress and programmed, and managing expenditure for different projects.
- Maintaining agreed quality standards of work;
- Establishing a regular maintenance regime for all properties.
- Meeting the Chapter's environmental policy with regard to energy consumption, monitoring use and implementing measures that will result in continual improvement
- You will be responsible for implementing health and safety actions and ensuring health and safety records are kept with regard to maintenance and landlord responsibilities.
- Attending and advising various groups or meetings as required.

Terms and Conditions

The post is offered at 28 hours per week although it is expected that the post-holder will be required to attend in the event of an emergency at any time. This therefore means that living within easy reach of the Cathedral (suggested maximum 1 hour travel time) is required.

Please note the nature of this role means that the person will have to be mostly based on site at the Cathedral and its offices. Home working is an option, but is often not practical.

Person specification

| Attributes | Job Description | Desirable/ Essential | Assesed through Application/ Interview |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------|
| Knowledge and understanding | Some knowledge of church life and culture of the church as an organisation, | D | App |
| | A passion for historic buildings | E | App |
| | A broad understanding of the Cathedrals' Measure in relation to buildings management | D | Int |
| | A good understanding of building regulations, legislation and planning, as well as sustainability and low energy usage. | E | App |
| | Sympathy to the ethos and faith of the Cathedral as a place of worship | E | App / Int |
| Skills and Abilities | Excellent organisational skills and ability to plan and prioritise workloads to meet deadlines and customer needs | E | App / Int |
| | Good attention to detail, and commitment to delivery to a high standard, on time and within budget. | E | App / Int |
| | Good IT skills, especially Excel, Word and Outlook and project management software | E | App / Int |
| | Able to work closely and co-operate with colleagues as a member of a small team | E | App / Int |
| | Good all round communication and negotiation skills at all levels including face to face, by phone and or in writing. | E | App / Int |
| | Excellent financial and record keeping skills able to manage multiple budgets and records | E | App / Int |
| | Comfortable working at heights, climbing stairs and working in areas with uneven surfaces and challenging access. | D | Int |
| Education | Appropriate building and professional qualification e.g. Surveyor, Quality Surveyor, Building Surveyor | E | App (CV) |
| | Membership of a relevant professional body | D | App (CV) |
| Experience | Experience of working at senior level and supervising a team or other professionals | E | App |
| | Experience of working in the church, public or charity sector | D | App / Int |
| | Proven experience of managing building projects. Able to assess and prioritise building works | E | App |

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|--|--------------------------------------------------------------------------------|----------|-----------|
| | Proven experience of drafting risk assessments and assessing contractor's RAMS | E | App / Int |
| | Proven experience of managing Facilities Management activities | E | App / Int |
| | Experience of dealing with historic buildings and their conservation | D | App / Int |

Job Applicant Privacy Notice

COVENTRY CATHEDRAL ('we' or 'us') 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 CVs 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) 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 see our Staff Privacy Policy which is available from the Office Administrator.

Guidance on completing your application

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and abilities we are looking for in the person specification.

To apply for the post please send us a copy of your CV along with a maximum of 2 A4 pages telling us how you meet the criteria set out in the Job 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 plays an important part in the selection process allowing us to short-list candidates for interview and helping as 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 cover letter. Even if we already know you as current or previous employee, it is important that you complete the application process in full.

Please ensure your CV lists two references. One of these should be from your current (or most recent) employer.

Depending on the number of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. *However, we guarantee to interview all disabled applicants who meet the Essential Criteria.*

Please e-mail, your CV and cover letter as well as the equal opportunities monitoring form to **Stella.perry@coventrycathedral.org.uk** or by post to **Recruitment, Coventry Cathedral, Youell House, 1 Hill Top, Coventry, CV1 5AB.**

Ensure you clearly state the full job title to which you are applying.

All applications must reach us on or before the closing date which is Noon on the 16th May 2022. Late applications will not be considered.

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.

References

In the event of an offer of employment being made, we will take up references and reserve the right to validate all information entered on the CV.

Questions?

If you have any questions or queries, please contact Stella Perry our office administrator on 024 7652 1227 or email [**stella.perry@coventrycathedral.org.uk**](mailto:stella.perry@coventrycathedral.org.uk).