



**Wakefield
Cathedral**

Events Officer

Application Pack



THE CHURCH
OF ENGLAND

Diocese of Leeds

Loving.
Living.
Learning.

+44 (0)1924 373923

admin@wakefield-cathedral.org.uk

www.wakefieldcathedral.org.uk

Contents

• The Cathedral	3
• Our Vision and Values	3
• The Role	4
• The Postholder	4
• Safeguarding	4
• Hours	5
• Annual Leave	5
• Pension	5
• Salary	5
• Probationary period	5
• Application process	6
• Job description	7
• Person specification	8

The Cathedral

The Cathedral stands on the site of a Saxon church in the centre of Wakefield. Evidence of the Saxon building was discovered in 1900 when extensions to the east end of the building were made. In 1090, King William II gave the church and land in Wakefield to Lewes Priory in Sussex and shortly after that a Norman church was built.

The present building was mainly constructed during the 14th and 15th centuries in the Perpendicular style. The 15th century spire is 247 feet (75 m) tall and is the highest spire in Yorkshire. Up to the 16th century, the church was known by the Anglo Saxon All Hallows and after the Reformation changed to All Saints.

The building was restored during the 19th century by George Gilbert Scott, with the stained glass windows being created by Charles Eamer Kempe. In 1888, the Diocese of Wakefield was founded and All Saints church became the Cathedral for the new diocese. In 2014, the diocese of Wakefield joined with the dioceses of Ripon & Leeds and Bradford to create the Diocese of Leeds. The three cathedrals of Bradford, Ripon and Wakefield equally serve this new diocese.

Since 2013, the cathedral has undergone two major programmes of restoration and redevelopment. £6 million has been spent and the building has been transformed from top to bottom and end to end. It has been the most extensive and thorough restoration programme undertaken by any cathedral in modern times. The final phase of the redevelopment, to create a new Song School for the choir, new facilities for visitors and the cathedral community and refurbishment of the Cathedral offices, is in its early stages and we hope to begin work on this final, exciting stage of the building's development in the next 12 – 18 months.

The cathedral continues to emerge following periods of 'shut-down' due to the ongoing Covid-19 pandemic. These periods of closure inevitably led to a severe curtailment of our normal activities and subsequently, a loss of income. Chapter is committed to rebuilding and revitalising the cathedral's outreach and ministry and this process is currently well under way. We are empowered and strengthened in our commitment to building up the people of God. We seek to serve the wider community, and to grow our congregations in numbers and depth.

Our Vision and values

In 2020, Chapter launched Firm in Hope, its 10-year Strategic Vision outlining where we would like to be as a cathedral and community by 2030. Our vision is that the cathedral is

- a safe and welcoming place where everyone can find space to encounter God and one another
- a life-giving place where people expect to be nourished and cared for in life and faith
- an inspiring place from which people go out to celebrate the blessings and share the challenges of God's world.

Our values: We are **joyful – generous – inclusive**.

The Role

We are looking for a self-motivated person to join our team as a full-time Events Officer (35 hours per week).

Wakefield Cathedral is seeking an Events Officer to drive our cathedral's events and hire programme to support financial sustainability and audience engagement.

This is a full-time post, eighteen-month contract, with the immediate task of activating the current plan and working with the Development Manager to complete a 3 year strategy for growth.

The post will be line managed by the Development Manager.

The post is accountable to the Dean for all matters relating to the terms and conditions of employment.

The Postholder

The successful candidate will be well-organised, with excellent personal, relational and communication skills. The ability to work effectively and collaboratively as a member of a small team are essential.

At Wakefield Cathedral, we all need to work together to reflect our strategy and vision; this makes teamwork vital. Whilst we all have our specific duties related to our skills and expertise, it is important that we all co-operate and collaborate with each other and all departments, undertaking the general duties that we are all able to do.

Safeguarding

Wakefield Cathedral takes its responsibility for the safeguarding of children, young people and vulnerable adults very seriously and their welfare is paramount in all areas of cathedral life. All clergy, lay staff, and volunteers are properly recruited, screened, trained, and supported. The postholder will be required to undertake all relevant Church of England safeguarding training and to complete an annual Confidential Declaration.

Hours

This is a full-time post, working 35 hours per week, requiring a flexible approach to working hours and the post holder will be expected to work the hours reasonably required to fulfil the duties of the post. This will include attendance at evening and weekend meetings, events and services. Overtime is not paid; time off in lieu will be given.

Annual Leave

The full-time annual leave entitlement is 25 days per annum (rising to 28 days after 5 complete years' service) plus 8 statutory and 1 customary bank holiday – these may be taken at other times when required to work. The leave year starts on 1 January.

Pension

The post-holder will be enrolled in the Church of England Workers' Pension Scheme from the commencement of employment. This is a non-contributory scheme for the employee, with the cathedral contributing 8.5% to the pension.

Salary

The salary for this role will commence at £25,000-£30,000 per annum dependent on experience.

Probationary period

The role is subject to a six-month probationary period.

Full terms and conditions of employment are described in the Written Statement of Particulars of Employment.

Applications

Please complete the Cathedral's application form, available from the cathedral website or the Cathedral Office (t: 01924 373923). **CVs will not be accepted.** Completed forms should be returned either by post to the Cathedral Centre and marked for the attention of Rachel Copley, or submitted by email – all details below.

The closing date for receipt of applications is Tuesday 28th November, 12 noon.

Rachel Copley
Development Manager
Cathedral Centre
8-10 Westmorland Street
Wakefield

WF1 1PJ

E DevelopmentManager@wakefield-cathedral.org.uk

If you have any further questions, or would like to speak informally about the role, please contact the Cathedral Office: T: 01924 373923, E: DevelopmentManager@wakefield-cathedral.org.uk

Wakefield Cathedral is committed to respecting your privacy and protecting your personal information. We will only use the personal information you provide during the application process to assess your suitability to work with us. You can review our Privacy Notice online from the outset of the application process, which clearly outlines how your personal data is used and your legal rights regarding its use.

Job description

Strategic

- Input into shaping, driving, and delivering a commercial event and hire programme at Wakefield Cathedral to ensure commercial success and community engagement.
- Work with local businesses, organisations, and charities to plan money creating activities for the Cathedral.
- Work with the Development Manager to review booking processes and implement new systems and pricing guides.
- Work with the Communications and Marketing Officer to develop a marketing and communications plan to advertise the cathedral as a venue and reach new audiences.
- Develop a three-year business plan, highlighting key opportunities for growth and leading to sustainable income generation through events and hire.
- Create a plan for internal events and look for new opportunities for larger scale events which will significantly drive footfall and diversify audiences, working with the Development Manager to secure funding.
- Set agreed KPIs including on footfall and event profit/loss and prepare quarterly updates for Chapter.
- Devise and deliver a system for receiving visitor feedback and implementing learnings.

Operational

- Be responsible for all staff, volunteer, and agency workers at events.
- Be responsible for the running of all events from initial enquiry to clear up and evaluation being either present, or on call, for the duration of any events.
- Work closely with the verging team to ensure set up is planned for and undertaken as necessary.
- Ensure compliance with all health and safety regulations.

- Ensure Risk Assessments and Public Liability documentation for external events is provided
- Identify infrastructure needed for individual events and ensure budget is allocated in the quoting process.

General

- Be committed to helping create a safer workplace and culture, including undertaking all necessary safeguarding training, following all safeguarding policies and procedures, and modelling good safeguarding practice in their own conduct.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications & experience	Some experience in events management. Experience in planning and activating public Events.	Professional qualification in marketing or leisure & tourism.
Knowledge and skills	Excellent written and verbal communication skills. Excellent organisational skills. Excellent IT skills	Experience of the operation of PA / AV systems and livestreaming via the internet
Personal Attributes	Willing to engage in all aspects of the cathedral's life. In sympathy with the Church of England and Wakefield Cathedral's mission and values. Energetic and driven to enthuse a range of stakeholders Excellent interpersonal skills, in particular warmth, tact,	Willing to investigate new events and entrepreneurial in approach.

	<p>diplomacy, discretion and imagination.</p> <p>Highly collaborative</p> <p>Ability to lift and carry furniture, climb stairs, walk and stand unaided for significant periods of time.</p> <p>Committed to equal opportunities and inclusivity.</p> <p>Committed to helping create a safer workplace and culture, including undertaking all necessary safeguarding training, following all safeguarding policies / procedures, and modelling good safeguarding practice in their own conduct.</p>	
--	--	--

Revised November 2023