



LINCOLN  
CATHEDRAL

**CENTRAL SERVICES ADMINISTRATOR  
APPLICATION PACK**



## *Inspiring People in Different Ways*

The Cathedral Church of the Blessed Virgin Mary of Lincoln (to give it its proper title) is first and foremost a church, the seat of the Bishop of Lincoln and a centre of worship and mission. A minimum of three services take place each day of the year, at least one of which is usually sung by the Cathedral's renowned choir. It is the principal church of Lincolnshire and holds many of the county-wide services of celebration, commemoration and memorial. Lincoln Cathedral is a place of pilgrimage, where people come to seek God, to learn more about faith, or to take time out of a busy day for quiet reflection. It is a place of welcome and hospitality where all of any faith or no faith are encouraged to feel at home.

There is a real richness and variety in the way the Cathedral building is used. Significant musical and dramatic events take place, whether it is a visit from the Halle Orchestra; a performance of the 70's hit Jesus Christ Superstar or the thought provoking musical Jekyll & Hyde; Mystery Plays; or international pop musician Ian Anderson, of Jethro Tull fame, coming to perform. There is an active lecture series each year with speakers offering their insights into current and historical affairs. In recent years we have also sought to use the Cathedral nave for fundraising for the fabric of the building with the Magna Carta 800 dinner in 2015 and the Charter of the Forest dinner in 2017.



We welcome thousands of visitors from across the world to the Cathedral each year and provide floor, tower and roof tours throughout the year. Many hundreds of children visit during our annual schools' festivals; Church Schools Festival, Infant Schools Festival, Secondary Schools Festival and we offer schools' tours and trails throughout the academic year.

### **Job description for the post of Central Services Administrator**

#### **PURPOSE**

The purpose of this role is to support the Cathedral and its entities in the co-ordination of the provision of excellent IT services and general procurement for those entities ensuring value for money across the organisation. The responsibility of the role is predominantly administrative, to ensure proper process and best value are achieved consistently across the organisation. The role will also provide some rudimentary hands-on IT support for all Cathedral staff.

#### **CONTEXT**

The Central Services Administrator will work actively and collaboratively with all departments and entities of the organisation under the umbrella of the Finance Department. The Finance team includes the Finance Manager, the Management Accountant, the Accounts Assistant, the Purchase Ledger Clerk and two cashiers.

The post of Central Services Administrator is engaged within Lincoln Cathedral, which is a place of Christian worship and mission within the Church of England. The person appointed will be expected to respond positively to this ethos.

Lincoln Cathedral comprises the following entities:

- The Corporate Body of Lincoln Cathedral
- Lincoln Minster Shops Ltd
- Lincoln Cathedral Learning, Arts, Culture and Events CIO
- Lincoln Cathedral Quarry Ltd
- Lincoln Cathedral Music Fund

## REPORTING

The post reports directly to the Finance Manager, and ultimately to the Chapter Clerk and Administrator.

## MAIN DUTIES AND RESPONSIBILITIES

### Procurement

- Co-ordinate and monitor contracts for goods and services
- Plan, support and deliver tender processes for new contracts
- Maintain tender and contract registers
- Obtain quotes, evaluate value for money and recommend suppliers
- Place orders for goods and services
- Negotiate beneficial rates with suppliers and maintain strong relationships
- Maintain a preferred supplier list
- Provide reports and analysis as required from time to time

### IT

- Co-ordinate the external IT support contract
- Support external IT support company as internal operative
- Act as a point of contact for day-to-day IT and telephone issues
- Rectify, where possible, straight-forward IT and telephone issues
- Maintain the asset register of IT hardware and software licences
- Provide reports as required

### Administrative

- Support the Finance Department and Chapter Office with administrative tasks, such as filing and archiving
- Support the set-up process for suppliers, including applying to suppliers for credit terms

### General

- Work to deadlines
- Understand and maintain appropriate confidentiality

All staff are accountable for their own development through the performance development review process and should be proactive to identify opportunities to learn new skills.

In addition, all employees are expected to work within the terms of their contract of employment and adhere to the Cathedral's policies and practices.

## PERSON SPECIFICATION

	Essential	Desired
Excellent multitasking skills with the ability to prioritise workload	✓	
Proven, strong organisational and administrative skills	✓	

Self- motivated with a 'can-do' attitude	✓	
Excellent working knowledge of IT systems including experience working with MS Office packages	✓	
Relevant ICT qualification with knowledge of key infrastructure technologies including LAN, WAN, Windows 7 upwards, MS Exchange, MS SQL Server		✓
Good analytical and numerical skills	✓	
Excellent interpersonal and communications skills	✓	
Experience of training and presenting		✓
Team working skills	✓	
Ability to use own initiative whilst working within the guidance of policies and recommended practice	✓	
Able to operate in sympathy with the aims and the ethos of the Church of England, the Cathedral and its community	✓	
Strong technical ability with proactive attitude toward professional development and independent research		✓
Experience of refining and improving systems and procedures		✓

## MAIN PARTICULARS OF THE POST

**Salary:** Up to £18,500 per annum depending on experience

**Contract:** Two year fixed term, with possibility of becoming permanent

**Pension:** All eligible employees will be automatically enrolled in the Pension Builder 2014 section of the Church Workers Pension Scheme operated by the Church of England Pensions Board

**Working hours:** 35 hours per week over 5 days (Monday- Friday).

**Holidays:** 33 days per annum including 8 Bank and Public holidays. 3 days must be held for the period between Christmas and New Year.

## APPLICATION PROCESS

Please submit your application using the application form. A CV is not an acceptable substitute but may be attached as an additional document if you wish.

## INTERVIEW AND SELECTION PROCESS

**Closing date for applications:** Wednesday 6 June 2018

**Interview date:** Wednesday 13 June 2018

Applications by post or email to

Mr W Harrison, Chapter Clerk  
Chapter Office, 4 Priorygate, Lincoln, LN2 1PL **email:**  
[chapteroffice@lincolncathedral.com](mailto:chapteroffice@lincolncathedral.com)