



LINCOLN CATHEDRAL

VOLUNTEER COORDINATOR

2 YEAR FIXED TERM POSITION

APPLICATION PACK



LOTTERY FUNDED

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. Although our primary purpose is a centre for worship and mission we do welcome thousands of visitors from across the world each year. Significant musical, dramatic events take place, whether it is a visit from the Halle Orchestra; a performance of the 70's musical Jesus Christ Superstar; Mystery Plays; or international pop musician Ian Anderson, of Jethro Tull fame, coming to perform. Also there is an active lecture series each year with key speakers offering their insight into current and historical affairs.

Lincoln Cathedral is an icon for the city of Lincoln and the county of Lincolnshire. It is one of the larger cathedrals in England and widely acknowledged as being one of the finest.



The Cathedral has a vibrant community and undertakes an eclectic mix of activities engaging with a large number of stakeholders both secular and non-secular. Each year we host a number of events which have recently included Jesus Christ Superstar, an amateur dramatic production held within the heart of the Cathedral nave, live musical performances of The Snowman featuring our own musicians and choristers as well as a broad programme of celebrations for the 800th Anniversary of the Magna Carta during 2015. In the past we have hosted an amateur dramatic production of Jekyll and Hyde and also celebrated the 800th anniversary of the Charter of the Forest. By 2020, the Lincoln Cathedral Connected project will transform our visitor offering, creating a new Visitor and Interpretation Centre, and will have a significant, positive impact on the cathedral's setting and visitor experience.

ROLE DESCRIPTION

Job Title: Volunteer Coordinator

Responsible to: Chapter Clerk

Key Purpose: Working with the Chapter Clerk to ensure that the recruitment, training and management of volunteers is delivered in accordance with the law and to best practice standards across the Cathedral; anticipating needs and helping to deliver a successful day to day operation with provision of well trained and skilled volunteers.

Key Responsibilities:

- Work closely with the Chapter Clerk to monitor, review and update all volunteer policies in line with current legislation and best practice and in particular to maintain the Volunteer Policy, Volunteer Plan and Volunteer Handbook
- Ensure that clear statements of mutual expectations and volunteer role descriptions for every volunteer in conjunction with the volunteer team leaders
- Keep up to date with developments in volunteering best practice
- Research, develop and oversee a structure and processes to deliver volunteer recruitment, and ensure training and development programmes develop and evolve so the Cathedral provides a sustainable, accessible and meaningful volunteer programme
- Ensure volunteer related matters are handled fairly and consistently and assist with any capability or complaint processes as directed by the Chapter Clerk
- Provide an interface for volunteers to ensure they receive accurate information about their rights and entitlements
- Promote a safe working environment and ensure familiarity with all of Lincoln Cathedral's health and safety policies and procedures
- Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships
- To undertake any other appropriate duties required from time to time

Person specification and relevant experience:

	Essential	Desired
Min. 5 GCSEs Grade A-C inc. Maths and English (or equivalent)	✓	
Experience of working in a volunteer coordinator role (+2 years)	✓	
Excellent administrative skills, used to organising own work	✓	
A good understanding of and working knowledge of Safeguarding, ideally in a church environment	✓	
Able to work effectively within a team, across teams and also independently	✓	
Self-motivated and proactive	✓	
Excellent interpersonal skills in particular warmth, tact, discretion, diplomacy, empathy and imagination	✓	
Ability to maintain a high level of confidentiality and discretion at all times	✓	
Ability to communicate effectively, both in writing and verbally, at all levels within the organisation and externally	✓	
Able to influence, motivate and persuade whilst maintaining a constancy of purpose		✓
Computer and IT literate, especially with Word and Excel, internet and email	✓	

Able to work in sympathy with the aims and ethos of the Church of England	✓	
---	---	--

MAIN PARTICULARS OF THE POST

Salary: c. £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 Bank and Public holidays.

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.

Applications by post or email to:

Miss A Parker
HR Administrator
Chapter Office
4 Priorygate
Lincoln, LN2 1PL

E: HRadmin@lincolncathedral.com

INTERVIEW AND SELECTION PROCESS

Closing date for applications: Midnight Friday 1st June 2018

Interview date: Thursday 7th June 2018