

# Application Pack

## Education Officer

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Fixed term until 31 March 2022





## About Lincoln Cathedral

The Corporate Body of 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 led by the Cathedral Chapter. A minimum of three services take place each day of the year. It is the principal 'mother' 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. We welcome thousands of visitors from across the world, 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. Significant musical and dramatic events take place, whether it is a visit from the Hallé Orchestra; or the thought provoking musical *Oliver!*; Mystery Plays; or international pop musician Ian Anderson, of Jethro Tull fame, coming to perform.

Lincoln Cathedral is an exceptional building that was meant to inspire and it does so. We rely on an exceptional body of employees and volunteers to ensure that the full range of its activities is known to the external world.

## Lincoln Cathedral Connected, New Learning Programme

This is a rare opportunity to be a part of the team developing and delivering the new formal and informal learning programmes at Lincoln Cathedral as historic changes are being implemented. This is thanks to the £16m Heritage Lottery Funded Connected project to create a new Visitor Centre with exhibition spaces, Discovery Zone, café, shop and Learning Centre.

The new Learning Centre opening in spring 2020 will provide flexible spaces in addition to the magnificent Cathedral building, to facilitate a wide range of exciting learning experiences to more visitors - from school parties, families, students and parent & toddler groups.

The formal learning programmes will be cross-curricular and encompass different learning styles to suit all ages and abilities. Teachers will quickly recognise a need to visit to help deliver their National Curriculum and Locally Agreed RE Syllabus commitments. Families will become used to a warm welcome and have reasons to return again and again through exciting events, engaging activities and changing displays.

## Role Summary

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The successful candidate will help to develop and facilitate a wide range of learning opportunities, which will engage the Cathedral's visitors of all ages, as well as play an important role in the development of the National Curriculum linked schools programme. The successful candidate will have the chance to help in realising the vision of creating the Cathedral's reputation as a 'beacon of learning'.

Working closely with the Education Manager, the successful candidate will maintain and develop positive working relationships across teams, with schools and other community groups, together with external partners to promote the extensive range of learning opportunities the Cathedral can offer.

This role will require sensitivity, creativity and determination to engage learners of all abilities.

Using their creativity and experience of recognising and applying different learning styles to promote enjoyment and understanding of learners within the scope of the Cathedral as a Christian church and its heritage.

## Main Particulars of the Post

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<b>Salary:</b>	£21,000 per annum
<b>Contract:</b>	Fixed Term until March 2022
<b>Location:</b>	The Old Deanery Visitor Centre
<b>Accountable to:</b>	Chapter Clerk and Administrator
<b>Pension:</b>	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
<b>Working hours:</b>	35 hours per week over five days (Monday-Friday). It is also expected that the post-holder will fulfil any occasional additional duties during evenings and weekends as required, and work flexibly to do so.
<b>Holidays:</b>	33 days per annum inclusive of bank holidays, 3 days of which must be held for the period between Christmas and New Year
<b>Conditions:</b>	A full clear enhanced DBS check will be required.

## Key Responsibilities

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- Assist in the development and testing of formal (schools, colleges and university students) and informal learning (families, community groups etc.) working towards the opening of the Visitor Centre in 2019/20
- Facilitate learning experiences both formal and informal at Lincoln Cathedral
- Liaise with the Volunteer Coordinator in the recruitment and training of education and learning volunteers
- Maintain and develop excellent working relationships with learning volunteers
- Undertake outreach to schools and other community groups to promote visits to the Cathedral
- Design and facilitate relevant and age-appropriate art and craft activities
- Work with the Education Manager to develop and deliver programmes
- Assist with teacher CPD and hospitality dates
- Support the learning and understanding of the Christian faith
- Liaise with partner organisations (including International Bomber Command Centre and Lincoln Castle) to facilitate joint learning, volunteering and community opportunities
- Promote a safe working environment and ensure familiarity and compliance with all of Lincoln Cathedral's safeguarding and health and safety policies and procedures
- Promote equality and diversity in all aspects of your work by developing and maintaining positive working relationships
- Maintain and develop excellent working relationships with teachers and schools, from facilitating initial enquiries and managing bookings to the delivery of activities
- To undertake any other appropriate duties as required from time to time

## Personal Specification

### Essential

1. Educated to degree level (or equivalent) in a relevant discipline
2. Two years' experience in a similar role, within the education sector
3. Experience and enthusiasm for working with children
4. Ability to speak confidently to, and efficiently manage large groups
5. Excellent interpersonal and communication skills
6. Ability to relate to, motivate and empathise with a range of people from different backgrounds
7. A demonstrable respect for equality and diversity and the ability to promote equal opportunity practices
8. An understanding of different value bases
9. Persistence and resilience, as results are often not immediate, and outcomes can't be guaranteed
10. The ability to work independently, making decisions and using initiative to establish projects
11. Excellent planning, time-management and organisational skills

12. A high level of creativity and problem-solving ability to aid learning. Knowledge and experience of a wide range of audiences
13. A flexible approach and the ability to cope with change
14. A strong sense of self-awareness, and the ability to reflect constructively on current practice and adapt accordingly
15. Enthusiasm and a strong willingness to learn
16. Excellent IT skills, including Microsoft Office

### **Desirable**

17. Experience of working in an ecclesiastical, educational, charitable and/or heritage organisation
18. Experience of working with a wide range of partnership organisations, such as schools and community groups
19. Experience of working with volunteers
20. Creativity and experience of arts & crafts group facilitation
21. Experience of data analysis using spreadsheets and databases

### **Interview and selection process**

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Please submit your application using the application form. A CV is not an acceptable substitute and will not be submitted to the selection panel.

**Closing date for applications:** 12noon Friday 20 March 2020

**Interview date:** Thursday 2<sup>nd</sup> April 2020

**Applications by email to:** Email: [recruitment@lincolncathedral.com](mailto:recruitment@lincolncathedral.com)

### **Your Data**

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Your data will be retained for six months from the application closing date. After this time your personal data will be deleted or removed from our files as appropriate.