

# Application Pack

## Minibus Driver

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August 2021



## About Lincoln Cathedral

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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, at least one of which is usually sung by the Cathedral's renowned choir. 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, significant musical and drama events take place during the year along with a range of lectures and talks covering a wide range of topics.

Set in the historic Old Deanery, and overlooking the beautifully landscaped Dean's Green, Lincoln Cathedral Café has delicious food and drinks, bright modern interiors and a wonderfully welcoming atmosphere. Lincoln Cathedral shop has long been popular with visitors, but now with a contemporary new space in the visitor centre, a stunning boutique look and entrance direct from the Dean's Green. Alongside the café and shop, a suite of community meeting rooms is available for use and hire and a learning suite, discovery centre and exhibition gallery later in the year.

We welcome thousands of visitors from across the world to the Cathedral annually 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. 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.

## Our Mission

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The diocesan mission statement is to be faithful and confident. As we support the bishop in mission, we will build on this as we seek; Joyfully to proclaim the love of God in worship, outreach, service and welcome to all, and to faithfully exercise our role as custodians of a sacred heritage building.

## Our Purpose

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- To advance the Christian religion in accordance with the faith and practice of the Church of England, by furthering the mission of the Church of England
- To care for and conserve the fabric and structure of the cathedral building
- To advance any other charitable purposes which are ancillary to the furtherance of the purpose referred to above

## Our Values

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Our values reflect the qualities we believe are essential to our life and work, and will help guide us to achieve our objectives, and demonstrate Christian faith and witness as we progress a culture of mutual flourishing, respect and a shared endeavour, that is inspired and challenged by the Gospel.

- Inclusive
- Trustworthy
- Kind
- Collaborative
- Flexible
- Accountable
- Pro-active to change

## Organisation, Management and Governance

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Lincoln Cathedral is governed by Chapter with support and oversight from the Cathedral Council and college of Canons. The Chapter is responsible for all aspects of the day-to-day management of the Cathedral. Chapter comprises the Dean, three Residentiary Canons, a non-residentiary clergy member from the college of canons, and currently four Lay members with a breadth of business experience. The Senior Executive Team, chaired and led by the Dean, comprises the Chapter Clerk/Chief Operating Officer, the Residentiary Canons, and the Directors. The Team meets regularly to review performance against business plans and strategic objectives and to discuss operational activities.

### Job Description

<b>Job Title:</b>	Minibus Driver
<b>Department:</b>	Music
<b>Reporting to:</b>	Director of Music
<b>Job Purpose:</b>  To transport junior members of the Cathedral Choir to and from the Cathedral and their school during the working week and to drive the choir to occasional concerts in the diocese.	
<b>Duties and Responsibilities:</b> <ul style="list-style-type: none"> <li>• To collect children, as requested by the Music Administrator and drive them to or from their school hand them directly to a member of staff at their school or at the Cathedral</li> <li>• To return the minibus to the appointed parking space</li> <li>• To be responsible for the health and safety, comfort and welfare of choristers and staff being transported</li> <li>• To carry out daily vehicle checks and basic maintenance (checking oil levels, tyres etc.)</li> <li>• To be responsible for the security of the minibus and the premises where it is parked</li> <li>• Reporting any vehicle defects, faults, incidents, and accidents to the Works Department</li> <li>• Ensuring the vehicle is in a clean and roadworthy condition before and after use</li> <li>• Refuelling the vehicles as required</li> </ul>	
<b>Additional responsibilities:</b>	

- Any other duties as may reasonably required
- Ensure that the highest standards of professional performance are maintained
- Ensure compliance with relevant legislation and statutory codes of practice, as advised
- To be aware of and follow the Cathedral's Safeguarding Policy
- Participate in Church of England Safeguarding training, as required
- Participate in the arrangements for performance review and appraisal

#### **Health & Safety:**

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health & safety and that of any other person who may be affected by your acts or omissions. In addition, you must cooperate with the Organisation on health & safety and not interfere with, or misuse, anything provided for your health, safety, or welfare.

#### **Safeguarding:**

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role.

### **Person Specification**

<b>REQUIREMENTS</b>	<b>ESSENTIAL (E) DESIRABLE (D)</b>
The post holder must be able to demonstrate:	
<b>Absolute Integrity &amp; Values:</b>	
The primary purpose of the Cathedral is to be place of Christian worship. Understanding of the Church of England and being able to work comfortably and in sympathy with the worship and mission of the cathedral, engaging in all aspects of the cathedral's life are essential to this role.	E
<b>Education/Training:</b>	
<ul style="list-style-type: none"> <li>• Hold a current, clean and valid driving licence D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01/01/1997)</li> </ul>	E
<ul style="list-style-type: none"> <li>• Age 21+ (for insurance purposes)</li> </ul>	E
<ul style="list-style-type: none"> <li>• Geographical knowledge of the local area</li> </ul>	E
<ul style="list-style-type: none"> <li>• Competent to undertake vehicle checks and carry out basic maintenance</li> </ul>	E
<b>Knowledge &amp; Experience:</b>	E
<ul style="list-style-type: none"> <li>• Full, clean driving licence (held for at least two years)</li> </ul>	E
<ul style="list-style-type: none"> <li>• Experience of driving a large vehicle</li> </ul>	E
<ul style="list-style-type: none"> <li>• Pleasant, patient and helpful personality</li> </ul>	E
<ul style="list-style-type: none"> <li>• An ability to communicate with a range of different people</li> </ul>	E

<ul style="list-style-type: none"> <li>• Ability to work on own initiative and as part of a team</li> <li>• Reliable and trustworthy</li> <li>• Flexible approach to working arrangements</li> <li>• Good organisational ability</li> </ul>	E E E E
<b>Special Features:</b> <ul style="list-style-type: none"> <li>• This post involves a representational role within the Cathedral. As such it would be expected that the job holder is sympathetic to the Christian values and ethos of the Cathedral and the Church of England.</li> </ul>	

### Main Particulars of the Post

**Salary:** £9.50ph

**Contract:** Choir Term Time (approximately 35-36 weeks per year).

**Location:** Lincoln Cathedral, Priorygate, Lincoln LN2 1PL

**Accountable to:** The Director of Music

**Key Relationships:** Director of Music, Matron, Chapter Clerk

**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:** Depending on the choir schedule, the hours required vary, but could include 8.30-9.45am and 3.00-4.30pm Monday/Tuesday/Thursday/Friday (depending on the routes driven). At present the regular days required are Monday (morning), Tuesday (morning and afternoon) and Friday (morning and afternoon).

**Other:** The post will be subject to two satisfactory references and will require a clear Enhanced DBS Disclosure check and a driving assessment.

## Equality Statement

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The Cathedral is committed to the principles of equality and diversity in employment and aims not to discriminate on grounds of gender, age, appearance, race, sexuality, class, ability, culture, nationality, political belief, trade union activity or religious belief.

It is the intention of the Cathedral Chapter to ensure that the principle outlined in the Equal Opportunities Policy are embedded into our planning, decisions and actions which extends to the treatment of job applicants, employees (including former employees) clients, visitors, and pilgrims.

To ensure that Chapter's Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employee' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equality and diversity.

## Safeguarding Statement

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Every person has a value and dignity which comes directly from creation of all people in God's own image and likeness. Christians see this as fulfilled by God's re-creation of us in Christ. Among other things this implies a duty to value all people as having the Holy Spirit within them and therefore to protect them from harm.

We follow the policies adopted by the Church of England and Diocese of Lincoln. We are committed to:

- The care, nurture of, and respectful pastoral ministry with, all children, young people and all adults;
- The safeguarding and protection of all children, young people and adults when they are vulnerable;
- The establishing of safe, caring communities which provide a loving environment where there is "informed vigilance" as to the dangers of abuse

### Interview and selection process

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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.

**Closing date for applications:** Applications will close when the post is filled.

**Interview date:** Due to the need to appoint quickly we reserve the right to interview and appoint at any time.

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

If you are invited for interview, you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, and, where appropriate, a Disclosure and Barring Service (DBS) check at enhanced level.