



Application Pack

Education Assistant - Casual

October 2024



About Lincoln Cathedral

Lincoln Cathedral has been a striking presence above the city for more than 950 years. It is, first and foremost, a working church and hosts a minimum of three services every day of the year, at least one of which is usually sung by our world-renowned choir. It is the seat of the Bishop of Lincoln and the mother church of the diocese, and each year it hosts many county-wide services of celebration, commemoration and memorial.

It 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.

Lincoln Cathedral is also a world-class heritage visitor attraction, and hundreds of thousands of people visit annually to learn about the rich history of the building and the fascinating stories of the people that have brought it to life over the centuries. Our volunteer guides provide floor, roof, tower and other specialist tours throughout the year and the building plays host to a wide range of exhibitions, events and concerts.

The site also includes an award-winning visitor centre, featuring an exhibition gallery and discovery centre where visitors of all ages can delve deeper into the history of the Cathedral, a bright airy café, and the Cathedral shop. A purpose-built learning centre offers outstanding facilities for school visits and family activities, and a suite of community meeting rooms is available for organisations and individuals to hire.

Lincoln Cathedral is a centre of excellence for heritage skills and craft, with its own on-site works department comprised of stonemasons, glaziers, lead workers and joiners, all dedicated to the maintenance, restoration and repair of this internationally significant building.

An exceptional team of skilled staff and volunteers ensure that all who visit receive a warm welcome and an excellent experience, and work towards ensuring a sustainable future so that future generations can continue to enjoy the sacred space of Lincoln Cathedral.

Our Mission

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

- 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 this purpose

Our Values

Our values reflect the qualities we believe are essential to our life and work, and which 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.

As an organisation, and individuals with in it, we are:

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

Job Description

Job Title	Education Assistant - Casual
Department	Education
Reporting to	Education Manager
Hours	Up to 6 hours per week as required including weekends and bank holidays
Salary	£12.00 per hour Lincoln Cathedral is a Living Wage Foundation Employer
Contract	Casual part-time
Holidays	Holiday payments are added at 12.07% to every hour worked
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
<p>Job Purpose Working on a casual basis, you would support our education team to facilitate outstanding learning experiences for nursery children, primary and secondary school pupils, on a wide-ranging programme of Locally Agreed RE Syllabus and national curriculum linked subjects. This post may also require some outreach to schools, and informal learning facilitation during the school holidays and weekends.</p>	
<p>Duties & Responsibilities:</p> <p>School Visits Facilitation</p> <ul style="list-style-type: none"> Facilitate outstanding tours and/or activities to all visiting schools Support Learning volunteers facilitating tours/activities Prepare activities in advance of each visit and tidy away post-visit Attend in-house training according to requirements of the post Provide excellent engagement with teachers to help develop good relationships with schools <p>Holiday Family Workshops</p> <ul style="list-style-type: none"> Assist in preparation, facilitation and tidy-up following family activities <p>Outreach</p> <ul style="list-style-type: none"> Assist with occasional facilitation of outreach workshops <p>Additional Responsibilities</p> <ul style="list-style-type: none"> Any other duties as may reasonably required Ensure that the highest standards of professional performance are maintained Ensure compliance with Cathedral policies, processes, relevant legislation and statutory codes of practice, as advised including mandatory training 	

Person Specification

ESSENTIAL CRITERIA
<p>The primary purpose of the Cathedral is to be place of Christian worship. An understanding of the Church of England and the ability 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.</p> <ul style="list-style-type: none"> • Experience in working with children and/or family audiences • Friendly and approachable • Visitor-oriented approach • Confident and collaborative team player • Respectful of diversity • Excellent communicator on levels • Able to follow processes and procedures • Good problem-solving skills • Empathetic listening skills
DESIRABLE CRITERIA
<ul style="list-style-type: none"> • First Aid Qualification

Interview and selection 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.

Closing date for applications: Open until filled

Interview date: Actively interviewing as applications received.

Applications by email to: recruitment@lincolcathedral.com

- Lincoln Cathedral is committed to the safeguarding and welfare of all children, young people and adults who may be involved in and/or visit the Cathedral.
- Offers of employment are subject to providing proof of the right to work in the UK, satisfactory references, and, where appropriate, a Disclosure and Barring Service (DBS) check at enhanced level.

The Cathedral reserves the right to interview and appoint at any point during the recruitment process.

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.

Inclusivity and Diversity:

Lincoln Cathedral is committed to building an inclusive and varied workplace, welcoming people from all backgrounds. All staff are expected to be compliant with all legislation, best practice and the values of the Cathedral.

Equality Statement

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.