



# Application Pack

## Head of Glazing

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November 2024



## About Lincoln Cathedral

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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/stained glass conservators, 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

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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 this purpose

## Our Values

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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

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<b>Job Title</b>	Head of Glazing
<b>Department</b>	Works Department
<b>Reporting to</b>	Associate Clerk of Works
<b>Direct Reports</b>	Glazing team - with planned recruitment
<b>Location</b>	Lincoln Cathedral and Estate
<b>Contract</b>	Permanent Full time
<b>Salary</b>	£38,000 - £40,000 per annum dependent upon experience
<b>Hours</b>	38.75 hours per week
<b>Holiday</b>	256 hours/33 days per annum inclusive of bank holidays
<b>Other</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 Fund
<b>Job Purpose:</b>	
<p>The Head of Glazing will have a unique opportunity shape and develop a glazing/conservation team at Lincoln Cathedral identifying funding opportunities with key partners. The 'Cathedrals' Workshop Fellowship; Craft Training Project have committed to fund two apprentices in 2025 and 2026, and we have further plans to increase the team.</p> <p>The role of Head of Glazing is integral to Lincoln Cathedral's Works Department team, with responsibility for supporting the Clerk of Works/ Director of Works and Property in the delivery of complex conservation and restoration programmes on the Cathedral Fabric. Programmes of work are in consultation with the Cathedral Architect (Surveyor of the Fabric) and follow recommendations made in the Quinquennial Inspection report.</p>	

The Head of Glazing will be expected to have a comprehensive understanding of stained-glass conservation theory & practice, including in-depth knowledge of the relevant ethics & standards. The role will be hands on with management of the team/programme expected to be 20% of the role with glazing/conservation work 80%.

All aspects of project delivery are expected on Fabric and Close Property historic stained-glass windows, plain quarry glazing and associated ferramenta. The Head of Glazing will provide management to the Works Department team and ensure that high standards of Health and Safety are maintained in the Cathedral and estate.

### **Care of the building and objects**

- Operational contract and project management delegated by the Director of Works and Property in cooperation and consultation with the Cathedral Architect (Surveyor of the Fabric), Cathedral Archaeologist or another appointed specialist consultant.
- Working with the Associate Clerk of Works/Director of Works and Property on pre-construction information including estimating project delivery, resourcing, specification, and schedule information for tender bid submissions.
- Develop conservation methodologies and treatment plans alongside the Cathedral Architect. Identify and undertake treatment trial programmes to determine project treatment strategies.
- Responsible for all Cathedral and Close Property stained glass and plain glazing conservation projects, ensuring all practical work and documentation is carried out to the highest of standards, accuracy, and levels of draughtsmanship.
- Delivery of the Glazing budget ensuring the highest achievable level of quality and cost-effectiveness.
- Supervising multi-disciplinary teams of staff to deliver construction programmes on the Cathedral Fabric and Close Property portfolio. As Team Leader they will appraise, induct, instruct and manage the glazing team.
- Contract management of external contractors, where necessary, for planned construction programmes of work on the Cathedral Fabric and Close Property portfolio.
- Management of the Glazing workshops in line with Health & Safety regulations.
- Maintain Glazing Department upkeep and efficient use of space, equipment, materials and resources.
- Oversee and carry out the design, development, fabrication, and installation of bespoke Environmental Protective Glazing schemes in consultation with the Cathedral Architect.
- Undertake thorough condition surveys and recording of conservation measures undertaken using detailed written, photographic, and digital diagrammatic methods and develop a twenty year maintenance programme based on priority.
- Ensure all stained glass conservation work is carried out within internationally recognised guidelines.
- Provide oversight for all complex setting out.
- Carry out all hands-on aspects of preventative and interventive historic stained glass and plain glazing conservation to the necessarily exacting standards, ensuring project delivery.
- Carry out all hands-on aspects of bench based traditional glazing activities to the necessarily exacting standards, ensuring project delivery.

- Carry out all hands-on glazing duties on site relating to the in-situ conservation, removal, and installation of historic windows and ferramenta, to the necessarily exacting standards, ensuring project delivery.
- Promote the work of the Glazing Department / Works Department / Lincoln Cathedral on national and international platforms. Attend and contribute to relevant conferences, both nationally and internationally.
- Give presentations to the public / interested parties and represent the Corporate Body of Lincoln Cathedral at events, exhibitions, and during workshop tours.
- Maintain high-level knowledge of current conservation methods and glazing practices to ensure knowledge sharing and advise is up to date with current theory and practice.
- Where necessary, undertake research into new technologies, processes & materials and disseminate information to the wider team.

### **Health and Safety**

- Responsible as Fire Marshall and evacuations processes.
- Responsible for the Glazing Departments Health and Safety protocols, regularly review COSHH, risk assessments, method statements and working practices. Ensuring Health and Safety compliance is integral to the culture of all Conservation activities.
- Be responsible for ensuring that the Cathedral is kept in safe order and setting an example for the Works Department team. House keeping is a minimum requirement and should always be exceptional.
- Working to CDM regulations in all pre-construction and construction phased works around the estate.
- Ensure satisfactory blood lead level results are maintained

### **Security**

- Act as emergency point of contact for the Cathedral.
- Daily management of contractors including signing out keys and CDM compliance.
- Be first responder to a critical incident at the Cathedral concerning fabric and facilities.

### **Management of the Glazing Team**

- As a representative of the Cathedral organisation the most exemplary behaviour is required. When wearing livered uniform and/or within the cathedral vicinity, language, behaviour and personal presentation must be in line with this expectation.
- At all times ensure that behaviour and conduct are compliant with the cathedrals mission, vision and purpose.
- To hold regular team meetings to ensure proper management of tasks.
- Ensure that accurate statistics for employed staff and contractor performance and post project analysis are shared with operational staff and management.
- Ensure project delivery is in line with expectation and budget constraints.
- Allocated daily works to planned and reactive day work arrangements.
- Performance management of glazing staff and reporting to the Director of Works and Property if problems arise.
- Provide mentoring and support to junior members of staff, interns, and apprentices by guiding practical and technical issues and through knowledge sharing to enhance the overall skillset of the team.

## Person Specification

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<b>ESSENTIAL CRITERIA</b>
<ul style="list-style-type: none"><li>• Master's degree level qualification or above in stained glass conservation, architectural stained glass or related conservation discipline, or proven equivalent professional experience.</li><li>• Significant experience in a stained glass conservation role in the heritage construction environment.</li><li>• Proven expertise in stained glass conservation, with comprehensive knowledge of all traditional bench and site-based glazing and conservation processes.</li><li>• In-depth working knowledge of Environmental Protective Glazing installations and a thorough working knowledge of contemporary approaches to digital recording and documentation.</li><li>• Thorough understanding of relevant scientific, technical, material, and ethical issues relating to historic stained glass conservation.</li><li>• Ability to work at height on scaffolding.</li><li>• Excellent IT skills.</li><li>• Commercially astute and financial capability of economical project delivery.</li><li>• Excellent communication skills.</li><li>• Strong ability to evaluate complex conservation problems and develop solutions that are both appropriate &amp; achievable within the available resources of time and staff, whilst ensuring the departments practical work and documentation is of a high standard.</li><li>• Experience of leading and developing high performing teams and able to demonstrate previous experience of successfully and tenaciously managing complex projects in a changing environment.</li><li>• A good working knowledge and understanding of safeguarding principles and practices.</li></ul>
<b>DESIRABLE CRITERIA</b>
<ul style="list-style-type: none"><li>• ICON Accredited Conservator/Restorer status (ACR)</li><li>• Associate status of the British Society of Master Glass Painters</li><li>• CITB SMSTS or equivalent qualification.</li><li>• First aid qualification</li></ul>

## Interview and selection process

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Please submit your application using the application form as well as including your CV.

All applicants must have the right to work in the UK.

**Closing date for applications:** 16 January 2025

**Interview date:** Tentative date scheduled for 31 January 2025

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

- Lincoln Cathedral is committed to the safer recruitment process
- 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.