



Application Pack

Facilities Maintenance Operative

January 2025



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 within it, we are:

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

Lincoln Cathedral Estate

Work to build the Cathedral began in 1072, meaning the oldest parts of the building are now more than 900 years old. It is both a Grade 1 listed Building and a Scheduled Ancient Monument, meaning it is of outstanding architectural and historic interest and afforded a degree of protection under the law.

The Cathedral estate includes many buildings including a visitor centre, a larger café and shop, toilets and a changing places facility, and an interpretation centre to display some of the Cathedral's treasures.

Job Description

Job Title	Facilities Maintenance Operative
Department	Chapter Office
Line Manager	Facilities Manager
Location	Lincoln Cathedral and Estate
Contract	Permanent Full-time
Salary	£24,250 per annum
Hours	38.75 hours per week Monday to Sunday hours dependent on shift rota with opening and closing duties between 7am - 10 pm.
Other	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 There is no onsite parking at the Cathedral during normal working hours.
Job Purpose To carry out all tasks delegated by the Facilities Manager or Domus Supervisor to ensure standards within the Cathedral, Chapter owned Estate buildings and landscapes are maintained to the highest quality.	
Tasks & Responsibilities	
General	
<ul style="list-style-type: none"> • Take on duties delegated to you by the Facilities Manager or Domus such as building maintenance, operational function, alarm testing, assisting contractors and waste management Work proactively and reactively to meet the needs of the cathedral, visitor centre and wider estate. • Carry out maintenance work including general masonry, joinery, drainage, roofing and housekeeping. • Provide support to the logistics group with set-ups for events, venue hire setup, de-rig of even staging and acting as a fire marshal for events. • Attend as required/per rota, call outs to alarm activations including intruder and fire alarms across the estate. • Responsible for key and code handling. Will involve travel to the Cathedral estate during out of hours when responding to alarm activations. • Opening and closing of public space buildings for event hires and ensuring public use is monitored and safe. Taking responsibility for key and code handling. • Be responsible for the maintenance and cleanliness of the visitor centre, vehicles, tools and equipment. • Undertake minor works within the cathedral and visitor centre buildings at the request of designated duty managers, and Dean's Verger. 	

- Check, inspect and maintain where possible electrical and mechanical systems around the estate. Identify external contractor requirements and report to line manager, facilitating the contractor where possible.
- Inspections and forward maintenance schedule work including working at height on roof inspections, trees, drainage, gullies, fall arrest systems and alarm testing.
- Landscaping duties including refuge, grounds maintenance, lawn mowing, ground and plant clearance around the estate in the absence of the landscaper. Working in teams sometimes with volunteers and coordinated groups. PA6 pesticide applications.
- Carry out maintenance on machinery, and equipment as specified by the Facilities Manager or Domus Supervisor.

Event Support

- Support venue coordination and set-up, seating, public accessibility needs
- Assist and coordinate with Vergers and Events team with the physical set-up (stages, booths, decorations) and teardown after each event
- Provide technical support in handling audiovisual systems, lighting, sound and any other technical requirements
- Provide support for event security through control of entry/exit points, ensuring no unauthorised entry or exit
- Assist teams in general security requirements as directed

Additional responsibilities:

- Carry out any further duties as directed by the Facilities Manager, and Domus Supervisor
- Drive the school minibus where 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.

Person Specification

ESSENTIAL

Knowledge & Experience

- Trade experience in either joinery, masonry, groundwork, or general construction. Joinery, decoration or multiskilled individual preferred.
- Physically able and fit to undertake on site work.
- Full UK Driving Licence essential.
- Good working knowledge and understanding of Health and Safety procedures
- Ability to work with planned maintenance systems
- Ability to plan and prioritise work
- Ability to work with enthusiasm and motivation without direct supervision but to work effectively as part of the Facilities Management team
- The ability to build effecting working relationships
- Ability to work accurately with excellent attention to detail, particularly when working to tight deadlines

DESIRABLE

- NPTC Level 2 PA1 and PA6a certificate
- Experience of working with historically important buildings
- Health and Safety Certificate
- Be 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.

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: 14 February 2025

Interview date: 28th February 2025

Applications by email to: 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.