Facilities Manager

November 2026

LINCOLN
CATHEDRAL



About Lincoln Cathedral

Lincoln Cathedral has stood as a symbol of faith, craftsmanship, and human endeavour for over 950 years. It is a living place of worship, the seat of the Bishop of Lincoln and the Mother Church of the Diocese where at least three services are held every day, including choral worship that attracts global recognition. The Cathedral is a place of pilgrimage, prayer, and welcome for people of all faiths and none.

As one of the nation's most important heritage sites and a major visitor destination, the Cathedral welcomes hundreds of thousands of people each year. Activity across the estate includes tours, education programmes, concerts, exhibitions, and community events, all supported by a modern Visitor Centre, café, shop and learning facilities.

The Cathedral is uniquely listed in its entirety on Historic England's Heritage at Risk Register. Stewardship of the estate which includes the Cathedral Church, the Visitor Centre, and more than 80 historic buildings and structures - requires strong operational oversight to ensure buildings remain safe, accessible, efficient, compliant, and welcoming every day.

Delivering a high-quality environment for worship, visitors, staff and volunteers depends on robust facilities management, ensuring the estate operates reliably and safely while supporting mission, worship, and commercial activity.

Our Mission

Lincoln Cathedral: a beacon of hope for all

Lincoln Cathedral is:

- the seat of the Bishop of Lincoln and a focus for the life and work of the Church of England across the Diocese of Lincoln;
- a centre of worship and mission.

Lincoln Cathedral is called to:

- advance the Christian religion, particularly by furthering the mission of the Church of England;
- care for and conserve the fabric and structure of the Cathedral Church;
- advance other charitable purposes that support these aims.

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 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;
- Proactive to change.

Our Vision

Building on our existing strengths, by 2030 Lincoln Cathedral will:

- be a visible sign of God's presence, proclaiming the good news that, in Christ, God is with us;
- operate as one cathedral with one all-embracing mission, with the worship of God and the Christlike welcome of all at its heart;
- live out its seven values to enable a culture of mutual flourishing among all its members;
- be known as 'our cathedral' by increasing numbers of people in the city, county and diocese, engaging with a larger and more diverse group of people;
- conserve its built heritage in a sustainable way to hand it on to future generations;
- be ambitious in the planning and delivery of all activity and take pride in striving for excellence in every aspect of the cathedral's operation.

About the role

This role provides essential operational leadership and continuity following the departure of the current postholder. The Facilities Manager ensures the safe, compliant, and efficient day-to-day operation of the Cathedral's estate including building maintenance, utilities, security, cleaning, and support for worship and events. A key area of focus is to continue to implement and embed clear systems, processes, and reporting frameworks to improve compliance oversight, safety management, contractor control and operational consistency.

The postholder must hold and provide evidence of professional facilities and health & safety qualifications (e.g. IWFM, NEBOSH, IOSH) and have demonstrable experience in managing facilities in complex and publicly accessible environments.

Job Description

Job Title	Facilities Manager
Department	Works
Reporting to	Reports to the Director of Fabric and Estates and the Succentor. The Succentor advises on facilities requirements for worship and services.
Hours	38.75 hours per week, worked flexibly to meet operational needs across the Cathedral's seven-day operation, including worship, events, visitor activity and other planned commitments. The working pattern will vary according to operational requirements and may include occasional weekend and evening working. Working arrangements will be planned in advance wherever possible, with appropriate rest periods and days off in accordance with working time requirements and Cathedral policies.
Salary	£46,000 dependent on experience
Holidays	33 days per annum including 8 bank holidays
Contract	Permanent
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.
Location	On site Lincoln Cathedral

Role Summary and Job Purpose:

The Facilities Manager is responsible for the effective day-to-day management of Lincoln Cathedral's buildings, facilities and associated services, ensuring that the estate is safe, compliant, well-maintained and able to support the Cathedral's worshipping life, heritage responsibilities, visitors, staff, volunteers and events.
The role requires an understanding of the demands of operating a historic, working Cathedral, where facilities management must respond to the needs of worship, public access and a varied programme of events and activities.

The postholder will provide effective leadership of the Facilities Team, ensuring

that staff, contractors and financial resources are managed responsibly and deployed according to operational priorities. This includes overseeing planned and reactive maintenance, statutory compliance, building services and the effective management of facilities budgets.

The role requires a collaborative and practical approach, building positive working relationships across the Cathedral, particularly with frontline operational teams. The Facilities Manager will promote a culture of teamwork, accountability and continuous improvement, ensuring that the Facilities Team operates as an integrated part of the wider Cathedral.

As the Cathedral operates seven days a week, the postholder must be able to work flexibly to meet operational requirements, including occasional weekend and evening working. This is particularly important during busy periods such as the lead-up to Christmas, as well as major services, concerts and special events during the year, when bank holiday working may also be required.

Principal Duties and Responsibilities:

Operational and Financial Management

- Lead the day-to-day management of facilities across the Cathedral estate, ensuring that buildings, infrastructure and associated services are maintained to appropriate standards and remain operationally effective.
- Develop and manage planned preventative maintenance programmes, ensuring that reactive repairs are prioritised and completed within appropriate timescales.
- Plan and coordinate facilities resources to support the Cathedral's operational requirements, balancing maintenance priorities with the needs of worship, visitor operations and events.
- Manage facilities budgets, including contributing to annual budget preparation, monitoring expenditure, forecasting costs and ensuring responsible spending and value for money in accordance with the Cathedral's financial procedures.
- Oversee the procurement and performance of contractors, consultants and service providers, ensuring that works and services are delivered to agreed standards, timescales and budgets.
- Manage utilities, building services, cleaning, waste and other facilities-related contracts, identifying opportunities to improve energy efficiency, reduce carbon emissions and support the Cathedral's contribution to the Church of England's Net Zero Carbon 2030 target, while ensuring value for money.
- Coordinate and monitor maintenance works and minor projects, collaborating with the Director of Fabric and Estates to support the appropriate care and maintenance of the Cathedral's historic buildings.

- Maintain effective facilities management systems and accurate records of assets, maintenance activities, expenditure and contractor performance, providing regular reports on progress, outstanding actions and emerging operational priorities.

Health, Safety and Statutory Compliance

- Act as the Cathedral's appointed Competent Person for health and safety, providing professional advice, guidance and operational oversight to support the Dean in their role as Duty Holder, ensuring that health and safety risks are appropriately identified, managed and escalated.
- Chair the Cathedral's Health and Safety Committee, ensuring that risks and concerns are appropriately considered, agreed actions are monitored and outstanding matters are escalated.
- Ensure that statutory inspections, testing and servicing are completed within required timescales, including fire safety systems, water hygiene, electrical installations, asbestos management, lifting equipment and other relevant building services, maintaining accurate records and overseeing remedial actions.
- Oversee fire safety arrangements, including inspections, evacuation procedures, training and exercises, working with Lincolnshire Fire and Rescue Service and relevant Cathedral teams.
- Ensure that maintenance activities, contractors and minor works are managed safely, including the application of appropriate risk assessments, method statements, permits to work and relevant Construction (Design and Management) Regulations.
- Maintain and review facilities-related risk assessments and risk registers, identifying emerging risks and ensuring that appropriate control measures and corrective actions are implemented.
- Lead the development, implementation, review and testing of the Cathedral's Emergency Management Plan and associated business continuity arrangements, ensuring that procedures are effective and responsibilities are clearly understood.
- Plan and coordinate emergency exercises and drills, working collaboratively with Cathedral teams and external emergency services to strengthen preparedness and implement lessons learned.
- Ensure that Facilities Team members receive appropriate health and safety training, instruction and supervision, maintaining records of relevant qualifications, competencies and mandatory training.

People Management and Collaborative Working

- Provide effective leadership and line management of the Facilities Team, setting clear expectations, responsibilities and standards of performance.

- Plan, prioritise and allocate work across the team, ensuring that staffing, skills and resources are deployed efficiently to meet maintenance, compliance and wider operational requirements.
- Develop a positive, inclusive and accountable team culture that promotes professionalism, mutual respect, shared responsibility and the Cathedral's values.
- Build strong and constructive working relationships with the Succentor, other clergy, staff and volunteers across the Cathedral, particularly those involved in worship, music, visitor experience and events, ensuring that Facilities operates as an integrated, responsive and supportive service.
- Manage staff performance through regular one-to-one meetings, objective setting, feedback, appraisals and development opportunities, addressing performance or conduct concerns promptly and fairly.
- Delegate responsibilities appropriately, empowering colleagues to take ownership of their work while maintaining effective oversight and accountability.
- Manage recruitment, induction, attendance, absence, training and other people management responsibilities in accordance with Cathedral policies and procedures.
- Develop and manage staffing rotas and working arrangements to provide appropriate facilities coverage across the Cathedral's seven-day operation, including weekends and occasional evenings, balancing operational needs with effective use of resources.

Person Specification

ESSENTIAL CRITERIA

Qualifications and Professional Knowledge

- A relevant qualification in facilities management, building services, construction or a related discipline, or substantial equivalent professional experience.
- A recognised health and safety qualification, such as IOSH Managing Safely or NEBOSH, with a sound working knowledge of relevant health and safety legislation and statutory compliance requirements.

Experience

- Proven experience of managing facilities, building services or estate operations within a complex, publicly accessible or similarly demanding environment.
- Demonstrable experience of leading and developing teams, managing performance, allocating workloads and promoting positive working relationships.
- Experience of managing operational budgets, controlling expenditure, procuring services and ensuring value for money.
- Experience of managing contractors, planned and reactive maintenance, and delivering works or projects within agreed timescales and budgets.

- Experience of emergency planning, incident management and business continuity arrangements, including coordinating exercises or drills.

Skills and Abilities

- Strong organisational and problem-solving skills, with the ability to prioritise competing demands, make sound decisions and deploy resources effectively.
- Excellent interpersonal and communication skills, with the ability to build constructive relationships and work collaboratively with colleagues at all levels, particularly frontline operational teams.
- Ability to lead by example, manage challenging situations and foster a culture of accountability, teamwork and continuous improvement.
- Competence in using IT systems to manage maintenance programmes, compliance records, budgets and operational reporting.
- Willingness and ability to work flexibly across the Cathedral's seven-day operation, including occasional weekends and evenings, according to operational requirements.
- A commitment to the Cathedral's mission and values, with an understanding of the importance of supporting worship, heritage conservation and public access.

DESIRABLE CRITERIA

- Experience of working in a historic, heritage, cultural or ecclesiastical environment.
- Membership of a relevant professional body, such as the Institute of Workplace and Facilities Management (IWFM) or Institution of Occupational Safety and Health (IOSH).
- Experience of implementing improvements to facilities management systems, processes or service delivery.
- Knowledge of energy management, carbon reduction and sustainable facilities management practices, including an understanding of the Church of England's Net Zero Carbon 2030 target.

Interview and Selection

Closing date for applications: Monday 4 January 2027

Interview date: Thursday 21 January 2027

Applications by email to: Recruitment@lincolncathedral.com

If you would like an informal discussion about the role before applying, please contact Recruitment@lincolncathedral.com

Lincoln Cathedral is committed to the safeguarding and welfare of all children, young people and adults who may be involved in or visit the Cathedral.
Any offer of employment will be subject to:

- The right to work in the UK and two satisfactory references;
- The post is subject to a four-month probationary period;
- The Cathedral reserves the right to interview and appoint at any point during the recruitment process.

Health and Safety

Under the Health and Safety at Work etc. Act 1974, you must take reasonable care for your own health and safety and that of anyone who may be affected by your acts or omissions at work. You must cooperate with the Cathedral on health and safety matters and must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

Safeguarding

All staff and volunteers are expected to support the safeguarding of children, young people and adults who may be vulnerable and who are involved with or visit the Cathedral. This includes following Cathedral policies and procedures, maintaining appropriate behaviour and conduct, and carrying out safeguarding responsibilities relevant to their role.

Equality, Diversity and Inclusion

Lincoln Cathedral is committed to equality, diversity and inclusion and to welcoming people from all backgrounds. All staff are expected to treat others with dignity and respect, comply with relevant legislation and Cathedral policies, and help maintain a workplace free from unlawful discrimination, harassment and victimisation. The Cathedral does not discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. These are the protected characteristics under the Equality Act 2010.