

The background image shows the interior of Portsmouth Cathedral, featuring high vaulted ceilings, stone arches, and a large organ. A golden statue is visible on a pedestal in the distance. The lighting is warm and ambient.

PORTSMOUTH CATHEDRAL

**Administrative Assistant
(Two part-time permanent posts)
Application Pack
2022**

Introduction to the role and working at Portsmouth Cathedral

Dear Applicant,

Thank you for your interest in the role of part-time Administrative Assistant.

You would join us at an interesting time in the history of the Cathedral: we will celebrate our centenary as a cathedral in 2027, and are to undergo changes to our constitution as we come under the 2021 Cathedrals Measure.

The small, but dedicated staff includes two Administrative Assistants working alongside the Office Manager and Finance Officer to provide a central resource across the team. The current vacancies will replace temporary cover following the departure of long term members of the team as we emerged from the pandemic.

Your day-to-day work will involve reception duties, general office duties including data input and mailings and specific tasks working with existing staff and volunteers. You will also work with the new staff funded by the Church Commissioners' Cathedral Sustainability Fund as we seek to fulfil the plans laid out in our Vision and Strategy to increase our impact as a Cathedral and community hub while improving our financial sustainability through commercial events and fundraising.

We are looking for two versatile people with an ability to prioritise and the tact and diplomacy to work with a diverse range of people as part of a small and flexible team in a busy and dynamic environment.

For an informal conversation about the post, please do not hesitate to contact us through liz.snowball@portsmouthcathedral.org.uk



Richard Abraham
Chief Operating Officer (Chapter Clerk)



Liz Snowball
Dean's EA and Office Manager

Benefits of working at Portsmouth Cathedral include...

- Generous annual leave entitlement of 27 days per annum plus public holidays from the first year of employment (pro-rata for a part-time role)
- Generous employer pension contributions of 7.5%
- Flexible working arrangements considered including job shares.
- Commitment to professional development and training.

Administrative Assistant

Job Description

| | |
|--------------------------|---|
| Reports to: | Officer Manager and Dean's EA |
| Direct Reports: | None |
| Indirect Reports | None |
| Location of Role: | The role is primarily based at Portsmouth Cathedral but may require some travel. Some home working arrangements will be considered, but it is a requirement that the majority of work is undertaken at the Cathedral. |
| Hours | 21 hours per week (for each post) |
| Contract | Permanent |

Job purpose

- To work co-operatively with the other Administrative Assistant(s) and volunteers to deliver support effectively and seamlessly across all Cathedral teams; and
- To assist with the planning, coordination and delivery of events and services including those with external contractors and partners.

Key relationships

Key internal relationships

- The Dean and Ministry Team
- Finance Officer
- Organist and Master of Choristers
- Events Manager
- Head of Fundraising
- Visitor Experience Manager
- Digital Marketing Manager
- The Chief Operating Officer
- Volunteer Coordinator & Records Management Assistant
- Shop Manager and Shop Assistants
- Head Verger and Precincts Manager
- Assistant Vergers and Precincts Officers
- Other Cathedral staff and volunteers especially Guides and Welcomers

Key responsibilities

a) Generally

- Assisting the work of the Dean's EA and Cathedral Office Manager in providing effective administration across the Cathedral Team

b) Working with the Commissioners' Canons

- As a team, the two administrative assistants will work across the areas covered by the Commissioners' Canons (i.e. Canon Chancellor and Canon Precentor) to provide seamless support to the work of both areas.
- Assisting with administration of activities related to the two Canons' areas of activities and those of their departments. These duties include but are not exhaustive as follows:

- o Assisting in the preparation of orders of service, prayer lists, including the list of readers and intercessors and providing information to them as appropriate.
- o Supporting the Canons with external communication including with schools and choir parents/guardians.
- o Supporting the work of the Canons with education and outreach activities in the Cathedral and its precinct.

c) General Administration

- Have primary responsibility with the other Administrative Assistant to ensure that the Cathedral Offices and associated meeting spaces, print room and communal areas in the Cathedral Offices are left tidy and secure at the end of the day.
- Responsibility for the ordering of stationery and supplies for the Cathedral photocopiers and other office equipment and to be the first point of contact for maintenance and service issues.
- Support the work to accurately update all records held by the Cathedral and working to ensure good records management practice and compliance with data protection legislation.
- Act as receptionist in the Cathedral Offices: answering the intercom, door and telephone, welcoming visitors and dealing with enquiries. This may occasionally include
- Monitor and triage telephone and email enquiries.
- Process post and deliveries including taking outgoing post to the nearest Franked Mailbox or Post Office.
- Assist with the organisation of meetings including the provision of light refreshments and minute taking as directed by the Office Manager.
- Work collaboratively with the other Administrative Assistant and to provide holiday and sickness cover for them throughout the year and vice versa.
- Contribute to the Cathedral's work and mission with enthusiasm and understanding and to carry out any other duties as required within the scope of the post.
- Carry out other administrative general office duties as required or other duties that may reasonably be expected of this position by Chapter as agreed by the Office Manager.

d) Supporting the work across the Cathedral Staff and volunteer team

- To support the work of the Chief Operating Officer and the Dean as required
- To support the work of the Finance Officer in ensuring timely logging and invoicing of bookings and financial commitments and counting of funds received by the Cathedral.
- To support the Events Manager by inputting agreed bookings and keeping the Cathedral Diary up to date at all times, including booking form details, in close collaboration with other staff as required.
- To support the Visitor Experience manager with their work of increasing visitor numbers and enhancing the visitor experience when at the Cathedral
- To support the work of the Office Manager in the Safer Recruitment, induction and training of all staff and volunteers including the choirs
- To assist the Office Manager and via them, the Finance Officer with updating changes to staff including onboarding and off-boarding activities.
- To support the Organist and Master of the Choristers in choir and music department administration.
- To accurately update the Cathedral CRM and extract reports as directed by the appropriate member of staff.
- To support the work of the Digital Marketing Manager including keeping the Cathedral website up to date and other staff as agreed through the Office Manager.
- Assisting in regular mailings including updating of mailing lists and the production of associated information
- To have an awareness of the operation of Cathedral equipment and facilities.

Person specification

Essential experience and skills

- Good proven administrative and IT skills.
- Good proven organisational and planning skills.
- Strong interpersonal and communication skills.
- Proven ability to work as part of a diverse and inclusive team and under own initiative.
- Ability to gain the respect and confidence of the wider public, our own volunteers and staff.
- Flexible, proactive and adaptable approach to working in a highly complex and busy Cathedral and willingness to work occasional evenings or weekends.
- A flexible attitude and willingness to take on a range of duties.
- Ability to work under pressure
- Excellent communication skills
- Have an open and welcoming attitude to all including volunteers and members of the general public

Personal qualities

- Excellent interpersonal skills, in particular warmth, tact, diplomacy, discretion, and imagination
- Highly collaborative
- Self-motivated
- Innovative
- At ease when working at all levels
- Committed to equal opportunities and inclusivity
- Committed to upholding the highest standards of safeguarding practice

- Willing to work alone
- Ability to work flexibly including some evenings

Desirable experience

- Microsoft 365
- Working with databases
- Supporting the updating of websites/social media
- Events delivery
- Proofreading
- Accounting practices
- A keen interest in Cathedrals as a place to enrich the lives of people from all backgrounds
- Empathy with the beliefs and values of the Christian Faith and the aims and objectives of the Church of England.
- Working in an environment where paid and voluntary staff operate side by side

Terms and Conditions of Appointment

- **Hours.** There are two permanent contracts of 21 hours each per week available subject to suitable candidates to provide cover Monday to Friday, work may include evenings, weekends, and public holidays to fulfil operational requirements with prior agreement.
- **Salary.** The salary will be paid at the rate of £10.66 per hour.
- **Pension.** Staff are eligible to join the Church Workers Pension Fund (contributory: employer 7.5%, employee 1% of gross salary).
- **Safeguarding.** The Cathedral takes the safeguarding of children and vulnerable adults very seriously, and practises Safer Recruitment for all roles (both paid and voluntary), enhanced DBS for specific roles, and face-to-face or online training as required.

The Cathedral records and manages the checks and courses taken by staff and volunteers to ensure that DBS renewals take place and training is refreshed as required by each role.

For this role safeguarding training will be required. This may change as government requirements change. This training will be arranged and paid for by the Cathedral for the successful candidate

- **Data Protection.** Ensuring that the Cathedral collects, stores, and deletes information in compliance with current data protection legislation and retention guidance is important to us and the sign of a healthy organisation.

Staff and volunteers in certain roles will be required to complete GDPR/DPA on-line training to help ensure the Cathedral handles all personal and contractual data entrusted to it in a proper and legal manner.

For this role GDPR training to a Marketer level will be required. This training will be arranged and paid for by the Cathedral for the successful candidate.

- Other training will also be provided as required.
- The post will be subject to a three month probationary period, during which the appointment may be terminated by either party giving to the other one week's notice. Notice after the probationary period is one month by either side.
- The annual leave allowance is pro rata based on 25 days plus two 'given' days over Christmas to provide cover, and all statutory public holidays (which may need to be taken in lieu).
- The post is subject to informal and formal procedures for review and appraisal. Training and development are discussed as part of this process.

Other general terms and conditions of employment are set out in the Staff Handbook, which is issued to all Cathedral employees on appointment. A copy will be available for inspection at interview if requested.

Application process and Interview

For an informal discussion about this role please contact:

Liz Snowball,
Dean's EA, and Cathedral Office Manager.
liz.snowball@portsmouthcathedral.org.uk

Applications

To apply for either or to be considered for these roles, please send to Liz Snowball, Dean's EA and Cathedral Office Manager, through Charity Job or via email: vacancies@portsmouthcathedral.org.uk:

- a CV (no longer than two sides of A4 with minimum font size of Arial 11);
- a supporting statement (no more than two sides of A4 with a minimum font size of Arial 11) setting out how you demonstrate the essential and desirable experience and skills outlined in the person specification, what attracts you to the post and why you believe you are the right person for it;
- Recruitment Monitoring Form.

Applications must be received by 11.30 pm on Sunday 18 September 2022. Late applications will not be accepted.

Portsmouth Cathedral is an Equal Opportunities Employer and a member of Inclusive Church.

Interviews

Interviews will be held Monday 25 or Tuesday 26 September. Please let us know if that is not possible for you.

Interviews will be held in person at Portsmouth Cathedral.