

PORTSMOUTH CATHEDRAL

APPLICATION PACK

EVENTS MANAGER



Portsmouth Cathedral: a beacon and safe haven,
anchored in Jesus Christ.

WELCOME FROM DEAN ANTHONY

Dear Applicant,

Thank you for your interest in the position of Events Manager at Portsmouth Cathedral. This is an exciting as well as challenging time for the Cathedral, and the current pandemic has not prevented us from continuing to work on a renewed Vision and Strategy which was launched last September. [Cathedral Vision — Portsmouth Cathedral](#).

Underlining our commitment to grow in service to our Diocese, city and beyond while ensuring long term sustainability, we are looking for an outstanding Events Manager to lead our efforts in developing an annual programme of events to increase both our income and our profile across Portsmouth, the Isle of Wight and South-East Hampshire.

Over the past year, with the help of the Cultural Recovery Fund for Heritage, we have undertaken research and analysis to better understand the interests of those who live in our local area. These findings will be hugely important in helping the Events Manager to design events and/or collaborate with external partners to develop a programme of activities that attract more people into our historic cathedral.

With our centenary as a Cathedral coming up in 2027 it is also an opportunity to help us design signature events to mark the occasion.

I have been Dean since March 2019, and over that time have led a rebuilding of the Cathedral's staff team, and a revitalising of its Vision and Strategy. While cathedrals are about continuity and tradition, they are also about innovation, engagement, and experimentation. I want to see events in the Cathedral that not only raise money, but also challenge assumptions and break down barriers, encouraging participants who have never been to the place before. I hope that the challenge of this, the further information contained below, and our website (www.portsmouthcathedral.org.uk) will encourage you to apply for this significant new post.

If it does, or you would like to ask any questions about the role in advance of a formal application, we very much look forward to hearing from you.

With best wishes,



The Very Reverend Dr Anthony Cane
Dean of Portsmouth

INTRODUCTION TO THE ROLE

Dear Applicant,

Thank you for your interest in the role of Events Manager, which is funded for three years thanks to the Cathedral Sustainability Fund.

You would join us at an interesting time in the history of the Cathedral as we approach our centenary as a cathedral in 2027.

Our new Vision and Strategy sets out ambitious plans to increase our impact as a Cathedral and community hub whilst improving our financial sustainability through commercial events and fundraising. We are a small, but dedicated team who are committed to both honouring our history and building on that base to be an even stronger and more vibrant cathedral for Portsmouth post Covid-19.

This new role of Events Manager is central to us achieving our plans as we create a programme of annual events that will raise our profile, raise income or indeed both, at the same time! You will work closely with colleagues here at the Cathedral including our new Visitor Experience and Volunteer Manager for which recruitment is currently underway.

We are looking for a person with the leadership skills and vision to help us to transform this aspect of our activities. You will lead on streamlining how we manage our events/diary, work with external partners to develop an annual programme of activities and work to deliver amazing in-house events. It is a hands-on job too so you will directly manage activities and work with other staff and our marvellous volunteers to design and execute events that will engage our existing congregation and a wider audience.

I have been COO of the Cathedral for two years now and over that time I have led significant changes across all facets of our operations. I'm looking for a new member of that team to help us to continue to transform our Vision into a reality. Come join us.

For an informal conversation about the post, please do not hesitate to contact me on richard.abraham@portsmoutcathedral.org.uk



Richard Abraham
Chief Operating Officer (Chapter Clerk)

Events Manager

Job description

Reports to:	Chief Operating Officer
Direct Reports:	Cathedral Volunteers and contracted staff (if required)
Indirect Reports	Internal and external partners, agencies, and suppliers
Location of Role:	Under usual circumstances, the role is primarily based at Portsmouth Cathedral, but may require some travel. Some home working arrangements will be considered.
Number of hours/week:	35 hours per week
Contract:	Three year fixed term contract

Job purpose

- Development and delivery of a high-quality programme of annual events in Portsmouth Cathedral and its precincts, raising the profile of the Cathedral and generating increased income to support its mission.
- Management, support, recruitment, induction, and training of volunteers related to the planning and running of events (with support from the Visitor Experience and Volunteer Manager)
- The incumbent may be a Licensee for the Cathedral

Key internal relationships

- Strategic Tier
 - Dean
 - Chapter
 - Canon Chancellor
 - Canon Precentor
- Operational Tier
 - Visitor Experience and Volunteer Manager
 - Office Manager/Dean's EA
 - Finance Officer
 - Shop Manager
 - Head of Fundraising and Events
 - Digital Marketing Manager
 - Head Verger and Assistant Verger
 - Cathedral volunteers including the Head Guide, Welcomers and Guides, and all other volunteers
 - Cathedral staff

Key responsibilities

- Develop and implement annual programme of events in the Cathedral and its precincts
- Be responsible for the end-to-end process of booking
- Be responsible for the management of the Cathedral and precincts diary
- Be responsible for the management of the weekly operations meeting
- Be responsible for setting up the Cathedral and its precincts for paid and non-paid events excluding religious events and the work led by the Visitor Experience and Volunteer Manager
- Be responsible for developing a marketing and communications plan to advertise the Cathedral and its precincts as a venue (marketing support will be provided by the Digital Marketing Manager)
- Develop and manage relationship with external suppliers including developing a roster of approved suppliers where appropriate (e.g. catering, sound, lighting, etc)
- Be responsible for developing on-line booking and automatic invoicing capability for the Cathedral (with the Digital Marketing Manager and Finance Officer, respectively)

Application Pack Events Manager

- Monitor and report on KPIs including numbers per event, profit/loss
- Devise and deliver a system for receiving visitor feedback and implementing learnings
- Work with the Head of Fundraising and Events to increase visitor donations
- Work with the Shop Manager to increase sales in the Cathedral shop related to events
- Manage the Events budget with associated budgets per event and annual targets
- Be responsible for conducting Risk Assessments for any activities relating to events
- Support and feed into the work of the Visitor Experience and Volunteer Manager in creating, reviewing, and delivering an induction programme for volunteers and paid staff (contract and permanent) who work on events
- Work with the Visitor Experience and Volunteer Manager to create, review, and implement a programme of volunteer training in the area of events
- Be responsible for any staff, volunteer or agency rotas associated with events
- In collaboration with others, devise and prepare for the Cathedral's centenary celebrations and projects in 2027
- Work with the Visitor Experience and Volunteer Manager to support the operational aspects of cultural (non-commercial) and volunteer-led events e.g. art exhibitions
- Work in co-operation with the Shop Manager on shop volunteers and opening times
- Be fully aware of the operational aspects of the Cathedral Shop including equipment
- Manage any future Events apprenticeships or work placements/experience at the Cathedral
- Work will include the delivery of events for children, families and vulnerable adults
- Undertake whatever other tasks the Chapter might reasonably expect

Person Specification

Essential experience and skills:

- Minimum three years' experience in a events role
- Experience of managing volunteers
- Experience of delivering training
- Experience of team and partnership working
- Excellent written and verbal communication skills
- Excellent organisational skills
- Excellent IT skills

Desirable experience

- Working in the not-for-profit sector
- Familiarity with the Church of England
- Background in heritage interpretation
- Experience of managing budgets

Personal qualities:

- Excellent interpersonal skills, in particular warmth, tact, diplomacy, discretion, and imagination
- In sympathy with the ethos and aims of the Cathedral as a Christian organisation
- Highly collaborative
- Innovative
- Entrepreneurial
- Ability to lift and carry furniture, climb stairs, walk and stand unaided for significant periods of time. A good head for heights
- At ease when working at a senior level and with the general public
- Committed to equal opportunities and inclusivity
- Committed to upholding the highest standards of safeguarding practice

TERMS AND CONDITIONS OF APPOINTMENT

- **Hours.** This is a 36-month contracted post of 35 hours per week normally worked over five days Monday to Friday, but work will regularly include evenings, weekends, and public holidays to fulfil operational requirements.
- **Salary.** The salary is in the range of £25,000-£28,000 depending on skills and experience.
- **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.

DBS Checks	Required	Renewal Required
Enhanced Disclosure and Barring Service check required	YES	YES
Safeguarding Training and Development	Required	Renewal Required
Basic Awareness – E-learning	YES	n/a
Foundation – E-learning	YES	n/a
Briefing session on children and adults	YES	n/a

- **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.

Training	Required	Renewal Required
GDPR – Core	No	n/a
GDPR - Foundation	No	n/a
GDPR - Marketer	No	n/a
GDPR - Practitioner	YES	n/a
GDPR - HR Professionals	No	n/a
GDPR – Board	No	n/a

- **First Aid Training** and 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 two months by either side.

- The annual leave allowance is 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:

- Richard Abraham
richard.abraham@portsmouthcathedral.org.uk

For any questions regarding the application process please contact:

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

Applications

To apply for the role of Events Manager, please send a completed application form, Recruitment Monitoring Form, and covering letter setting out what attracts you to the post and why you believe you are the right person for it to Liz Snowball, Dean's EA, and Cathedral Office Manager, vacancies@portsmouthcathedral.org.uk.

Applications must be received by 11.00pm on Sunday, 24th October 2021. Late applications will not be accepted.

Portsmouth Cathedral is an Equal Opportunities Employer.

Interviews

Interviews will be held during the week commencing 1st of November 2021. It is anticipated that interviews will be held in person at Portsmouth Cathedral, government Covid regulations permitting.