

Development Office Administrator

Application Pack August 2021



Who We Are



About the Cathedral

Set in the medieval heart of this glorious city, Wells is the earliest English Cathedral built in the Gothic style. The Cathedral has an international reputation and is the recipient of several Tourism Excellence Awards. Known as England's most poetic Cathedral, Wells has deservedly gained an enviable reputation for its lovingly maintained Gothic architecture, its world class music, and its Ministry of Welcome to some 290,000 visitors each year as well as the 150,000 or so people, drawn from local, national and international audiences, who come to the Cathedral for services, concerts, lectures and a wide range of other special events and activities.

Situated on the edge of the Mendip Hills in the County of Somerset, Wells is one of England's most beautiful and compact cities, built around the beautiful Cathedral of St Andrew. Its picturesque surroundings include a charming market square and high street, the Bishop's Palace and the magnificent Vicars' Close, the UK's oldest medieval street still used for its original purpose.

Underpinning the life, worship and ministry of the Cathedral is a diverse organisation where a lot is achieved with modest resources. It oversees and delivers a broad and diverse tapestry of activities which includes a world

class choir, a works and estates department, a team of virgers, a library and archives, a programme of education, learning and outreach, finance, HR and administration functions, volunteer management and trading companies. Funds to support the Cathedral as a place of worship and mission (involving maintaining our buildings, supporting those in liturgical roles, clergy, musicians and lay staff, and enabling the Cathedral buildings to be open to all every day of the year) come from a variety of sources. These include congregational giving, legacies, income from visitors, sums generated by trading activities, income from investments and property, donations from fundraising appeals by individuals, trusts and foundations, as well as through the generous support of the Friends of Wells Cathedral, the Wells Cathedral Trust, the Wells Cathedral Preservation Trust and the Wells Cathedral Chorister Trust.

How we are governed

The Chapter is the governing body of the Cathedral and, with the College of Canons and the Cathedral Council, currently forms the "body corporate" of the Cathedral. The Chapter sets the strategic direction for the Cathedral, and orders its worship and mission. It also has responsibility for care and maintenance for the Cathedral and its estate. Chapter meets formally 11 times a year.

About the Development Department



Wells Cathedral has embarked on an exciting and ambitious phase of development. The upkeep, renewal and development of the Cathedral's estate - its extraordinarily beautiful buildings, grounds and gardens - are all part of our vision to provide the very best facilities, environment and resources in which all visitors can admire the Cathedral's magnificent architecture; marvel at its exceedingly rich historical and cultural tapestry; enjoy the world-class choral music; participate in the outstanding education and outreach programmes or simply pause for a quiet moment of contemplation and spiritual reflection in this treasured sacred place of prayer and worship.

Major projects in the foreseeable future include the "opening up" of Vicars' Close as part of the heritage offer, a project that is as much about interpretation as it is about conservation; the replacement or refurbishment of the Cathedral organ and the conservation of the West Front.

Job Description

Post

Development Office Administrator

Key purpose of post

To deliver administrative support to the Development Office including managing the Cathedral's new donor database and donor communications.

Location

Wells Cathedral, Cathedral Green, Wells, BA5 2UE

Reporting to

The Development Director

Hours of Work

14hrs per week



Main Duties and Responsibilities

- Assist with daily administrative duties and completes a broad variety of administrative tasks that include managing the Development Office database; composing and preparing correspondence; arranging travel plans, and compiling documents for meetings.
- Takes minutes for meetings as needed.
- Manage the design, preparation and distribution of the Development Office marketing material (leaflets, posters and signage for the Cathedral entrance) in line with the department marketing and communications strategy
- Manage the design and preparation of Development Office e-updates for donors, staff and volunteers
- Assists with the preparation of documentation for grant applications and compilation of evaluation reports for existing grants
- Issue invitations, manages response and organises the practical elements of Development Office events, as needed.
- Any other duties as may reasonably be required.

Person Specification



Qualifications and Experience

Essential

- Experience of providing an administrative service
- An understanding of the aims of a Development Office
- Familiarity and adept usage of IT databases and Microsoft Office applications

Desirable

- A working knowledge of the Church of England

Skills and Abilities

Essential

- Good time management skills
- Excellent communication skills both written and oral
- Ability to develop positive working relationships with all levels within the organisation
- Ability to prioritise workload to meet deadlines and work under pressure

Work-Related Personal Qualities

Essential

- Positive, optimistic, 'can do' attitude
- Flexible attitude to work (due to the nature of the work, some extended hours working may be required but this should be minimal and will have advance notice)

Main Terms and Conditions of Employment



Hours of Work

14 hours per week.

Salary

£8,000 per annum (£20,000 per annum FTE) subject to annual review, payable on 24th of the month, or the earliest and nearest working day thereto.

Pension

Defined Contribution Scheme. Contributions as % of salary:

Age	Employee	Employer
<50	3%	5%
50-55	4%	8%
>55	5%	10%

Holiday

Five working weeks inclusive of bank holidays. The holiday year runs from 1 January to 31 December.

Discount

A discount of 10% is available from the Cathedral Shop and Café.

Expenses

All reasonable working expenses will be met in line with Cathedral policy.

Professional Development

The Cathedral does consider applications to fund or part-fund appropriate professional qualifications and may pay the membership for a professional body, subject to specific agreement.

Probation

This post will be subject to a probationary period of 6 months.

Applications

How to Apply

Applications must be received by **midnight on Sunday 01 August 2021**.

Application forms, with a covering letter no more than one side of A4 describing what attracts you to this role should be returned to Human Resources, either by post to **Wells Cathedral Offices, Chain Gate, Cathedral Green, Wells, Somerset. BA5 2UE**, or by email to **recruitment@wellscathedral.uk.net**

Shortlisting

Short listing will take place on **Monday 02 August 2021**.

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. All applicants will be notified of the outcome of the shortlisting process.

Selection Process

Interviews will take place in the Cathedral Offices, Wells on **Tuesday 10 August 2021**.

Further details regarding the selection process will be communicated at the time applicants are invited for interview. The appointment will be subject to satisfactory references.

Queries

We hope you find this pack provides all the information you need in order to consider your application for this post. If, however, you have any further questions please contact the Development Director, Jonathan Sawyer at **jonathan.sawyer@wellscathedral.uk.net** or by calling **01749 832214**.



Wells Cathedral is committed to the safeguarding and protection of children, young people and adults. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles.

This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our Cathedral, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the Cathedral website.

All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation within the Data Protection Act 2018.



Discover more online at
wellscathedral.org.uk



Images courtesy of Iain MacLeod-Jones, Jason Bryant, and Jason Budd