



WELLS
CATHEDRAL

Liturgy Assistant

Information Pack *August 2022*



Contents

3	Introduction
4	About Us
6	Job Description
7	Person Specification
8	Main Terms & Conditions
9	How to Apply
10	Safeguarding



Introduction

Dear Candidate,

Thank you for your interest in this post.

Wells Cathedral is many things to many people, but worship, and the music which adorns it, is its primary function.

Wells Cathedral strives for worship which engages anyone and everyone, regardless of religious affiliation. The Liturgy Assistant is key to realising this aim, by preparing and enabling that engagement. Ideally, you will have some interest in this work, and take pride in preparing things well and accurately.

If you think this might be for you, we would love to hear from you.



The Reverend Canon Nicholas Jepson-Biddle
Precentor



About Us

“The best example to be found in the whole world of a secular church with its subordinate buildings.”

- Percy Dearmer, 1897

“Its sculpted west front glows incomparably in the sunset, its giant scissor arches uplift its crossing, and its column capitals offer an encyclopedia of medieval life. Wells also boasts the most serene chapter house anywhere.”

- Simon Jenkins
Ranked #1 English Cathedral, 2019

The City of Wells

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, Europe's oldest continuously inhabited street.

The Cathedral

Wells Cathedral deservedly has gained an enviable reputation for its lovingly maintained Gothic architecture, its world-class music, and its ministry of Welcome to some 300,000 visitors each year, as well as around 150,000 people who come to the cathedral for services, concerts, and lectures.

Underpinning the life, worship, and ministry of the Cathedral is a diverse organisation where a lot is achieved with modest resources. It oversees a diverse tapestry of activity: a world class music foundation; a works and estates department; a team of virgers; the Cathedral library and archives; a programme of education, learning, and outreach; finance, HR, and administrative functions; volunteer management; and trading companies.

The Chapter is the governing body of the Cathedral and, with The College of Canons and the Cathedral Council, forms the “body corporate” of the Cathedral. The Chapter sets the strategic direction for the Cathedral and orders its worship and mission. It has responsibility for care and maintenance of the Cathedral and its estate, as well as ensuring the Cathedral has the resources it needs for a sustainable future.

Further details may be found on the Cathedrals website:
www.wellscathedral.org.uk



Job Description

Post	Liturgy Assistant
Key Purpose of Post	To assist with the administrative work associated with the Cathedral's worship. The Liturgy Assistant works closely with the Precentor of the Cathedral, who has overall responsibility for the Liturgy (worship) and Music of Wells Cathedral.
Location	Cathedral Offices, Chain Gate, Cathedral Green, Wells. BA5 2UE
Reporting to	The Precentor
Employment type	Part-time, permanent
Main Duties and Responsibilities	<ul style="list-style-type: none"> • To assist the Precentor with the provision of the Cathedral's liturgy (worship) throughout the year, with Christmas and Easter being the busiest periods • To manage the main rotas of Worship Assistants • To compile and produce the weekly Sunday Orders of Service (including relevant Cathedral notices and advertisements), as well as Orders of Service for Festal Eucharists, Baptisms, Weddings, and Funerals • To assist in arranging special services in the Cathedral, producing and printing (internally or externally) Orders of Service as required • To build up a liturgical database for future use <p><i>Continued overleaf</i></p>



Continued

- To arrange and attend planning meetings as necessary for services in the Cathedral and to prepare planning notes
- To work closely with the Music and Administration Departments
- To prepare the monthly Services and Music List for the input of others, and to print and distribute when completed
- To ensure the regular reporting of the use of copyright hymns to the CCLI/OneLicense as appropriate
- To answer the telephone, receive visitors to the office and assist in general office tasks as necessary
- To undertake as requested any other duties as may reasonably be expected





Person Specification

Qualifications and Experience

Essential

- Experience providing administrative support
- Educated to A-level or equivalent
- Knowledge of the worship and liturgy of the Church of England

Skills and Abilities

Essential

- The ability to plan and prioritise work
- Strong familiarity with and competence in Microsoft Office and web-based software (i.e. calendars, team management)
- The ability to communicate in a clear, concise manner, both verbally and in writing
- The ability to work as part of a team and with own initiative as required
- The ability to proofread

Desirable

- An eye for detail
- Ability to design and produce quality posters and advertisements
- Some familiarity with graphic design software and/or image manipulation

Work-related Personal Qualities

Essential

- Self-organised; a structured and methodical working approach
- To be in sympathy with the Cathedral's Christian mission and the values of the Church of England
- To act with integrity and honesty
- Able to deal with ambiguity and last-minute deadlines with humour and goodwill



Main Terms & Conditions

Hours of Work	Part-time, Permanent; Up to 15 hours per week, Monday to Friday (afternoons preferable)												
Remuneration	£9,056 per annum (£21,130 FTE)												
Parking	Parking space is available in the Cathedral car park												
Holiday	Five working weeks per calendar year plus bank holidays, each pro rata with hours worked. The holiday year runs from 1 January to 31 December.												
Pension	Option to join the defined contribution scheme. Contributions as % of salary: <table> <thead> <tr> <th><i>Age</i></th> <th><i>Employee</i></th> <th><i>Employer</i></th> </tr> </thead> <tbody> <tr> <td><50</td> <td>3%</td> <td>5%</td> </tr> <tr> <td>50-55</td> <td>4%</td> <td>8%</td> </tr> <tr> <td>>55</td> <td>5%</td> <td>10%</td> </tr> </tbody> </table>	<i>Age</i>	<i>Employee</i>	<i>Employer</i>	<50	3%	5%	50-55	4%	8%	>55	5%	10%
<i>Age</i>	<i>Employee</i>	<i>Employer</i>											
<50	3%	5%											
50-55	4%	8%											
>55	5%	10%											
Location	The Cathedral, Wells												
Expenses	All reasonable working expenses will be met in line with Cathedral policy												
Discount	10% discount on full price items in the Cathedral's Shop and Café												
Probation	This post will be subject to a probationary period of 6 months												



How to Apply

Applications Applications must be received by midday on **Thursday 25 August 2022**.

A completed [Application Form](#) and [Equal Opportunities Monitoring Form](#) should be returned to the Human Resources Administrator by email: **recruitment@wellscathedral.org.uk**.

Shortlisting Shortlisting will take place on **Tuesday 30 August 2022**.

Applications will be reviewed on a rolling basis, and suitable candidates may be invited to interview, and an appointment made before the closing date.

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. Information provided on the application form will be viewed by HR, the recruiting manager and interview panel. All applicants will be notified of the outcome of the shortlisting process.

Selection process Interviews will take place in **Wednesday 7 September 2022**.

Further details about final interviews will be communicated at the time, recognising the impact of Covid-19 restrictions which may be in place. The role will be subject to satisfactory references and a satisfactory DBS check.

Further information We hope you find this pack provides all the information you need in order to consider your application for this post.

If you have any questions or would like an informal conversation about the post, please get in touch with the recruitment team by email: **recruitment@wellscathedral.org.uk**



Safeguarding

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 Churches, positions of respect, responsibility, or authority where they are trusted by others; and
- Adhere to safer recruitment legislation, guidance, and standards.

Further information can be found in our Safeguarding Policy available on the Cathedral website: wellscathedral.org.uk

All applicants are required to complete a Confidential Declaration Form as part of our recruitment process. 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.