Application pack for part-time Secretary of The Friends of Norwich Cathedral
April 2018
Dear Applicant

SECRETARY (PART-TIME, 20 HOURS PER WEEK, OVER 4 REGULAR DAYS)

Thank you for your interest in the part-time post of Secretary to the Friends of Norwich Cathedral.

As part of the application pack, I am pleased to enclose the following:

- Background information to Norwich Cathedral
- Information about the Friends of Norwich Cathedral and the post
- Job Description
- Person Specification
- Terms and Conditions
- Application Form

The closing date for applications is noon on Friday 20 April 2018. Interviews will be held on Friday 11 May 2018.

If you would like to discuss the post before you apply and/or visit the Cathedral, please do not hesitate to contact me on 01603 218317 to make an appointment. Please note that I will be away from the Office 10-17 April.

I look forward to receiving your completed application form in due course.

Yours sincerely

Mrs Rosie Footit
Secretary to the Friends of Norwich Cathedral
65 The Close, Norwich NR1 4DH
Email: friends@cathedral.org.uk
Background information to Norwich Cathedral

The Cathedral Church of the Holy and Undivided Trinity of Norwich has stood for 900 years as a beacon of faith and hope for the people of Norfolk. It has had different functions in different ages, and yet its purpose remains unchanged: witnessing to the constancy of God's love for each of us in Christ, and offering a perspective on the world that each generation inhabits.

Construction of the Cathedral began in 1096 and a monastic community was established based on the rigorous Rule of St Benedict. The monks and lay brothers lived and worked in buildings clustered around the cloisters, and worshipped day and night in the Cathedral Church. They were to offer unrestricted hospitality to pilgrims and those who came for help and advice. They were to be men of learning, offering their knowledge and their skills in the service of the wider community.

Those same Benedictine principles apply today and shape the vision for the future. Worship continues every day, both in large services and also in the prayers of individual visitors. Our award-winning Refectory Restaurant has been built on the site of the original monastic dining hall and our Hostry Visitor and Education Centre on the site of the original Hostry guest hall. Both were designed by Sir Michael Hopkins and opened by HM The Queen in 2010.

In April 2015, the Dean and Chapter launched its Strategic Plan. This sets down the aims and aspirations for the next five years. The Dean’s introduction gave a clear focus for our work:

“As we look to the years ahead, our focus will continue to be upon the worship of God and the service of His people – the people of the Diocese, the city and the wider community in East Anglia. In this five year strategic vision we pledge ourselves to making the very best use of our wonderful buildings to achieve the following:

· To enhance the experience of visitors and pilgrims.
· To provide imaginative space for music, theatre and the celebration of the arts, business and science.
· To draw people to a place where they can exchange ideas in an atmosphere of openness and mutual respect.
· To enable adults and children who come through our doors to discover the richness of the Gospel and its relevance to their daily lives.
· To engage with the Diocesan vision for growth in discipleship, spirituality and the number of people regularly worshipping in our Churches.
· To live by our core values.”

The Cathedral continues to do what it has always done. It provides the opportunity for personal reflection and prayer; it connects us with the wider Church on earth and in heaven; it provides a focus for the Diocese of Norwich; it offers opportunities for celebration, learning and discovery. The Benedictine principles inform our Mission Statement:

Norwich Cathedral is a Christian presence at the heart of Norfolk

A place where all are welcome
A place to share learning
A place to grow in holiness
The Post of Friends' Secretary and Further Background Information about the Friends

The post of part-time Secretary will become vacant following the retirement of the present post holder, who has been the position for the past 13 years.

The Friends of Norwich Cathedral is an independent charity (Reg.No.249460) which operates alongside the Dean and Chapter of Norwich Cathedral as a network of people who wish to be associated with the Cathedral, and to support it both financially and practically. At present, there are about 2700 Friends, many of whom live in Norwich and worship/volunteer at the Cathedral, while others live throughout Norfolk and further afield, including some overseas. The object of the Charity is to support the Dean and Chapter with the maintenance and repairs of Norwich Cathedral, as well as contributing to new projects. Over the years, the Friends have supported many projects including the building of the new Refectory and Hostry and, more recently, the re-lighting of the Cathedral. The Dean and Chapter have recently launched a Music Appeal, and the Friends are actively involved in this. Membership of the Friends gives some benefits, e.g. discounts in the Cathedral Shop and Refectory, free parking in The Close on Saturdays, and a twice yearly Annual Report and Newsletter.

The Office is self-contained but adjacent to the main Chapter Office where there are all the usual office facilities, to which the Friends’ Secretary has access.

The Friends’ Secretary is affiliated with the rest of the Cathedral staff; he/she is included on staff distribution lists, as well as attending Diary meetings on a regular basis, and joins in with all social activities.

The Friends’ Secretary is responsible to the Chairman of the Friends’ Council and to the Treasurer of the Council for all matters regarding finance. The Friends’ Council is the governing body of the Charity, and numbers about 18 people, some of whom are elected, others chosen to represent the Chapter, and some who are ex-officio. The Friends Council meets 5/6 times a year including the Annual Meeting. The Secretary is fully involved in these meetings. Sub committees of the Council include Events, Card and Membership Committees, whose members are all volunteers, and the Secretary will attend all of these and carry out any necessary actions.

How to Apply for this Vacancy

Please complete the application form supplied. Your application will be assessed according to your fit against the Person Specification. Remember that you can include not only experience gained in paid employment or self-employment, but also relevant experience and skills gained in voluntary work, domestic/family duties, etc. We cannot consider a CV as an application, although supporting materials can be accepted.

We actively encourage submission of this application by e-mail. If you are completing the application form on paper, please use black ink to help us photocopy it; add whatever supplementary forms you see fit.

Applications, accompanied by a covering letter, should be addressed to: Lord MacGregor, Chairman of the Friends of Norwich Cathedral, 65 The Close, Norwich, NR1 4DH or by email to friends@cathedral.org.uk

The closing date for applications is noon on Friday 20 April 2018.

Interviews

Interviews will take place on Friday May 11 2018 and will consist of an introduction to the Friends and the post of Secretary, a tour of the Cathedral and its offices, an opportunity to meet Council Members, and a formal interview. Candidates will be asked to carry out a couple of short tests.

Short-listing will take place in the week commencing 30 April 2018 and candidates who are selected for interview will be notified by e-mail and telephone.
**JOB DESCRIPTION**

**Job Title**  Secretary to the Friends of Norwich Cathedral

**Reporting to**  The Chairman and Treasurer of the Friends’ Council

**Line Manager**  Treasurer of the Friends’ Council

**Job Summary**

The successful applicant’s principal duties will be:

1. **To manage all aspects of Friends memberships.** These include:
   - Receiving and recording all incoming money on a database
   - Reconciliation of accounts with bank statements
   - Applying for Gift Aid as appropriate
   - Chasing up unpaid subscriptions
   - Keeping all aspects of the Membership database up to date, including postal and email addresses

2. **To oversee Council Meetings** including:
   - Arranging with key members of the Council dates for meetings (usually in Oct/Nov for the following year), and booking rooms for same
   - Liaising with the Chairman prior to all meetings to discuss the agenda
   - Informing the Treasurer of current financial situation, and producing up to date schedules of same
   - Distributing agendas, financial schedules etc. to Council members; recording Minutes of the meetings, and distributing same
   - Acting on any decisions made, including financial ones.

3. **To make all necessary arrangements for the Annual Meeting**, including being aware of election of Council Members/expiry of terms of office, preparation of all necessary reports, and taking Minutes of same.

4. **To be aware of the Friends finances at all times.** This includes:
   - Preparing schedules showing current commitments
   - Preparing budget schedules for future time periods
   - Ensuring that there is sufficient money in the accounts to meet outgoing commitments
   - Checking all invoices, and arranging payment of same
   - Transferring money between bank accounts
   - Alerting the Treasurer as to when investments, etc. will mature
   - Referring to the Treasurer re. legacies received, and ensuring that appropriate investments are carried out
   - Keeping all financial records in place and up to date for annual audit by independent accountants.
   - Undertaking the on-line payroll system.

5. **To produce the Annual Report and Autumn Newsletter.** This includes:
   - Preparing the content/photographs for annual report, including accounts, reports, interviews etc.
   - Liaising with a graphic designer to set out content for printing
   - Arranging printing
   - Co-ordinating volunteers to help with stuffing and mailing, and hand-delivering.

6. **To oversee the design and production of all publicity**, including leaflets, posters, application forms, membership cards etc.
7. To attend meetings of the **Events Committee**, and contribute as appropriate. This is currently a group of 8 people, chaired by a volunteer Chairman. The Events Committee arrange a number of activities for the Friends including lectures, outings, walks, evening tours of the Cathedral etc. The Secretary is generally responsible for:

- Producing a detailed leaflet outlining the programme of events, twice yearly, and distributing same
- Liaising with lecturers and supplying with details re. time/venue etc.
- Introducing the lecturers, and arranging payment of any fees/expenses.
- Liaising with coach companies, and booking same
- Booking venues/restaurants as appropriate
- Booking venue for lecturers, and liaising with same to make all arrangements
- Designing and printing tickets
- Receiving money for events and distributing tickets
- Accompanying the party on outings etc. (this may involve an early start/late return)

8. To attend meetings, and contribute at meetings of the **Card Committee**, and carry out decisions made. This involves:

- Sourcing new designs, in conjunction with other members of the Committee, and deciding which cards have commercial appeal
- Producing a leaflet showing the current designs for Christmas and greetings cards, to be sent out with the Autumn Newsletter
- Arranging with printers for the production of cards
- Liaising with Cathedral Shop re stock, also *Cards for Good Causes* and *Original Christmas Card shop*; taking cards up to shops and replenishing as necessary
- Packing Christmas cards and sending same by post
- Keeping close control of stock, and accounting for all purchases/sales.

9. To liaise with the Estates Department re **Saturday parking applications**

10. The Secretary normally attends Heads of Department meetings, Diary Meetings and Staff briefings, along with other members of the Cathedral staff. The Chapter Steward and the Finance Manager, in particular, are in close touch with the Secretary. The Secretary should respond to any requests from the Dean and Chapter e.g. to send out an additional mailing, set up a stall at, say, an Open Evening, etc.

**Person Specification**

The person appointed should:

1. Be aware of, and committed to, Norwich Cathedral’s aims and values. A good working knowledge of the Church of England and its structures is helpful
2. Have excellent IT skills, including Microsoft Office and Excel
3. Be experienced in a secretarial/administrative role and be adept at minute taking
4. Be experienced in handling confidential information with respect and diplomacy
5. Be able to work on his/her own, take decisions, and supervise volunteers as necessary
6. Have knowledge of social media, and how best this can be used
7. Have a working knowledge of accounting, banking etc.
8. Have interpersonal skills, including the demonstrable ability to relate appropriately to a wide range of people, and be confident in speaking in public (e.g. introducing lecturers).
9. Be flexible. The Office opens directly onto the Cathedral car park, and there are frequent interruptions from visitors seeking information/collecting tickets etc.
10. Be able to compose/edit articles. The Annual Report and Autumn Newsletter require a certain standard of journalistic expertise and writing ability; rigorous proof reading is essential.
11. Be a car-driver (useful, but not essential).
<table>
<thead>
<tr>
<th>Terms and conditions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Post</strong></td>
<td>Part-time Secretary to the Friends of Norwich Cathedral</td>
</tr>
<tr>
<td><strong>Contract</strong></td>
<td>Permanent</td>
</tr>
<tr>
<td><strong>Salary</strong></td>
<td>£13,150 (full time equivalent £23,012)</td>
</tr>
<tr>
<td><strong>Holidays</strong></td>
<td>18 working days’ paid holiday per year, together with all usual Bank and public holidays (full time equivalent 23 days).</td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td>20 hours over four regular days, 9.30 – 3.30 including an unpaid lunch hour. Due to the nature of the post, the post-holder may be required to be flexible in the normal starting and finishing times to meet operational needs. Further, there is an expectation that the post-holder will be required to work occasional evenings and weekends.</td>
</tr>
<tr>
<td><strong>Probation</strong></td>
<td>The post is subject to a probationary period of three months. On completion, and unless otherwise extended, the position will become permanent and subject to three month’s notice of termination of employment on either side.</td>
</tr>
<tr>
<td><strong>Place of work</strong></td>
<td>The Friends Office, 65 The Close, Norwich NR1 4DH.</td>
</tr>
<tr>
<td><strong>Pension</strong></td>
<td>The Friends of Norwich Cathedral offers a pension scheme consistent with pension auto-enrolment.</td>
</tr>
<tr>
<td><strong>Smoking</strong></td>
<td>The Cathedral operates a no smoking policy.</td>
</tr>
<tr>
<td><strong>Medical</strong></td>
<td>Successful candidates will be required to complete a medical questionnaire.</td>
</tr>
<tr>
<td><strong>Equal Opportunities</strong></td>
<td>The Cathedral and the Friends of Norwich Cathedral operate an equal opportunities policy.</td>
</tr>
<tr>
<td><strong>DBS</strong></td>
<td>Norwich Cathedral and the Friends of Norwich Cathedral are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and all applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure &amp; Barring Service.</td>
</tr>
</tbody>
</table>