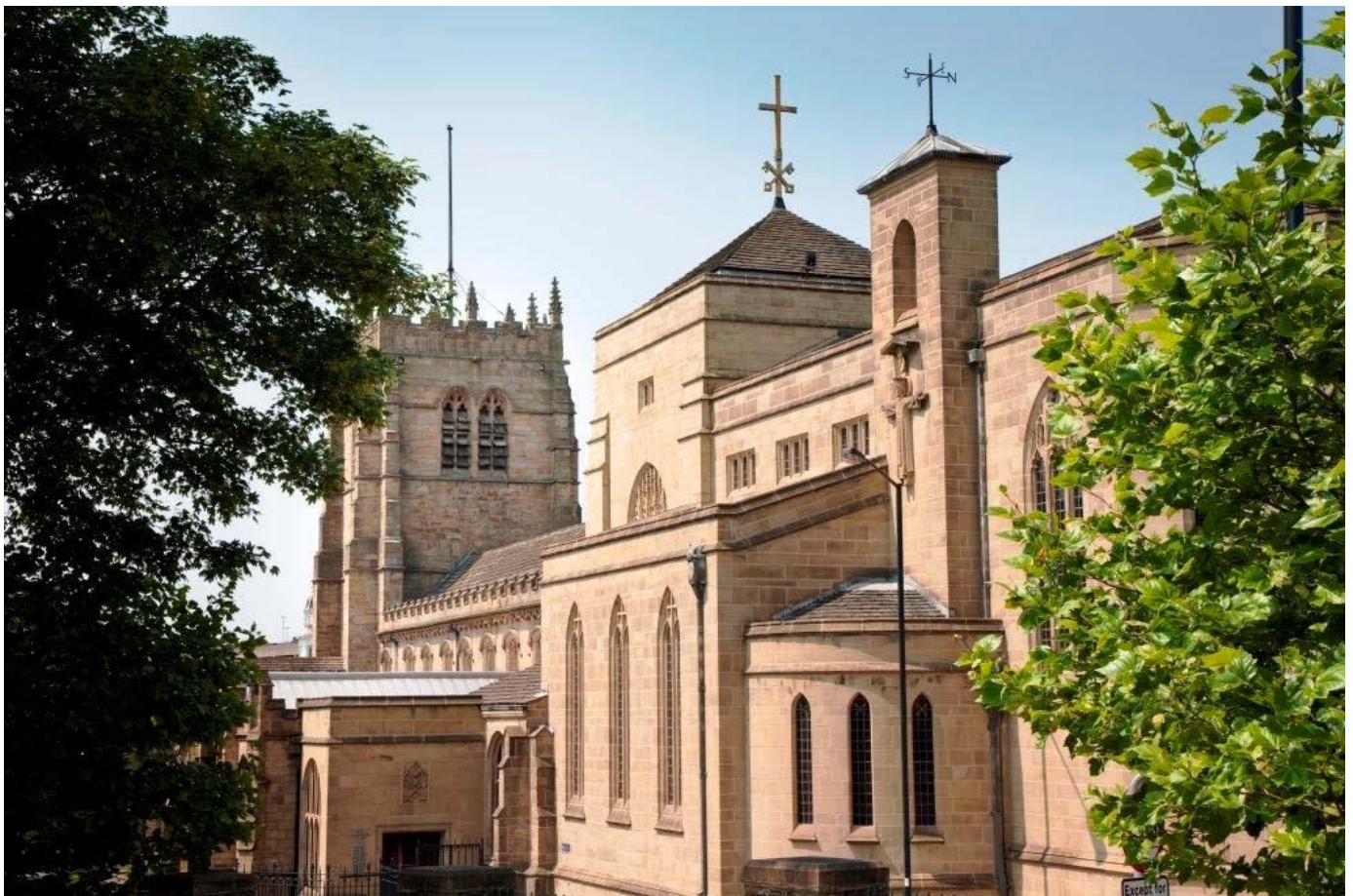




**Hospitality Faithfulness Wholeness**

# **Director of Education & Visitors**



 **THE CHURCH  
OF ENGLAND**

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Diocese of Leeds



## **An introduction by the Dean**

Thank you very much for showing your interest in this post at Bradford Cathedral.

One of our core values is Hospitality and this post is key for us in responding to that priority.

We are a cathedral for the whole community in this part of West Yorkshire. Welcoming schools, other faiths, civic visitors, historians, tourists, those who attend special services and events, worshipers, the vulnerable, occasional visitors... the list grows and grows. This is, in many ways, an outward facing post that is concerned to offer the best that we can to those who come to us.

Education and Visitors is at a critical and exciting time as we look to develop the work with new posts. We are moving from one person to a department in order to do something new.

You will need to have loads of energy, initiative and a passion for the Cathedral. With personal values that are aligned to those of the Cathedral, you will take responsibility for the development of this work, the management of people and the necessary outreach to the community.

As a post it is critically important for the growth of this cathedral.

You will be able to demonstrate your

- Educational leadership and development in a Christian context
- Successful track record of delivering educational and visitor programmes
- Ability to develop the visitor experience to various audiences including all faiths and none
- Skills in leading a team of staff and volunteers

Should you wish to have a confidential discussion about this role, please email Gill Davis on [gillian.davis@bradfordcathedral.org](mailto:gillian.davis@bradfordcathedral.org) to arrange a conversation.

With my prayers and best wishes

The Very Reverend Jerry Lepine  
Dean of Bradford

# Role Responsibility

To lead and manage the Education and Visitors Department in order to grow the Cathedral's mission to care for all educational groups and visitors, with particular emphasis on teaching, training and spiritual development.

Responsible to:	Chief Operations Officer
Line management:	Chief Operations Officer
Responsible for:	Education & Visitors Assistant Heritage Education Assistant Volunteer guides Volunteer Welcomers Education volunteers

## Key Responsibilities:

### 1. Strategic Leadership

- Ensure the effective implementation of the Cathedral's strategic goals and successfully deliver departmental outcomes through effective performance management.
- Lead on the delivery of the Cathedral Strategy as it pertains to the Education and Visitors Department.
- Work with the Director of Finance to develop the departmental budget and work within the agreed budget.
- Manage the education and visitor element of the World War One memorial bells HLF funded project, and other educational projects as they develop in the future.

### 2. Education

- Manage and be actively involved in the design, delivery and evaluation of all formal and informal learning activities within the Cathedral.
- Deliver a sustainable formal learning offer for schools, Further Education and Higher Education providers which meets their needs, including special events and projects.
- Deliver opportunities for informal learning for adult learners, families and young people.
- Keep up to date with curriculum developments, government requirements, standards and latest developments in learning.

### 3. Visitors

- Provide appropriate tours for booked groups of visitors.
- Interpret the Cathedral in diverse ways which are relevant to a wide range of visitors.
- Train volunteer welcomers and guides to ensure that they are supported in meeting visitor needs.
- Create or suggest events and exhibitions, in collaboration with others, to attract visitors.
- Provide written guides, information and translations to inform and support visitors.
- Provide publicity articles and deliver presentations to community groups about the cathedral.
- Connect and work with local partner organisations eg Visit Bradford.

## **4. People Development**

- Lead, manage, motivate and empower departmental staff and volunteers to realise their potential and display the values of the Cathedral through their behaviours.
- Enable good collaborative working across all departments.
- Deliver an annual programme of training opportunities for departmental staff and volunteers.
- Ensure the delivery and development of annual staff reviews and line manage departmental staff as agreed.
- Work with the Chief Operations Officer to manage the recruitment process for all new departmental staff.
- Ensure succession planning for all departmental staff.

## **5. Operations and Management**

- Manage the effective day to day operation of the department ensuring high standards and good practice permeate all aspects of its work.
- In collaboration with the Chief Operations Officer to oversee the Cathedral's fundraising as it pertains to the Education and Visitors department.
- Collaborate with the two other cathedrals in the Diocese of Leeds at Wakefield and Ripon and continue to develop synergy on all matters relating to education and visitors.
- Be an active partner in the Cathedrals' Plus network and conferences
- Continue to develop existing networks and partnerships both internally and externally and grow new ones.
- Participate in the Cathedral's public relations and media activities at a departmental level.

## **6. Governance and Administration**

- As required to produce departmental reports for Chapter.
- Ensure that Chapter policies are efficiently and effectively implemented across the department.
- Ensure the effective and efficient performance of all strategic and operational functions of the department.
- Ensure open and transparent ways of working throughout the department with good communication and engagement at all levels.

## **7. General**

- Attend such services in the Cathedral as required by Chapter.
- Ensure, in conjunction with line manager, a sustainable work/life balance with opportunities for personal, spiritual and professional development.
- And other reasonable tasks in negotiation with the line manager.

## Person Specification

The successful candidate will have:

<b>REQUIREMENTS</b>	<b>ESSENTIAL (E) DESIRABLE (D)</b>	<b>MEASURED BY: A – Application form I – Interview D – Documents R –References</b>
<b>Qualifications</b>		
Educated to degree standard or equivalent	E	A/D
Qualified Teacher Status	E	A/D
Evidence of leadership / management training	D	A/D
First Aid qualification	D	A
<b>Skills</b>		
Creativity	E	A/I
Excellent oral and written communication skills	E	A/I
Sensitivity, diplomacy and an ability to work with a wide range of people from diverse backgrounds	E	A/I
Ability to work collaboratively	E	A/I
The ability to build good relationships with organisations and individuals	E	A/I
Good ICT skills i.e. Word, Publisher and Excel	E	A/I
Proficient in the use of websites and social media	E	A/I
Ability to collate and interpret data	E	A/I
Attention to detail and in particular preparation and presentation	E	A/I
<b>Experience and Knowledge</b>		
Experience developing and delivering successful learning programmes	E	A/I
Knowledge of safeguarding procedures and a commitment to implement the cathedral safeguarding policies and procedures	E	A/I/R
Experience of managing people	E	A/I
Knowledge and understanding of learning policy and priorities	E	A/I
Ability to sensitively make the Christian faith accessible to those of different faith backgrounds and none.	E	A/I

<b>Attitudes</b>		
Honesty, integrity and strong values. The appointee needs to be able to work comfortably in a faith based organisation and be sympathetic to, and supportive of, Christian values.	E	A/I
A wholehearted commitment to the success of the Cathedral	E	I/R
Flexible and adaptable approach to working hours and outputs	E	I/R
Self-organisation and the ability to balance own workload	E	I/R
Discretion and sensitivity to others	E	A/I
Open to change and exploring new ways of working	E	A/I

## Terms and Conditions

The Director of Education and Visitors works from an office at Bradford Cathedral.  
The line manager will be the Chief Operations Officer.

The post is part-time at 30 hours per week, based on four days per week, but with flexibility for a range of working patterns. Full-time office hours are normally worked Monday to Friday between 8.30am and 5.30pm; we will agree with you a standard weekly working schedule for term time, which may vary during school holidays.

However, some events at the Cathedral may require attendance outside normal office hours (including evening or weekend).

The salary is £31,000 per annum pro rata of a 37.5 hour working week, which is £24,800 per annum.

Annual leave is pro rata of full time equivalent of 37.5 hours per week and 28 days per year plus 8 bank / public holidays. All annual leave will be taken during school holidays. In addition, the Dean has discretion to offer additional leave on a year-by-year basis. Currently, staff have been given a day off for their birthdays and up to three extra days at Christmas.

Chapter will contribute an amount equal to 5% of salary towards a Pension Scheme run by the Church of England and a further 3.5% is added from the employee's salary.

The first six months of employment will be a probationary period during which the employment may be terminated by either party on giving the other notice of one month. Thereafter notice is two months on either side.

Bradford Cathedral is committed to safeguarding and promoting the wellbeing of all people and expects all staff and volunteers to share this commitment. An offer of employment is made subject to a satisfactory completion of an HMRC Fit and Proper person declaration and a confidential safeguarding declaration. Any offer of employment is made subject to a satisfactory Enhanced Disclosure check by the DBS in line with the Cathedral's policy on safeguarding.



## How to Apply

The deadline for applications is 9.00am on Wednesday 7<sup>th</sup> March 2018.

Interviews on Tuesday 20<sup>th</sup> March 2018.

Date to start in post is 1<sup>st</sup> September 2018 or earlier if possible.

Candidates should apply by completing the application form and fostering diversity form. They should be submitted electronically to Sandra Howard, PA to the Dean, at [sandra.howard@bradfordcathedral.org](mailto:sandra.howard@bradfordcathedral.org)

Short-listing takes place on 9<sup>th</sup> March 2018. All candidates, successful or not in being short-listed will be contacted shortly thereafter. More information about the process will be sent to short-listed candidates. The process will include a formal interview as well as the opportunity for more informal conversations.



# The Cathedral

The Cathedral Church of St Peter was created in 1919 from the parish church of St Peter and St Paul in the Calverley Deanery. In 2014 it became one of three cathedrals in the newest diocese in the Church of England: Leeds, Wakefield and Ripon being the other two. The Dean is Vicar of Bradford and the Cathedral is an important focus of Christian witness in the centre of the City.

This is an inner city Cathedral in one of the poorest cities in the UK. The population of this parish is 2,256 and it ranks 480 out of 12,599, where 1 is the most deprived parish. This means that the parish is among the most deprived in the country.

The Cathedral Council, College of Canons and Chapter make up the 'body corporate' and the congregation is represented on each grouping and has its own Community Committee. We have worked hard at joining the 'body' together and the new Vision has provided us with a great tool in this regard.

In November 2014, after extensive consultation, the Chapter agreed a new Vision, including the following Purpose and Values.

## **Purpose**

To serve Jesus Christ as a vibrant community of worship and mission, enriching the City, the Diocese and further afield.

## **Values**

Hospitality, Faithfulness and Wholeness.

A number of strategic lines were discerned and in May 2015 the Chapter agreed the Strategy and work began on this ten-year plan. Currently, Chapter is reviewing the strengths and weaknesses of the strategy and has reduced the number of strategic lines from twelve to five.

The current staffing of the Cathedral comprises a healthy mixture of those who have been here for many years as well as a number of new faces. We are due to appoint a new Head Verger and Dean's PA after Easter as the current post-holders will be retiring in the summer. As a staff team we have recently agreed a Working Culture and Behaviours document, which will be developed and used.

There are 200 people on the Cathedral's electoral roll, and average attendance at the main Sunday Eucharist is about 125, including the choir. A small but growing number of young families attend the Cathedral regularly for worship, and while many of the congregation travel to the Cathedral from outside the City, we are keen to reach out to those who live in the streets around us.

The Cathedral's high-quality education work with children and young people is in a strong position, with around 2000 children coming for visits and workshops each year. The Cathedral was given a quality award from the Council for Learning Outside the Classroom in 2011 and 2013, and its education work brings in volunteers from different churches around the City to assist. Developing opportunities for children to explore their spirituality is the next stage of development for this work.

Recent years have seen the Cathedral develop its strong association with music and the arts. The Cathedral choir continues to make a significant and widely appreciated contribution to the worshipping life of the Cathedral. The Cathedral is a much-loved venue for concerts, and there is a longstanding



popular programme of weekly organ recitals as well as a monthly series of coffee concerts that has been more recently established. Artspace was formed in 2007 to promote the Cathedral as an arts venue and this initiative has led to a very successful programme of events and exhibitions. Sustaining such a busy series of events alongside an increasing number of services is a challenge, given the size of both the building and the staff team.

The work of the Cathedral's eco-group led to the Cathedral becoming the first in the country to be awarded 'Eco-congregation' status in 2010, and the first in England to install photovoltaic panels on its roof in 2011. Subsequently we have received two further eco awards and as a way of offsetting our photocopying levels have developed with the City Council a Cathedral wood on derelict land. A fair-trade stall has been running since 2007 and the Cathedral is keen to develop its commitment to just and equitable use of the world's resources.

Connections with the City and civic community are exceedingly strong with many special services both in the Cathedral and elsewhere. The Dean is developing a series of public conversations under the banner of 'Flourishing City.' These have been well received by a diverse section of the community. In addition, we host 'Faiths' events and discussions.

In 2016 Chapter opted for a policy of financial growth. This created energy and a positive result. Financially, at the moment we are in a stable position although we do not have the income or reserves of most other cathedrals. In the last year all staff on temporary contracts were put on permanent contracts. We are developing an events' programme and recently hosted a sellout concert by Jethro Tull as a fundraiser. Hard work, tight and yet wise financial management has enabled us to get into a more sound position although it is not easy to look beyond three years at a time.

A wealth of policies have also been introduced over the last four years in order to bring us up to healthy organizational standards.

Since 2015 there have been a number of major pieces of restoration work in the Precinct. The complete restoration of a Georgian house for the temporary homeless; major work on Cathedral Halls; repairs to the Cathedral and the State Gate; new cathedral boilers; a project to improve access, and currently an HLF project to restore the bell tower and do essential work on the bells plus some necessary work on the Parish Room. This has been financed mainly through partnership, grants and a legacy as well as congregational giving. In 2014 we had new altar frontals, pulpit hangings, stoles and copes designed by Polly Meynell and the first phase of an Organ Project was completed. A Liturgical Plan was agreed by Chapter and the Fabric Advisory Committee. We may not be the wealthiest of cathedrals but we do find ways to resource our development.

We are proud of the peace and beauty of the Cathedral Close, where people enjoy the grounds in their lunch hours, and visitors often comment on the warmth and friendliness within the Cathedral.

## Current Staff

The Dean

The Canon for Mission and Pastoral Development

The Canon Precentor

The Very Revd Jerry Lepine

Canon Mandy Coutts

Canon Paul Maybury

Chief Operations Officer

*Vacant – interviews early March*

Director of Music

Alex Berry

Director of Education and Visitors (Part Time)

Gillian Davis (Until Easter 2018)

Director of Finance (Part-time)

Simon Dennis

Assistant Director of Music

Jon Payne

Choir Administrator (Part-time)

Ann Foster

PA to the Dean and Cathedral  
Communications Officer

Sandra Howard

Cathedral Secretary

Julie Bowyer

Administrative Clerk (Part-time)

Sandra Heaton

Head Verger

Jon Howard

Assistant Verger

John Paley

Assistant Verger & Handyman (Part-time)

Dave Robinson

Volunteer Co-Ordinator (Part-time)

Jeanette Sunderland

Education and Visitor Admin Assistant (Part-time)

Sandra Heaton

Heritage Interpretation Consultants (Part-time)

Belle Vue

Heritage Education Assistant (Part-time)

Diane Hadwen

In addition, we have three choral scholars, an organ scholar, two music tutors and 75 volunteers.

# The Diocese of Leeds

In this new diocese, less than four years old, we are working with this core statement.

Sharing a vision for

**Confident Christians \* Growing Churches \* Transforming Communities**

Characterised by

**Loving \* Living \* Learning**

Enabled by

**Clergy and lay together \* Purposeful resourcing \* Dynamic partnerships**

The Diocese came into being at Easter 2014 following the dissolution of the historic dioceses of Bradford, Ripon & Leeds and Wakefield. This creation followed a three-year process of debate and consultation driven by the Diocese's Commission. It covers a region whose economy is greater than that of Wales.

The Diocese comprises five Episcopal Areas, each coterminous with an Archdeaconry. This is now one of the largest dioceses in the country and its creation is unprecedented in the history of the Church of England. It covers an area of around 2,425 square miles, housing a population of around 2,642,400.

The three former dioceses were created in the nineteenth and early twentieth centuries to cater for massive population changes brought about by industrialisation and, later, mass immigration. The diocese comprises major cities (Bradford, Leeds, Wakefield), large industrial and post-industrial towns (Halifax, Huddersfield, Dewsbury), market towns (Harrogate, Skipton, Ripon, Richmond and Wetherby), and deeply rural areas (the Dales). The whole of life is here, along with all the richness, diversity and complexities of a changing world. The diocese is dissected by major motorways (M1, A1M, M62) and major trunk roads (such as the A650, A59), making road and rail communications good. Access to airports is also good, with Leeds-Bradford in easy reach and Manchester only an hour away.

The Diocesan Bishop is assisted by five Area Bishops (Bradford, Huddersfield, Ripon, Richmond and Wakefield) and five archdeacons (Bradford, Halifax, Leeds, Pontefract, Richmond & Craven).

There are 323 stipendiary clergy, 165 self-supporting clergy and 398 clergy with PTO along with 408 Readers, 125 lay pastoral ministers and 52 chaplains in 656 churches with 256 church schools. In the Bradford Episcopal Area there are 42 stipendiary clergy serving 67 benefices with an average weekly attendance of 5,949 from a population of over half a million.

The Diocese is unique in having three cathedrals: Bradford, Ripon and Wakefield. Cathedrals work with the Diocesan Bishop and Bishop Nick has an annual programme of events and services that take him to each cathedral regularly. The Deans work closely together and the College of Canons is a Diocesan-wide body. Each cathedral is looking to develop its own distinctive ministry and outreach within its context but also ways in which they can develop the cathedral brand within the diocese.

## The City of Bradford

Set in the magnificent County of West Yorkshire, Bradford Metropolitan District Council has a population of 525,000 people and is the fourth largest metropolitan district in England. It is also the youngest English city outside London. Four miles away at Saltaire there is Salts Mill, a World Heritage site, and beyond that the beauty of the Dales.

The City is named after the 'broad ford' that crossed Bradford Beck, a tributary of the River Aire which flows through Leeds. It has many significant and creative sons and daughters; this is the birthplace of Delius and the hometown of JB Priestley and the Brontë family. W.E. Forster was the MP who championed the 1870 Education Act, and education is still a priority in the District.

The City owed its main period of prosperity to wool. The Dales and upland Pennines produced good woolbearing sheep and the wool was transported first by canal and then by railway to Bradford, where a great Wool Exchange and textile industry grew using local coal, iron and water. People were drawn from the countryside to the City and, in the late nineteenth century, immigrants began arriving from Germany and other European countries. From the 1960s onwards others, particularly from rural Pakistan, arrived as economic migrants to work in the mills and within a generation large numbers decided to settle in the City. The demise of the textile industry led to a decline in industrial and commercial activity and the loss of much creative leadership.

Currently, Bradford is undergoing significant regeneration, which is changing the feel of the City. A new shopping centre, 'Broadway' has opened right next to the Cathedral with Marks and Spencer being just outside the State Gate. In addition there are some magnificent Grade I listed 19<sup>th</sup> century buildings in the City, including City Hall, which has just had a facelift. Next to City Hall is a new public space, City Park, with water and lighting features. It is used for concerts throughout the year. It is also anticipated that there will be a new 4,000-seater concert hall in the city centre by 2020.

The University of Bradford has students of over 150 nationalities and is renowned for its research, green campus and having one of the most outstanding Schools of Management in the world. Bradford College, David Hockney's alma mater, has recently been significantly rebuilt. Bradford is a UNESCO City of Film and is the home of the National Science and Media Museum. The groundbreaking Bradford Literature Festival was launched to great acclaim in 2016 and has rapidly developed a national reputation for cutting edge events with the Cathedral being one of the host venues.

The University and College, Courts, Chamber of Commerce, Police, Council, Broadway Shopping Centre and other key organisations all enjoy very good relationships with the Cathedral. This is underlined in some key events that take place in the Cathedral such as the Legal and Civic Services but also the growing number of Carol Services that we host, such as the NHS, Police, Civic and Courts. Worship is one way in which we make our missional connection. As a city, there is a huge desire, energy and commitment to make Bradford thrive. The mission and ministry opportunities in the City are enormous.

Bradford has become renowned nationally for its racial, ethnic and religious diversity. It is due to become a majority Muslim city by 2020 and in recent years has experienced a new wave of immigration from Eastern Europe. Although there are tensions and significant challenges, there are many fine examples of work across diverse communities.