

Draft Job Description

Job Title: Head of the St Paul's Cathedral Institute

Department: St Paul's Cathedral Institute

Salary: £60,000

Line Manager: Chancellor

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Purpose of the Job

The St Paul's Cathedral Institute offers a wide range of events, which seek to explore the big questions of life. Its work focusses on three key areas:

- faith and spirituality,
- art and history,
- and contemporary issues and ideas

which are explored in a variety of different ways through talks, seminars, short articles, online conversations and podcasts as well as opportunities for quiet reflection.

Its events vary in size from talks in the Cathedral itself that attract audiences of up to a thousand to smaller, quieter occasions with just a handful of people. Most of the events are filmed for viewing later, via the learning library, or by people unable to travel to the Cathedral. In the last 12 months, approx. 7,000 people attended events online and in-person; the films of free events have been watched approx. 550,000 times.

Reporting into the Chancellor, who is both Director of the St Paul's Institute and the Director of Learning for Schools and Families, this role has direct line management of the Senior Content Development Manager and Programme and Digital Manager and general oversight of the other roles in the department which currently consists of the Digital and Event Support Assistant and the Heritage Learning Officer.

The Head of the St Paul's Cathedral Institute is expected to work closely with the Canon Chancellor, other colleagues within the directorate and across the Cathedral. The Learning department, also part of the directorate, consists of a Head of Schools and Family Learning, a Learning and Engagement Operations Manager and three Learning and Engagement Officers, and works to deliver high quality learning opportunities for children and young people. The Head of the St Paul's Cathedral Institute will work collaboratively with the Head of Learning and the rest of the department to ensure that St Paul's Cathedral is a center of excellence in learning for all ages.

Main Duties

I. Strategic leadership

- Play a pivotal role, with the Chancellor, shaping and leading the reintroduction of the Institute as a vibrant, dynamic and innovative centre for thought, creativity and dialogue
- Define and implement the Institute's mission, values and long-term goals, ensuring alignment with its founding principles
- Responsible for the overall strategy and forward planning of the Institute's programme of events, curating and overseeing the development of a diverse range of programs, events and initiatives that reflects the Institute's broad remit and diverse audiences
- Monitor the spread of subject matter to ensure that all three key areas – faith and spirituality; history and art; and contemporary issues and ideas – are proportionately represented in the programme
- Evaluate the impact of the work and using the data captured to shape future direction
- Ensure that the work of the St Paul's Cathedral Institute fully supports and advances the Cathedral's commitment to equality, diversity and inclusion
- Raising the Institute's profile and influence in key areas, strengthening relationships with relevant organisations, identifying and fostering a general ethos of collaboration towards specific goals
- Act as a visible and engaged leader, representing the Institute at events, conferences and in the media
- Be an active part of the Heads of Department group responsible for operational delivery
- Represent the department and its work at key Cathedral committees

2. Line management and development of the team

- Build and lead the Institute team
- Support and develop staff across the whole department ensuring that all appraisals, training and development is in place
- Support team working across the department, ensuring that the offer to adults and to children and young people is of the same high quality, and shares a similar vision
- Work to build up a strong sense of trust and of collaboration
- Facilitate regular team meetings to coordinate activities, share updates and encourage open communication
- Set performance objectives for the team and conduct regular performance reviews for direct reports
- Encourage the staff team to pursue appropriate continuing professional development to ensure that their skills and experience remain up to date and relevant

3. Oversight of operational delivery

- Ensure that there is sufficient staffing and support for each event
- Work with the Marketing and Communications department to make sure that the events are well publicised and attended
- Work well with other Heads of Departments to ensure that St Paul's Cathedral Institute events fit into the overall programme of the Cathedral and coheres fully with its vision and values
- Attend Head of Department meetings and engage fully with the ongoing leadership learning and development programme
- Oversee budget planning and resource allocation to support strategic priorities and operational efficiencies
- Ensure operational systems and technologies are in place to support the Institute's evolving needs
- Liaise with other departments about collaborative events within the Cathedral, especially with the Learning department but also with the Collections Department, Liturgy, Music and Visitor Engagement

Person Specification

The Head of the St Paul's Cathedral Institute will have a broad range of skills with particular expertise in programme development and delivery.

Essential experience, knowledge and skills:

- Proven experience in strategic leadership, preferably within an arts environment, academic or nonprofit organization
- Solid experience of managing multiple learning programmes simultaneously, as well as of managing budgets
- Demonstrable experience of and commitment to team working.
- Effective and clear communication skills both written and verbal
- A good knowledge of Christian theology, spirituality, doctrine and ethics
- Passion for exploring the intersections of faith, art, history and contemporary thought
- Line management and leadership skills and behaviours, including the ability to motivate a team, communicating clear goals
- Ability to build strong and effective relationships internally and externally at all levels
- Experience of working in a complex organisation with multiple needs and roles
- Experience of dealing with customers and members of the public
- A willingness to attend events on evenings and at weekends as required in negotiation with the rest of the team.

Desirable experience, knowledge and skills:

- Marketing, retail and/or contract management experience
- Project and / or programme management skills

The individual will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.

LEARNING DIRECTORATE

