

BRADFORD CATHEDRAL



Administration Officer (Governance)

Introduction

Bradford Cathedral stands on a site that has been a place of Christian worship for well over 1,000 years. As well as continuing to be a place of prayer and worship in the heart of Bradford city centre, the Cathedral also attracts many visitors who come to explore the history of this ancient building, or to enjoy our vibrant programme of special events, including; exhibitions, music recitals and concerts, special talks, theatre, film and dance. The Cathedral is a busy and exciting place to work and you will be joining us at an exciting time in our development.

Role Overview

Following the appointment of The Very Revd Andy Bowerman as the Dean of Bradford, the Cathedral is currently developing a new forward strategy, and looking ahead to 2025 when Bradford will be the UK City of Culture. We are also implementing a new governance structure following the introduction of the Cathedrals Measure 2021. This post will form a key part of the operations and administration team at Bradford Cathedral, helping to ensure that our administration and governance is streamlined, efficient and effective. If you enjoy a challenge, working in a unique environment, and are looking for a busy but rewarding role in a dynamic, friendly organisation this post offers a great opportunity.

Key Responsibilities and Tasks

- Maintain accurate records of Chapter and Committee personnel.
- Liaise with the Dean – as Chair of Chapter – and the Senior Non Executive Member of Chapter, to develop and manage administrative systems relating to onboarding/ induction of new Chapter and committee members.
- Manage hardcopy and digital filing of all Chapter and committee paperwork, including; agendas, supporting papers, minutes, action grids.

- Ensure that agendas and papers are prepared and issued for all Chapter and committee meetings
- Ensure that all Chapter and committee meetings and other events are scheduled and registered in the Cathedral calendar, and that invites are issued, as appropriate.
- Produce, circulate and file minutes and/or action grids for the following meetings:
 - Chapter – x10 per year
 - Nominations Committee – x4 per year
 - Finance Committee – x4 per year
 - Audit & Risk Committee – x4 per year
 - Fabric Advisory Committee – x3 per year
 - Heads of Department – x10 per year
- Provide administrative support in relation to special services and events, liaising with Bradford Council; the Lord Mayor's, Lord Lieutenant's and High Sheriff's Offices; the Diocese of Leeds; and other external organisations.
- Liaise with the Dean; Residentiary Canons; the Communications, Marketing and Events Officer; and other lay staff, to manage invitations to special services and events.
- Support the Cathedral Secretary in fielding telephone calls to the Cathedral office and deal with any matters which may arise as a result: for example; funerals, weddings, bookings
- Plan and send out for printing, the weekly Notice Sheet detailing services, events and news
- Update the Cathedral's ChurchSuite database where relevant to the Governance & Administration Officer (Governance) area of responsibility.
- Provide administrative support to the Dean and Chief Operating Officer

- Carry out any other duties relating to the Cathedral's administration and governance, as commensurate with the role.
- Ensure that all information is managed in line with best GDPR and cathedrals records guidance.
- Adhere to all of the Cathedral's policies and procedures.

Person Specification

REQUIREMENTS	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A – Application D – Documents I – Interview R –References
Qualifications		
Degree level qualification or equivalent professional qualification.	D	A/D
Good literacy and numeracy skills (GCSE Maths & English)	E	A/D
Administration or office management qualification	D	A/D
Skills		
Excellent verbal and written communication skills	E	A/I
MS Office Packages (Word, Excel, Powerpoint) minimum intermediate level.	E	A/I
Calm and well mannered.	E	I
Highly organised and methodical with attention to detail and the ability to prioritise effectively.	E	A/I
Resilient and able to work under pressure.	E	I
Project Management	D	A
ChurchSuite or other database management	D	A
Ability to meet deadlines.	E	A/I
Experience		

REQUIREMENTS	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A – Application D – Documents I – Interview R –References
Recent experience working in a governance, administrative or busy office environment.	E	A/R
Record management experience.	E	A/I
Experience of preparing agendas and minute taking	E	A/I
Recent experience in operating MS Office packages,	D	A/I
Experience working in the not-for-profit sector.	D	A
Knowledge		
Knowledge of church or charity governance	D	A/I
A working knowledge of the Church of England and the Christian faith.	D	A/I
A good understanding of GDPR.	D	A
Attitudes		
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	I
A wholehearted commitment to the success of the Cathedral.	E	I
The willingness to work flexible hours on occasion, with periods of considerable intensity, as required.	E	I

REQUIREMENTS	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A – Application D – Documents I – Interview R –References
Ability to work collaboratively as part of a team however equally comfortable working on their own.	E	I/A
Ability to show tact, diplomacy and discretion.	E	I/A

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Terms and Conditions

The post is based at Bradford Cathedral. The post holder's contracted hours are to be worked between 08:30 – 17:00, Monday to Friday. Occasionally, it may be necessary to work outside of these hours including evenings and weekends.

The post is a Full Time Post – 37.5 hours per week, initially for 2 years.

The post holder will be line managed by the Executive Assistant but will also work closely with a range of colleagues, including the Dean and Chief Operating Officer

The salary is £26,500 per annum which will be paid by credit transfer on or around the 24th of each month.

Annual leave for a Full Time post is 28 days per year plus 8 bank / public holidays.

The first three 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 one month on either side.

Bradford Cathedral 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.

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 confidential safeguarding declaration, the receipt of satisfactory references and other pre-employment checks.

How to Apply

Please apply using the Church of England's *Pathways* website;

<https://www.cofepathways.org/members/modules/job/detail.php?record=5465>

The deadline for applications is Thursday 4 May and the interview will take place on Thursday 11 May. The Cathedral endeavours to provide fair opportunities for everyone. Please contact the Chief Operating Officer if you feel you will need the Cathedral to make an additional or particular arrangement for your interview.

Point of contact

Andy McCarthy

Chief Operating Officer

Bradford Cathedral

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