



CHESTER CATHEDRAL

Education Officer

Job Description

Chester Cathedral is an ancient abbey of international importance that has played a significant part in shaping the history of the City. It still plays an important part in the spiritual, cultural and civic life of Chester and beyond. The site includes the Cathedral, with the most complete set of monastic buildings in the country, the Georgian square and streets and the largest green spaces within the walls, including the scheduled ancient monument, the Roman barracks, beneath the Dean's field.

As a major place of daily Worship, a tourist attraction and a community venue, the Cathedral welcomes around 300,000 visitors each year and operates as a vibrant and diverse destination with a large team of staff and volunteers.

Overall Purpose of the Job

Having regard to the Christian mission of the Cathedral, the role of the Education Officer is to primarily attract and arrange visits to the Cathedral from schools, other educational establishments and voluntary groups catering for children and young people. For schools the programmes offered will usually need to be closely related to the National Curriculum or Religious Education.

Duties:

The duties of the Education Officer will include, but not be limited to the following:

- Provide programmes for visits to all ages of young people, which enhance the National Curriculum or Religious Education in a range of subjects for the various age groups
- Be proactive in making contact with schools and other relevant bodies to ensure they are aware of what the Cathedral has to offer
- Produce material to aid preparation and follow up work in schools as appropriate
- Be responsible for the coordination and management of all visits arranged through the Education Department in collaboration with appropriate members of the Cathedral staff
- Maintain and build upon the current provision of conferences organised either by the Cathedral or in collaboration with the Cathedral for KS4 and KS5 students
- Keep abreast of all changes to the curriculum and the developing needs of the schools
- Arrange and develop the Pilgrim Days event, presently held for a week in the autumn which include worship and workshops run by over 30 volunteers
- Recruit and train volunteer guides to assist with large groups or manage groups when the Education Officer is not available
- Arrange, promote and co-ordinate 'one off' events in the Cathedral
- Arrange, promote and co-ordinate annual conferences in the Cathedral
- Ensure the spaces used for Education within the Cathedral are presented as dynamic venues for learning
- Organise and lead CPD days for teachers and if appropriate, for clergy

- Market, as required, the Cathedral's educational opportunities at conferences for Teachers
- Visit schools, if appropriate, to discuss proposed visits or speak about the Cathedral
- Make links with appropriate faculties and departments in the University of Chester
- Liaise with the staff in other areas of Cathedral life to support activities for children and young visitors to the Cathedral, playing an active part as a member of the Cathedral management team
- Develop, with others, fund raising and revenue generating activities for education and learning within the Cathedral
- To keep a clear account of income and expenditure concerning education work at the cathedral and to liaise with the Finance department.
- Take minutes at meetings of the Cathedral Education Trust and contribute as appropriate
- Represent Chester Cathedral at 'Cathedral Plus' meetings and events, as required
- Ensure that all Education Department activities comply with health and safety requirements set out by the HSE and Chester Cathedral policy
- Be responsible for DBS checks for all education volunteers and for adhering to safeguarding policy and procedures
- Support exhibitions in the Cathedral as appropriate
- Build upon the current positive relationships with Chester Diocesan education work
- Liaise within the senior management team to ensure the five year Education plan remains relevant and embedded in the Cathedral strategic plan
- Produce of a variety of reports for management or governance purposes as necessary
- Adhere to all Cathedral health and safety policies and procedures and be able to
- The role is subject to satisfactory DBS clearance.

Health & safety

- Be aware of the current health and safety policy and procedures and ensure their implementation in relation to all education activities
- Ensure that you are trained in current fire evacuation procedures and communicate this to visiting groups as necessary
- Work safely personally
- Report any discovered hazards or potential hazards immediately to the Health and Safety Committee
- Be aware of current safeguarding policies and procedures and be vigilant to their application

Training & development

The individual will be expected to attend training courses and meetings as required and to keep alert to legislation and other changes and opportunities for personal development.

This job description is intended for operational purposes only and does not form part of a contract of employment. It will be subject to regular review and the Education Officer will be expected to perform other duties not expressly specified within this job description.

Working Pattern:

This role will be full time but part-time or job share will also be considered.

Accountable to:

The Canon Missioner

Person Specification

	Essential	Desirable	How Assessed
Friendly and outgoing with a good sense of humour	✓		I
PGCE for Primary and Secondary teaching or equivalent	✓		A/I/D
Ability to lead and manage large groups	✓		A/I
Ability to relate well and to engage with children and young people of all ages	✓		A/I
Ability to organise and manage large events efficiently	✓		A/I
An understanding of how to establish quality teaching and learning experiences	✓		A/I
Sympathetic towards and support for the mission and values of the Cathedral	✓		A/I
An understanding of current issues for all schools	✓		A/I
A calm disposition with a positive outlook	✓		A/I
Study of, or teaching of, Religious Studies at any level	✓		A/I/D
Excellent IT skills	✓		A/I
Experience of learning outside the classroom		✓	A/I
Further qualifications beyond PGCE		✓	A/I/D

Key:

- A - Application form and covering letter
- D - Documentation (certificates)
- I - Interview

Chester Cathedral's Vision, Strategic Aims and Values

Vision

We will provide a diverse, accessible and inspiring experience. We will be thought provoking and challenging, fun and entertaining.

Strategic Aims

Worship & prayer

We will have inspiring services that offer a glimpse of the glory of God.

Learning & discipleship

We will help enquirers become disciples. Offering opportunities to grow faith, develop learning and explore heritage.

Welcome and hospitality

We will provide a positive and fulfilling experience for visitors, worshippers and pilgrims, offering a warm welcome in accordance with our Benedictine tradition. We are here for everyone.

Serving our city region and diocese

We will grow and nurture mutually beneficial relationships.

Sustainable and ethical business operation

We will be financially self-sustaining through a well administered, varied and thriving business, continuously innovating and developing new opportunities.

Conserving and developing our buildings and heritage

We will conserve the cathedral's heritage allowing it to evolve and remain relevant and meaningful in today's world.

Values

Throughout everything we do, we will be:

- Welcoming
- Good listeners
- Show respect
- Have great passion for our roles.

We will regularly measure ourselves against these values and create development plans to achieve them.