



CHESTER CATHEDRAL

General Assistant Casual Hours

Background

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

Chester Cathedral welcomes around 300,000 tourism visitors each year and hosts a very busy programme of services and events.

You will be assisting various teams in keeping the building and grounds tidy, and helping with the running of a variety of events, which would include their set up and reset. You will also be required to work front of house, welcoming visitors and event goers and working with external organisations, dealing professionally with their requests.

You will also assist with the Cathedral floor, ensuring that the Cathedral is clean, tidy and well presented at all times, particularly before and after events and services.

You will report to the Head Verger, and work closely with other departments including the Events team, refectory staff, admissions team and cleaners.

Duties

- To liaise with the wider Cathedral teams to ensure the efficient and effective delivery of internal and external events.
- To erect and dismantle staging in accordance with instructions and set up and remove seating as required.
- To ensure that any litter or other unattended items are removed quickly and efficiently.
- Assist others in their work preparing or setting up for activities in the Cathedral and to respond to the needs of staff, volunteers, visitors and event organisers.
- Assist the Vergers with the security of the Cathedral, being vigilant and provide a presence around the building, respond to security issues in a practical and professional manner.
- Assist the Cleaners with the cleanliness of the Cathedral's toilet facilities, and ensure that the Cathedral and its grounds are tidy.

Health & safety

- To be aware of the current health and safety policy and procedures, including fire evacuation, particularly for events
- Be aware of current safeguarding policies and procedures and be vigilant to their application. All Cathedral employees and volunteers are required to complete a basic awareness course in safeguarding.
- The role involves considerable physical activity, including the climbing of spiral staircases, high level work which will require the use of ladders and late evening work.
- 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 Staff member will be expected to perform other duties not expressly specified within this job description.

Working Pattern

This role will be on an hours as required basis.

Accountable to

The Head Verger. Depending on the shift could report to the Events Manager, Verger or other Cathedral Supervisors.

Person Specification

	Essential	Desirable	How Assessed
A desire to learn and then to respond to changing circumstances	✓		A/I
A friendly and outgoing personality and an enjoyment of engagement with the public	✓		A/I
Excellent team working and communication skills	✓		A/I
A self-motivated individual, capable of lone working	✓		A/I
Confidence with difficult or high pressure situations	✓		A/I
Excellent attention to detail	✓		A/I

Key:

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

Please apply with your completed application form and covering letter to:
Chester Cathedral, 9 Abbey Square, Chester, CH1 2HU or recruitment@chestercathedral.com