



<b>Job Title:</b>	<b>Cloister Club Co-coordinator</b>	<b>Department</b>	<b>Learning and Resources</b>
<b>Contract type:</b>	<b>Fixed Term contract for 1 year 12 hours a week for 40 weeks a year</b>	<b>Location:</b>	<b>Exeter Cathedral</b>
<b>Reporting to:</b>	<b>Canon Steward</b>	<b>Pay:</b>	<b>£12 per hour</b>

<b>Job Description</b>
<b>Purpose of the role:</b>
To develop the work with children and families in our community and beyond, to enable them to feel fully part of the cathedral community
<b>Key responsibilities:</b>
<ul style="list-style-type: none"><li>• Recruit (in partnership with the volunteers office), train, and encourage Cloister Club leaders and assistants</li><li>• Develop the curriculum and Cloister Club including providing leaders with resources</li><li>• Hold termly meetings of leaders and assistants – and at least initiate plans for Christmas and summer parties for children and parents.</li><li>• Develop an additional group for older children (8+) so that we have wider provision</li><li>• Co-ordinate annual preparation of children for Communion before Confirmation (this might be an aspect of the older children group in the previous point)</li><li>• Oversee safeguarding arrangements for Cloister Club, including in recruitment, maintaining records and permissions for children who are part of cloister club - and have a working relationship with the Cathedral Safeguarding Officer; this may include overseeing some developments in Cloister Club procedures</li><li>• Maintain a resources cupboard of art materials, musical instruments etc. in good order</li><li>• Work with the marketing department to promote Cloister Club</li><li>• Work and coordinate with the Education Officer on shared activities</li></ul>

- Ensure effective communication amongst leaders/assistants and with all parents of children who are part of Cloister Club

**Key Challenges:**

- Operating in a busy working Cathedral with a need to balance the requirements of religious services and visitors
- Working in a demanding environment where you can be continually interrupted

**Working Pattern:**

This is a part-time role, 12 hours per week, which must include Sunday mornings. A Flexible approach will be needed to meet the demands of the role

**Candidate Profile:**

**Essential**

- Committed Christian, sympathetic to the cathedral's liberal catholic ethos
- Qualification or clear expertise – and experience – in working with primary school age children
- Skilled at working with and gaining the respect of adult volunteers
- Mature enough to navigate disappointment and relate to a wide range of people in the cathedral community
- Working knowledge of good practice in safeguarding and willing to learn and work with the cathedral's particular procedures – and contribute to their development.
- Capacity to work strategically in developing Cloister Club, in conversation with others.

**Benefits:**

The Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).

The Cathedral offers a Childcare Voucher Scheme.

Holiday entitlement – 30 days including Public Holidays per annum pro rata.

10% discount in our shop and café

Complimentary tickets to our in-house concerts (limit applies)