



Community Outreach & Partnerships Officer Application Pack

2022



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About Exeter Cathedral

The seat of the Bishop of Exeter and the mother church of Devon, Exeter Cathedral is a centre for Christian life in the south west of England and one of the most iconic buildings in the UK.

A vibrant community hub and a world-class heritage destination, Exeter Cathedral has been at the heart of Devon for nearly a thousand years. Now, as then, it offers a refuge for reflection, a place for prayer, and a stage for artists, performers and musicians. It has witnessed a fascinating history and remains home to a living faith, a place for learning and a retreat for relaxation. Exeter Cathedral is, at once, a centre of innovation and of ancient treasures; telling stories of the past while carefully conserving them for the future. Innovatively sharing its secrets to welcome a new generation.

Led by the Dean and Chapter, Exeter Cathedral is supported by a dedicated team of staff, clergy and over 400 volunteers.



Mission and Values

Exeter Cathedral exists for the glory of God and as a sign of God's kingdom. Our mission is growing in prayer, making disciples and serving people in Devon with joy.

Our Values

We are committed to and will courageously pursue being:

- Welcoming To All
- The Best We Can
- Open and Listening
- Fair and Respectful

We are the place where the Diocese of Exeter gathers for important events. We have a major role, too, in the life of the City of Exeter and the County of Devon. We are the place where times of significant celebration or sadness are marked, and so we have close working partnerships across the County.

The Cathedral is a working church and a place with a centuries-old pattern of daily worship. We delight in maintaining our part in the ancient traditions and beauties of music and song. We help with the spiritual needs of those who worship here, and are able to offer pastoral and spiritual care, to those who come as worshippers, pilgrims or tourists. We also offer a diverse programme of learning and engagement, so that those who come here can immerse themselves in the heritage of which we are guardians, and the faith of those who built the Cathedral and work and worship in it today.

The Cathedral is also a major tourist destination in the South West of England and welcomes visitors from all over the world. We have ambitious plans to develop our facilities for all our visitors. We seek to hand on the physical and spiritual heritage, of which we are present custodians, in good order for future generations to enjoy.

The Role

Community Outreach and Partnership Officer

We are looking for a talented professional to support us in our aim of engaging the people of Devon and being at the heart of their community.

The Cathedral, its stories and many treasures belong to everyone and this role will be key to welcoming and engaging them effectively. Our new NLHF funding will ensure improved connectivity and the Activity Plan will drive improvements in our ability to welcome more people to the Cathedral; embed consultation and co-creation into our work; engage with new audiences and create a legacy of community cohesion and partnership working.

We want to appoint someone who shares our passion for quality and inclusion, working in partnership with groups and organisations on our doorstep. You will develop the skills and confidence of our people to deliver meaningful activities for, and with, our communities. Working with creative producers you will engage people in new ways and improve the natural environment of the cathedral for the benefit of all.

The post will be part of the new Heritage and Engagement Department. A dynamic and experienced team with a broad range of knowledge and skills. The successful candidate will add to this the ability to deliver an amazing NLHF funded programme of activities for everyone.

If you wish to arrange an informal discussion or visit, then please contact jonathan.scott@exeter-cathedral.org.uk



Job Description

Title:	Community Outreach and Partnership Officer
Department:	Heritage and Engagement
Reporting to:	Heritage Engagement Manager
Hours of Work:	35 hours per week with some out of hours working
Location:	Exeter Cathedral
Salary:	circa £28,000 - £31,000
Contract Type:	This post is 3 years fixed term funded by the National Lottery Heritage Fund.

Background to the role:

This role is responsible to the Heritage Engagement Manager and based at Exeter Cathedral. Responsibilities will include leading the delivery of NLHF funded programme of activities for new audiences including young people and community groups.

Purpose of the role:

The Community Outreach & Partnership Officer will manage and deliver a new heritage activity programme over a three year period funded by the National Lottery Heritage Fund. The post holder will plan, develop and deliver activities for our target audiences, in particular young people, local people experiencing social isolation, families, and people who are vulnerably housed or homeless.

Duties and Responsibilities:

To be responsible for the co-ordination and delivery of the Cathedral's Activity Plan. In practice this will mean:

- Ensuring each project stream is delivered effectively, to programme and to budget
- Managing relationships with partner organisations and developing new relationships as the programme develops
- Recruiting and managing creative and specialist consultants to deliver key elements of the programme
- Ensuring that the needs of the target audiences are met and the projects deliver tangible benefits for those audiences
- Working with the Evaluation Consultant to ensure that relevant information is collected and analysed during the delivery phase

- Utilising information gathered during the delivery phase to review and improve the experience of participants and to help develop the long term planning of community outreach and partnerships at the Cathedral
- Organising expert input into the Activity Plan programme including liaising with speakers & ensuring content meets the needs of participants
- Working closely with the Volunteering Manager to deliver the Welcome Project, designed to improve how we welcome a diverse audience to the cathedral
- Supporting and administering adults undertaking work placements / work experience at the cathedral
- Administering the delivery of activities; including ensuring appropriate spaces are booked, necessary materials and equipment required are available and participants have access to relevant information about sessions
- Utilising evaluation and learning from the delivery of the Activity Plan in planning the long term future of engagement
- Acting as an advocate for participation, engagement and partnerships with new audiences at the Cathedral



Image courtesy Russell Sach

Professional Requirements:

- Experienced in planning, developing and delivering community outreach activity
- Experience with working in partnership
- Demonstrable commitment to, and interest in, working in a heritage environment
- Experience of working on a publically funded project, ideally NLHF funded
- Excellent project management, organisational and planning skills and able to give examples
- Experience of undertaking project evaluation and acting on outcomes
- Excellent administrative skills and IT literate
- Excellent communications skills, both written and verbal
- Demonstrable experience of working effectively as part of a team
- Ability to work effectively on cross-team initiatives and to consult as appropriate

Candidate Profile

- Motivated with a positive attitude
- Ability to work with a diverse range of people, understanding their needs and responding accordingly
- Excellent interpersonal skills
- Ability to work independently and as part of a team
- Adaptable and flexible
- Ability to work under pressure, manage a high workload and able to deal with peaks of activity and deploy resources effectively to meet deadlines
- To support and engage fully with the Cathedral's Mission and Values
- Willingness to work some weekends, evenings and Bank Holidays





Working for Us

Safeguarding

The Chapter have committed the Cathedral community to the support, nurture, protection and safeguarding of all, especially the young and the vulnerable.

We recognise that our work with children, young people and vulnerable adults is the responsibility of the whole church community, and we are fully committed to acting within current legislation, guidance, national frameworks and the Diocesan Safeguarding procedures.

Exeter Cathedral will also act in an open, transparent and accountable way in working in partnership with the Diocesan Safeguarding Adviser, Children and Adult Social Care Services, the Police, Probation Services and other agencies to safeguard children and vulnerable adults.

We welcome staff and volunteers who are recruited in accordance with House of Bishops' Interim Guidelines on Safer Recruitment 2015. This means we will ensure that those who are employed or who volunteer to work with children, young people and vulnerable adults are suitable for the role, that they know what the role entails and that they are supported in carrying it out.

The appointment will be subject to enhanced clearance from the DBS.

Salary

The salary for this role is circa £28,000 - £31,000

Working Pattern

The role is full time and 35 hours per week with some out of hours working

Annual Holidays

The holiday entitlement is 30 days per year including public holidays. If you are required to work on a public holiday, you will be entitled to the equivalent time off on an alternative day, to be agreed with your line manager

Pension Scheme

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

Staff Discounts

All employees receive a 10% discount on purchases made in our Shop and Café and complimentary tickets to our in-house concerts

Equality Statement

The Cathedral recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The Cathedral seeks to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

It is the policy of the Cathedral that no employees or prospective employees receive less favourable treatment or are disadvantaged by any circumstances, conditions or requirements that cannot be justified. All employees and those who act on the Cathedral's behalf are required to adhere to this policy when undertaking their duties or when representing the Cathedral in any other guise.

How to Apply

Please complete the application form, available on our website, <https://www.exeter-cathedral.org.uk/about-us/vacancies> you may also include your CV.

Applications should be sent by email or post to:

Catherine Escott, Chief Operating Officer, 1 The Cloisters, Exeter, EX1 1HS
Tel: 01392 255573, email: vacancies@exeter-cathedral.org.uk

Applications should arrive no later than 23.59 Friday 24th June 2022

Interviews will take place week commencing 4th July 2022

