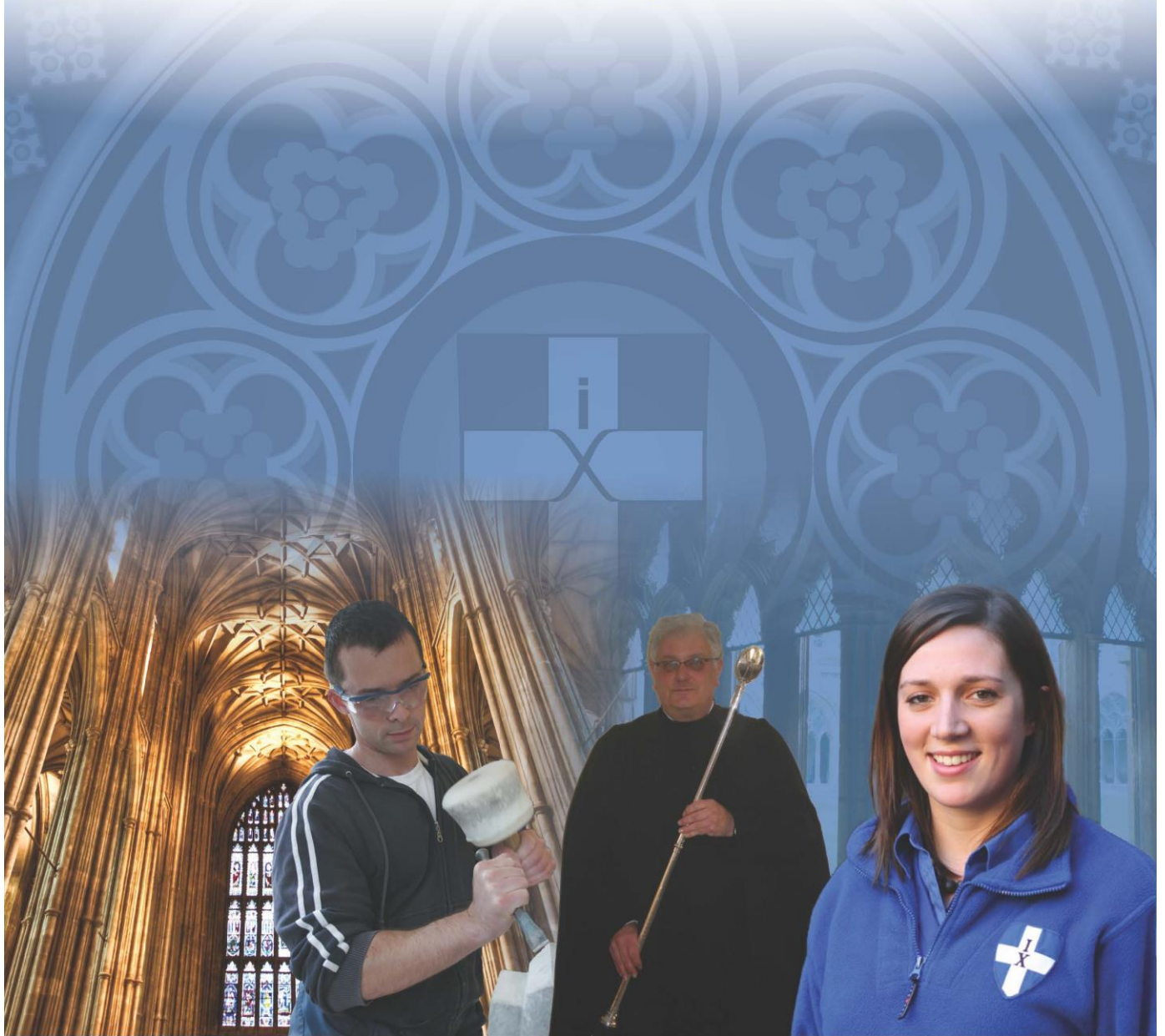




CANTERBURY *cathedral*



COMMUNITY ENGAGEMENT MANAGER

PROFILE OF CANTERBURY CATHEDRAL

St Augustine, the first Archbishop of Canterbury, arrived on the coast of Kent as a missionary to England in 597 AD. He came from Rome, sent by Pope Gregory the Great. It is said that Gregory had been struck by the beauty of Angle slaves he saw for sale in the city market and dispatched Augustine and some monks to convert them to Christianity. Augustine was given a church at Canterbury (St Martin's, after St Martin of Tours, still standing today) by the local King, Ethelbert whose Queen, Bertha, a French Princess, was already a Christian. This building had been a place of worship during the Roman occupation of Britain and is the oldest church in England still in use. Augustine established his seat within the Roman city walls (the word 'cathedral' is derived from the Latin word for a chair 'cathedra', which is in turn derived from the Greek 'kathedra' meaning seat) and built the first cathedral there. Since that time, there has been a community around the Cathedral offering daily prayer to God; this community is arguably the oldest organisation in the English speaking world. The present Archbishop, The Most Revd Justin Welby, is 105th in the line of succession from Augustine.

Augustine's original building lies beneath the floor of the Nave. It was enlarged by the Saxons, and rebuilt completely by the Norman Archbishop Lanfranc in 1070 following a major fire. By 1077 his work was complete and his building was described as 'nearly perfect'. A staircase and parts of the North Wall – in the area of the North West transept also called the Martyrdom – remain from that era. There have been many additions to the building over the last nine hundred years, particularly after the martyrdom of Archbishop Thomas Becket in the Cathedral in 1170: parts of the Quire and some of the windows and their stained glass date from the 12th century.

During the Second World War, the Precincts were heavily damaged by enemy action and the Cathedral's Library was destroyed. Thankfully, the Cathedral itself was not seriously harmed, due to the bravery of the team of fire watchers, who patrolled the roofs and dealt with the incendiary bombs dropped by enemy bombers.

Today, the Cathedral stands as a place where prayer to God has been offered daily for over 1,400 years; nearly 2,000 services are held each year, as well as countless private prayers from individuals. The Cathedral offers a warm welcome to all visitors – its aim is to show people Jesus, which we do through the splendour of the building as well as the beauty of the worship.

THE WORK OF THE CATHEDRAL

The work of the Cathedral is carried out by over 300 paid staff, supported by some 500 volunteers. The '*corporate body*' responsible for the management of the Cathedral is the Chapter of Canterbury who are advised by the Cathedral Council and the College of Canons.

The Chapter of Canterbury

The Chapter are responsible for all aspects of the day-to-day management of the Cathedral. Chapter comprises the Dean, the Residentiary Canons, the Receiver General and four additional persons appointed by the Archbishop.

The Cathedral Council

The Council represents the Cathedral community as well as the wider local and regional community. It has 20 members, drawn from a wide variety of organisations. Its duty is to further and support the work of the Cathedral Church in spiritual, pastoral, evangelistic, social and ecumenical areas.

The College of Canons

The College of Canons is composed of 30 Honorary, Lay and Provincial Canons, appointed by the Archbishop and it supports the life of the Cathedral in many different ways.

The Canterbury Cathedral Trust

The Cathedral Trust is a separate charity that is solely for the benefit of the Cathedral. Since 1974, it has assisted with the restoration, maintenance and improvement of the fabric and contents of Canterbury Cathedral and the provision, promotion and encouragement of music.

The Cathedral is well-known all over the world and we welcome more than 1 million visitors and worshippers every year.

THE CANTERBURY JOURNEY

The Canterbury Journey will achieve a radical transformation in the accessibility and sustainability of an iconic building which embodies England's story. It will safeguard Canterbury Cathedral, increase the number of those making a journey to it, broaden the range of those who do so, and enrich the experience of all.

A new Welcome Centre will offer to the public learning, hospitality and a hitherto inaccessible view of England's most important church. New trails will guide visitors through newly-landscaped Precincts, interpreting their journey and revealing rarely-seen treasures from Canterbury's past. Increased numbers of schoolchildren, their families and others will join the journey as a programme of outreach to schools and communities unfolds. A new pass scheme will swell the company of contemporary pilgrims and deepen the Cathedral's relationship with its neighbours. And the fabric of the western end of the Cathedral, currently at risk, will be restored and enhanced, allowing Canterbury's journey to continue.

The project is formed of three complementary programmes – responding to the most urgent needs for our heritage, people, and communities:

Heritage

- Repair and restoration of the West end of the Nave and Christ Church Gate
- Landscaping of the South Precincts. A successful Landscape Design Competition has taken place to find a partner architect for this project.
- Improved physical access to areas of the Cathedral and its collections
- A commitment to Conservation in Action – engaging people with the work of our craftspeople and the work of the Cathedral

People

- Interpretative Pilgrims' Trails – developing the ways people connect with and interpret the site, utilising digital technology and opening up the Cathedral's historic collections to them
- Schools on the Journey – increasing the depth of experience, and the numbers and range of schoolchildren able to enjoy the Cathedral, and building the Cathedral's capacity to reach out to schools.

Communities

- Welcome Centre – an exciting new space to enable visitor reception, community activities, interpretation and orientation, and new café facilities
- Community Pilgrimage – new programme of events and courses to offer a wide range of people the chance to discover and grow their talents
- Canterbury Pilgrim Passes – replacing the existing pass system to encourage the local community to access their Cathedral regularly

The total project cost is estimated to be £19.4 million.

JOB PROFILE

The Community Engagement Manager will support the development and delivery of the Activity Plan, encompassing outreach, learning and participation programmes. The purpose of the Activity Plan is to engage people with the Cathedral's heritage, archive, historic collections, listed buildings, community and environs. The successful candidate will play a vital role in creating a two way dialogue and positive relationships between the Cathedral and the wider community. This will involve building links with a wide range of community groups and partners, supporting the existing Schools Department with an outreach programme, volunteer recruitment and training, and delivering activities across a variety of platforms including exhibitions, talks, tours, workshops, courses, publications, projects and media. Through this range of activities, this will allow greater access, in all senses, to the Cathedral's heritage assets and history both on-site and off-site for the people of Canterbury, Kent and further afield.

The Canterbury Journey aims to:

- devise and implement a programme of activities that will offer people the opportunity to explore the Cathedral's archives and historic collections to help them learn about, and interpret the heritage as well as grow their talents, skills and gifts;
- provide a flexible community space in the new Welcome Centre;
- engage with local residents through a new Pilgrim's Pass, and use of its database to improve communication and local relationships;
- increase the number of school visits to the Cathedral through exciting outreach activities.
- support the development of formal and informal learning materials;
- collaborate with colleagues in opening up the collections as part of the visitor journey with rotating exhibition displays; and
- recruit a diverse team of volunteers and train new and current volunteers to support *The Canterbury Journey*.

PRINCIPAL TASKS

- Contributing to the Activity Plan;
- Planning and delivery of large and small scale events celebrating heritage around the Cathedral for a diverse range of audiences;
- Community projects around collections and themed interpretation;
- In conjunction with the Schools Officer, developing and delivering a Schools' outreach programme for Kent schools;
- Broadening the range of audiences accessing the Cathedral's public programme by championing creative and collaborative practice in community engagement methods;
- Developing partnerships with local community groups, government agencies and other organisations involved in community engagement work;
- Evaluation of activities;
- Encourage people in the exploration, interpretation and documentation of the Cathedral's history;
- Work to support the diversification of the Cathedral's volunteering strategy;
- Develop then proactively market the community outreach and engagement programme through a wide array of networks and partners;

- Plan a marketing strategy to attract under-represented groups to engage with the Cathedral's public programme of events;
- Establish focus groups of different sectors of the community to engage regularly with the design, delivery and evaluation of learning and participation events;
- Ensure the Cathedral's public programme meets the needs and interests of audiences that are culturally diverse and of differing abilities;
- Inform the qualitative evaluation of *The Canterbury Journey* project, contributing to the Cathedral's understanding of audiences and measures of success; and
- Keep up to date with current theory and practice for community engagement as relevant to the Cathedral's on-going work.

PERSONAL SPECIFICATION

The personal specification below indicates the qualifications, experience, knowledge and skills required to undertake the role effectively.

- Experience in engaging a range of community audiences with collections and archives through a variety of high-quality learning programmes;
- The ability to use handling objects to inspire and educate;
- Experience of running community panels or other consultative community forums;
- Experience of successfully evaluating a variety of engagement programmes using a range of methods appropriate to diverse community audiences;
- An appreciation for the culturally and socially diverse nature of community, including families and hard to reach groups and the ability to be sensitive to different needs, interests and beliefs;
- Experience delivering programmes for people with differing learning and physical abilities;
- Experience of establishing and sustaining effective partnerships with local community organisations;
- A knowledge of the issues and initiatives affecting places of worship, heritage sites and museums around social cohesion;
- Excellent verbal and written skills, particularly communicating effectively with people of all ages, cultural backgrounds and beliefs;
- An understanding of National Curriculum requirements; and
- Experience of business planning, scheduling, budget management / monitoring, project management and evaluation, with the ability to think strategically and be able to see the big picture and plan long term priorities.

KEY WORKING RELATIONSHIPS

- Reporting to Head of Learning and Participation;
- Membership of Learning and Participation Team;
- Close working relationships with volunteer training / coordination / management teams in Cathedral;
- Close working relationships with Cathedral Visits' and Schools' teams; and
- Close working relationships with Activity Planning Consultant, Learning Consultant and Interpretation Planner.

TERMS AND CONDITIONS

Salary

The salary range for this post is circa £30,000 pa depending upon experience.

Contract requirements

This post is a full time fixed term contract for 6 years, which consists of 1 year developing this element of the project and then 5 years delivering it.

Appointment to the post is conditional upon the receipt of an Enhanced Disclosure from the Disclosure and Barring Service.

Working hours

A minimum of 35 hours per week usually Monday to Friday but will be flexible to meet the demands of the Dean & Chapter and due to the nature of the role will entail working some weekends.

Annual holiday

The annual entitlement is 25 days plus 8 public holidays and 2 Dean and Chapter Days.

Training

Training needs are assessed continuously and the annual appraisal system allows recommendations to be made.

Probation Period

All new posts are subject to a 6 month probation period. New staff will meet regularly with their line manager to assess both formally and informally progress on work and performance.

Pension scheme

The Dean and Chapter offer a Stakeholder pension to all employees. Your age and salary will determine if you are to be automatically enrolled into the pension scheme

The Dean and Chapter contribute 7.5% of salary into a Stakeholder Pension Scheme. Staff in the pension scheme are insured against death in service 3 x annual salary to the age of 70.

Staff benefits

We are able to offer a range of staff benefits including discounts in local shops, restaurants and sports centres.

Additional Requirements

None.

HOW TO APPLY

Applications should be submitted using the Cathedral application form, and all sections must be completed. If you wish, you may attach a copy of your CV to support your application.

Application forms can be found on our web pages at:

<http://canterbury-cathedral.org/community/employment/vacancies/>

Your completed form can be submitted on line or returned to:

recruitment@canterbury-cathedral.org

The closing date for this post is:

Monday 23rd March 2015

Interviews will be held on:

Monday 30th March 2015

It is our practice to advise all applicants of the outcome of their application at all stages in the process.

EQUALITY STATEMENT

The Dean and Chapter recognise that discrimination and victimisation is unacceptable and that it is in the interests of the organisation and its employees to utilise the skills of the total workforce. It is the aim of the organisation is to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation.