

Job description

Job Title: Liturgical Support Officer - Weddings, Baptisms & Visiting Choirs

Department: Liturgy

Line Manager: Head of Liturgy

Salary: £23,455 per annum (£39,092 per annum FTE)

Term: Fixed Term – 13 months Maternity Cover

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Purpose of the Job

This role is responsible for providing effective and pro-active administration for Weddings and Baptisms (for members of the Order of the British Empire and the Cathedral community) and Visiting Choirs (who sing services when the Cathedral Choir is on leave).

Main Duties

Weddings and Baptisms

- a) Administration of all Weddings and Baptisms and close liaison with parties applying for these services as well as with officiants, musicians and virgers.
- b) Maintenance of a database for the above.
- c) Liaison with the Central Chancery regarding eligibility for Weddings and Baptisms.
- d) Liaison with the Faculty Office with regard to Special Licence applications.
- e) Preparation of the officiants rota for Weddings and Baptisms.
- f) Preparation of orders of service for Weddings and Baptisms.

- g) Completion of registers and certificates for Weddings and Baptisms, plus the two annual Confirmation services.
- h) Preparation of purchase orders, invoices, and budgets for Weddings and Baptisms in liaison with the Finance Department.
- i) Safe collation and storage of documents in line with data protection legislation.
- j) Liaison with local Registry Office as required including with respect to legislative changes and the need for ongoing training.

Visiting Choirs

- a) In collaboration with the Succentor, booking and administration of Visiting Choirs and close liaison with their Directors of Music throughout the process.
- b) Maintenance of a database for the above.
- c) Liaison with the officiants, Music Department, Virgers and other cathedral staff, as appropriate, regarding visits by visiting choirs.
- d) Ensuring completion of necessary forms by choirs in line with the Cathedral's safeguarding policy.
- e) Preparation of visiting choir worksheets.
- f) Log any necessary feedback following a visit.

Other Liturgical Duties

- a) Supporting the overall function of the Cathedral diary including bookings and attending the weekly diary meeting.
- b) Assisting the wider Liturgical team as required e.g. during periods of high workload.

Person Specification

Essential

- Experience of working in in a Cathedral/Church role with a liturgy and events focus, with demonstrable examples of planning and diplomacy in liaising with staff, volunteers and external users;
- Experience in a busy office with a high throughput, strict deadlines and high standards for output;
- Ability to work in a very busy environment and remain calm under pressure;
- Ability to prioritise work and handle a wide range of projects simultaneously;
- Effective and clear communication skills both written and verbal, in person and over the phone;
- Clear handwriting for completion of wedding and baptism registers and marriage certificates;
- Initiative, confidence and judgement to be able to work autonomously on agreed tasks and preparedness to take decisions and accountability for them;

- Excellent attention to detail, including proof reading own output before submission for final proof reading;
- A good team worker, able to build strong and effective working relationships with a diverse range of people internally and externally, and have a sympathetic approach to their needs;
- Demonstrable evidence of working with confidential information and with complete discretion;
- Experience of using Artifax or other comparable diary management software;
- Proficient in Microsoft Word, Excel, Outlook, Adobe; also Sibelius and Quark, for which training will be provided if necessary;
- Prepared to tackle a variety of practical tasks; and
- Able to quickly acquire a good knowledge of Cathedral procedures and of the way events and services unfold in the Cathedral.

Desirable

- Knowledge of the liturgical and pastoral life of the Church of England (or a Church in Communion with it).
- Previous experience of working in a Cathedral or similar environment.

The individual will be:

- expected to share in St Paul's Cathedral's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- expected to adhere to Cathedral Safeguarding Policies and willing to attend Safeguarding training and report any Safeguarding concerns through appropriate channels
- in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.