



Introduction to working at St Paul's Cathedral

St Paul's Cathedral is a vibrant place of worship and mission, a national treasure and a London icon. It draws together in its ministry and daily life a very diverse range of activities and aspirations. It is the Cathedral of the Diocese of London and the seat of its Bishop, a vibrant church and a national and international spiritual focus, a space for worship and holiness, a place of learning, debate and challenge, a national treasure, an icon of resilience in the face of adversity, an architectural heritage centre, a partner in the City of London, a visitor attraction and a commercial enterprise. In addition to offering acts of worship throughout the day, St Paul's is open for prayer seven days a week and for sight-seeing six days a week.

As a Christian church, St Paul's seeks to preach and share the Gospel, yet is also 'owned' by many who would profess no Christian faith.

Our Mission Statement

At the heart of the Cathedral's vision and strategy, is the mission 'to enable people in all their diversity to encounter the transforming presence of God in Jesus Christ'.

In addition, the Cathedral seeks constantly to engage with questions of how to express inclusion and diversity appropriately in its life and work.

Our Purpose

The Cathedral is a community of worship and mission with a particular role in supporting the Bishop of London in their work across the diocese and beyond.

We are above all a living Christian church, inspired by the love of God in Jesus Christ to offer welcome, prayer and learning.

Together, we are entrusted with the outstanding building and the iconic dome, the fruit of human skills offered to the glory of God. We will curate and fashion the building on behalf of current and future generations as a sign of hope for all.

We will bring together all our resources to make a tangible difference to people's lives, shaping policy and attitudes to tackle social injustice, specifically in the area of young people's mental health.

Our Values

Welcoming – We all offer a warm inclusive welcome to everyone: our colleagues, volunteers and each one of our visitors.

Responsible – We are people of integrity, each responsible for part of the whole of the Cathedral's work, looking after the Cathedral for the next generation.

Engaging – We seek to engage everyone in our mission, at the Cathedral, within London and across the world.

Nourishing – As a community we work together in a learning environment, aiming for the highest possible standards in everything we do whilst acknowledging that we cannot do everything.

Equality, Diversity and Inclusion

St Paul's is committed to creating and sustaining a diverse and inclusive workforce that represents our context and wider community. We are aware that those of United Kingdom Minority Ethnic / Global Majority Heritage, women, and disabled people are currently under-represented in our workforce, and we particularly encourage applications from those with the relevant skills and experience that will increase our representation.

As mentioned above, St Paul's mission is 'to enable people in all their diversity to encounter the transforming presence of God in Jesus Christ'. This is reflected in a constant and intentional focus on equality, diversity and inclusion. Some significant milestones are:

- **Pantheon: 50 Voices** – part of a major, multi-year project with York University to assess and respond to St Paul's legacy of imperial and colonial monuments.
- **Gender Pay Equality** – from our 2022 Financial Statements and Annual Report:
'The Cathedral continues its commitment to being a London Living Wage employer, with pay by gender fairly evenly split between male and females. However, as a result of the composition of the senior leadership team, women occupy just over 52% of the highest paid jobs but also just under 57% of the lowest paid jobs. The median hourly pay is 16% higher for women than men with women's mean hourly pay 3.3% higher than men.'
- **St Paul's Adult Learning** – significant lecture and seminar series which features many national and international speakers, often dealing with issues of racial justice.
- **Music Partnerships** – supported by the OBE Chapel Fund, St Paul's provides choral outreach to 13 schools in the East End of London, including the Hackney Children's Choir, as well as a range of partnerships with diocesan schools.
- **Canon with Responsibility for Racial Justice** – appointment of The Revd Canon Adeola Eleyae as Non-Residentiary Canon with responsibility for Racial Justice, supporting Chapter's engagement with recommendations of the Archbishop's Commission for Racial Justice and London Diocese's racial justice priority.
- **Girls Voices Project** – following a decision by Chapter in March 2022 to introduce Girl Choristers on the same basis as the current Boy Choristers, a major project

('Girls Voices') is fully underway. There are currently 5 probationer girls, with that number set to grow to 20+ by the time the boarding facility is opened in September 2025. This will make it the largest such choral foundation in the world.

- **New Music Festival** – Under the direction of the Music Department, October 2023 saw a week-long festival of music composed by groups under-represented in our current repertoire. The mixture of new compositions (commissioned by St Paul's) and first performances included those from women and Global Majority Heritage composers.

Main Terms of Employment – Property Administrator

Applicants must have the right to work in the UK.

Salary	£36,500 per annum
Hours of Work	Full time, Monday to Friday, 35 hours per week, office based
Contract Type	Permanent Contract
Holiday	25 days per annum plus statutory holidays (FTE)
Pension	The minimum employer contribution is 6% with the employee contributing 2% of pensionable salary. The maximum employer contribution is 7.5% with the employee contributing 3.5% of pensionable salary.
Life Assurance	A Life Assurance policy is in operation, equivalent to four times basic salary.
EAP	An Employee Assistance Programme is available for all employees.
References & Health Questionnaire	Appointment is subject to at least two satisfactory written references, coming from your current/most recent employers, and a pre-employment health questionnaire.

A minimum referencing period of the past two years is required. This means it may be necessary to provide more than two referees.

Probationary period	3 months
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The closing date for applications is 23.59pm, Sunday 29th June 2025.

Interviews will take place on Wednesday 16th July 2025.