

SOUTHWARK

◆ CATHEDRAL ◆

Job Description

Job Title:	Liturgy Administrator
Reports to:	Canon Precentor
Key Relationships:	Canon Precentor, Succentor, Clergy, All staff in the Music Department
Salary:	£29,000 per annum (pro rata)
Hours of work:	25 hours per week (excluding lunch breaks). Some flexibility will be required to allow attendance at evening meetings and events.

Role Purpose

Southwark Cathedral has been a place of Christian worship for over 1400 years. Now it stands on the vibrant and exciting regenerated south bank of the Thames surrounded by cultural venues such as Tate Modern, Shakespeare's Globe and Borough Market, the offices of major companies as well as schools and diverse residential communities. It is an inclusive Christian community that offers a welcome to all.

The Liturgy Office functions to plan and prepare all regular services and special services which align with the Church calendar, Diocesan and civic occasions, as well as key festivals. Cathedral services are well attended by a regular congregation, tourists and students, and so the smooth running of worship is crucial to our mission. We are looking for an administrator who can spend most of their working hours onsite in the office, with the option for some remote working.

SOUTHWARK

◆ CATHEDRAL ◆

Main Duties and Responsibilities

To co-ordinate liturgical administration under the oversight of the Canon Precentor and Succentor. This will include:

- Producing the weekly service sheets for Sunday Choral Eucharist and regular service sheets for other services, under the oversight of the Succentor.
- Assisting the Canon Precentor with service sheets for special services and undertaking any administration associated with special services, which may include producing seating plans, seating labels and liaising with external partners regarding the practicalities of special services.
- Requesting and collating the Dean and Canons' availability for rotas and services.
- Preparing the weekly Cathedral Lectionaries and maintaining the liturgical rotas in collaboration with the Canon Precentor and Succentor.
- Preparing and co-ordinating arrangements for major special services, including information packs, invitations, and RSVPs.
- Taking minutes at service planning meetings and circulating information as required.

To provide administrative support to the Canon Precentor. This will include:

- Managing the Canon Precentor's diary, in collaboration with the PA to the Sub Dean and Canon Precentor, ensuring that the diary is up-to-date and accurate.
- Booking departmental meetings and carrying out some correspondence.

Additional responsibilities

- Any other responsibilities as may reasonably be required.
- Ensure that the highest standards of professional performance are maintained.
- Promote equal opportunities in the work of the department.
- Participate in the arrangements for this role's performance review and appraisal.
- Ensure that professional skills are regularly updated through participation in training and development activities.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

SOUTHWARK

◆ CATHEDRAL ◆

<p>Person Specification (E = Essential / D = Desirable)</p>
<p>Qualifications</p> <ul style="list-style-type: none"> • An undergraduate degree (D)
<p>Skills/Aptitudes</p> <ul style="list-style-type: none"> • Excellent interpersonal and communication skills and able to work patiently and constructively with others (E) • Excellent written and spoken communication skills (E) • Excellent organisational skills and the ability to manage a variety of tasks (E) • Excellent attention to detail and oral and written skills in the English language (E) • Excellent IT skills and knowledge of all Microsoft Office packages (E) • Experience of using some form of publishing software. Currently the Cathedral uses the Adobe InDesign package – training can be provided (E) • Ability to work in a complex organisation with multiple stakeholders (E)
<p>Knowledge/Experience</p> <ul style="list-style-type: none"> • Knowledge of Church of England services and knowledge of church music (E) • Experience of working or volunteering in a church (D) • Experience of working in complex organisations and/or small organisations with the ability to be adaptable and to take on any challenge at short notice (D)
<p>Personal Attributes</p> <ul style="list-style-type: none"> • Able to deal with information in a sensitive and confidential manner (E) • Able to cope with limited resources, seize opportunities and think creatively (E) • Proactive problem solver (E) • Able to remain calm when under pressure at busy times of the year (E) • Self-motivated and able to plan and prioritise workload effectively (E) • Demonstrates empathy for the vision, mission and values of Southwark Cathedral (E) • Respectful of all with understanding of diversity and inclusion as core values at Southwark Cathedral (E)

SOUTHWARK

◆ CATHEDRAL ◆

Southwark Cathedral believes in promoting and building a diverse and inclusive team, and workplace, culture and governance structures that are welcoming to and respectful of all. We welcome applications from all suitably qualified people whatever their ethnicity, background, age, disability, long term condition, sexual orientation, gender identity, or any other characteristic protected by law.

Safeguarding is at the core of all we do. We follow best practice for Safer Recruitment.

Terms and Conditions

Working Hours

The working hours shall be 25 hours per week, exclusive of meal breaks. Some out of hours working will be required to support events and weekend openings and this will be notified in advance. Time off in lieu will be awarded in line with Southwark Cathedral's policy.

Annual Leave

34 days per annum including statutory bank holidays, with an additional 5 days after 10 years service (pro rata for part-time hours).

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Season ticket loan

Once the probationary period has been completed satisfactorily, the person appointed will be eligible to take out a season ticket loan.

Pension

The person appointed will be eligible to join a defined contributions pension scheme managed by the Church Workers Pension Fund. The Cathedral will contribute half of the annual premium of 10% of salary.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give one month's notice should you wish to resign and will receive a minimum of one month's notice.