

# S<sup>T</sup>. PAUL<sup>S</sup>. CATHEDRAL

## Job Description

**Job Title:** Learning & Engagement Officer – Maternity Cover

**Department:** Learning

**Line Manager:** Learning Operations Manager

**Salary:** £36,050 per annum (plus benefits)

*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.*

## Our People and Purpose

Everything we do at St Paul's Cathedral is shaped by our vision to be *a Cathedral for London and the world*. Each role plays a vital part in delivering our mission, to welcome and inspire through excellence in worship, heritage, learning and service.

We put people first. Whether engaging with visitors, supporting colleagues, or caring for our building and environment, every individual contributes to the experience of St Paul's.

Our values, Welcoming, Caring, Empowering, Creative and Trustworthy, guide how we work day to day. They shape our behaviours, our decisions and how we work together to deliver our strategic priorities.

## Safeguarding Statement

St Paul's Cathedral is committed to safeguarding and promoting the welfare of all children, young people, and vulnerable adults. We expect all staff, volunteers, and those working on our behalf to share this commitment.

All roles are subject to rigorous safer recruitment practices, including satisfactory references, right to work checks, and dependent on the level of contact with vulnerable groups, may also include basic or enhanced Disclosure and Barring Service (DBS) checks.

As part of the Cathedral's ongoing commitment to safeguarding, comprehensive training is also provided to staff and volunteers, equipping them with the knowledge and skills to identify and respond to safeguarding concerns effectively.

### **Purpose of the Job**

Deliver learning sessions for visiting children, young people and families to the Cathedral. These sessions will develop participants understanding of the Cathedral's history, their knowledge and understanding of the Christian faith and the role of the Cathedral within the church and society, across a range of curriculum areas and key stages. Sessions will take place onsite, as well as, on occasion via virtual classrooms

### **Main Duties**

#### **Schools**

- Deliver the full Learning Department offer of educational sessions to all students under the age of 25;
- Provide support and assist the Learning Coordinator as needed and conduct administration duties in their absence;
- Support with the delivery of all themed visits, workshops and special events.

#### **Family**

- Support delivery of the school holiday family programme throughout all school holidays, including Saturdays;
- Assist with the delivery of large annual events for families and young people such as Creative Cathedral.

#### **Other**

- Support the Operations Manager when required with the training of volunteers and departmental staff;
- Any other appropriate duties that the line manager, senior management or Chapter may request from time-to-time.

## **Person Specification**

- Teaching qualification or equivalent relevant experience in teaching/facilitating the learning of children and young people, ideally in a cathedral, museum, gallery or community setting;
- Proven ability to facilitate inspiring and engaging sessions with schools across all key stages and learning needs;
- Demonstrable experience of engaging delivery of informal learning programmes;
- Understanding of current best practice in formal and/or informal learning;
- Ability to work flexibly and collaboratively as part of a wider team, including many different Cathedral departments and with volunteers;
- Knowledge of the Christian faith and the ability to translate key themes from Christianity into engaging formal and/or informal learning activities;
- Effective and clear communication skills both written and verbal;
- Proven ability to prioritise, and ability to support with strategic planning;
- Ability to be proactive and use personal initiative;
- Ability to remain calm and work under pressure;
- Proficient in Microsoft Office software;
- Be expected to share in St Paul's Cathedral's commitment to safeguarding and promote the welfare of children, young people and vulnerable adults;
- Adhere to Cathedral Safeguarding Policies and be willing to attend Safeguarding training and report any Safeguarding concerns through appropriate channels;
- Have experience and knowledge of safeguarding requirements and procedures.

The individual will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.