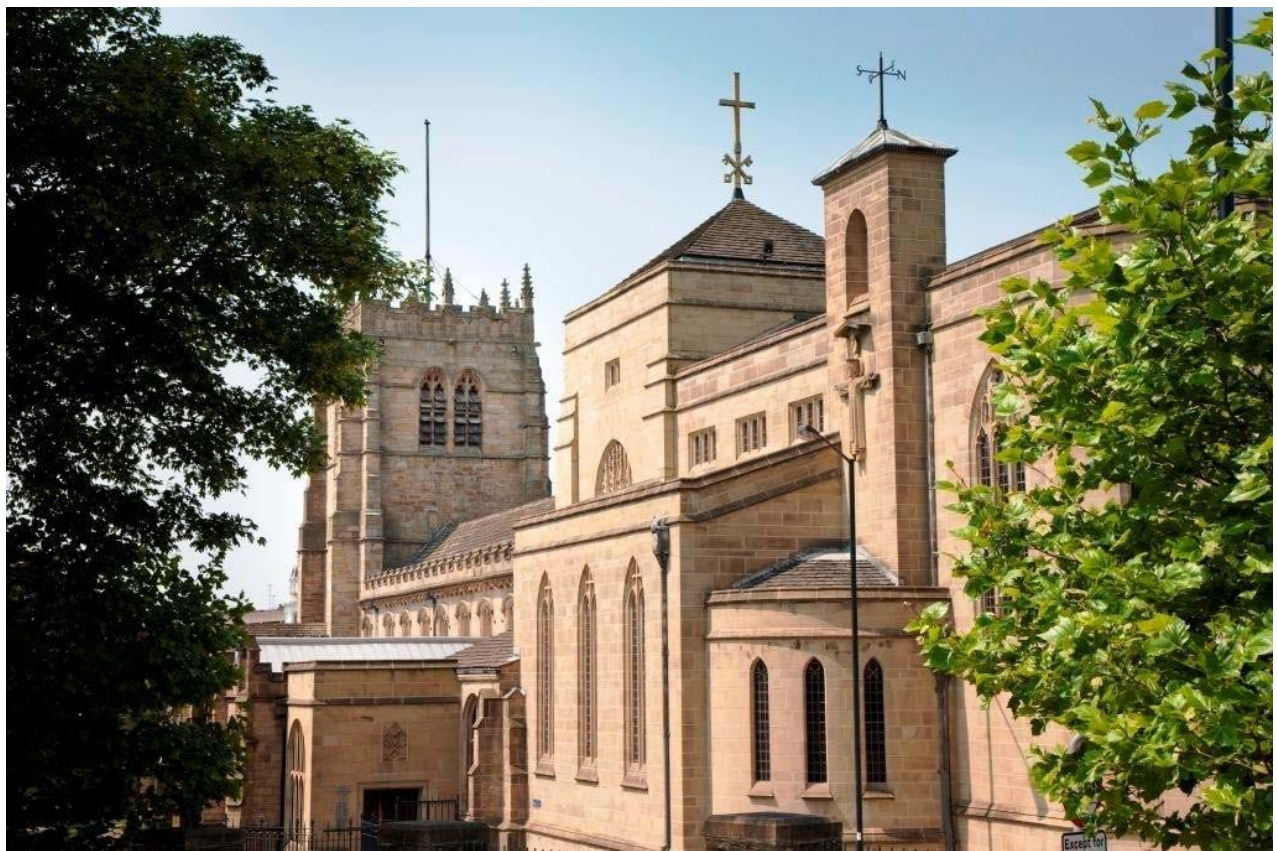




Cathedral Office Manager

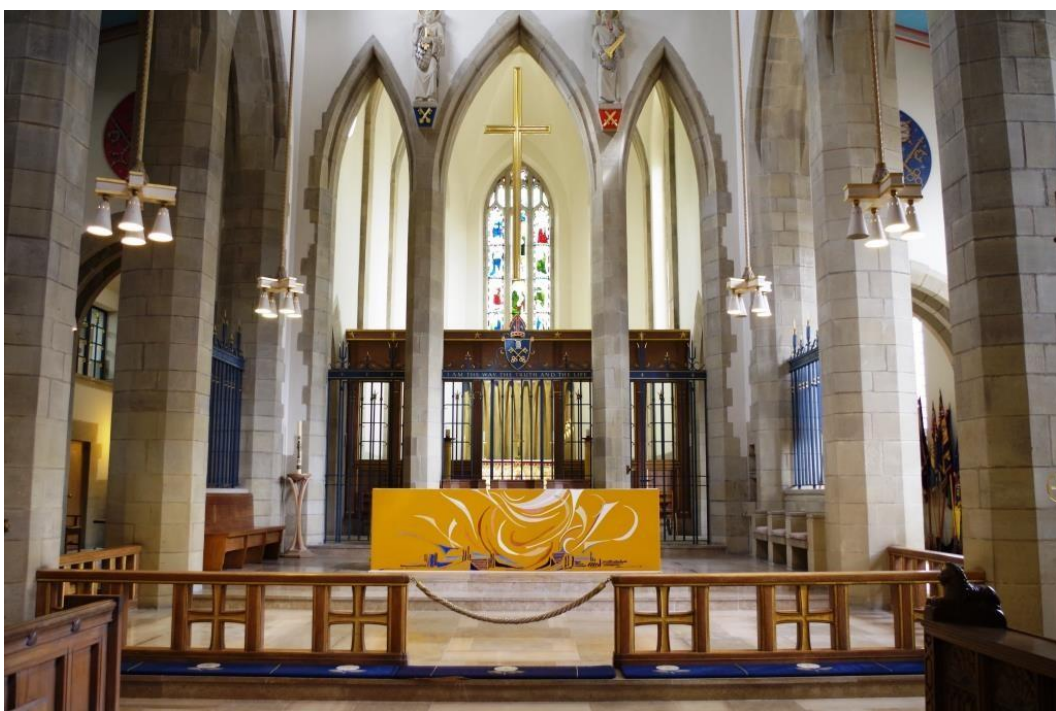


Introduction

Bradford Cathedral stands on a site that has been a place of Christian worship for over 1,400 years. As well as continuing to be a place of prayer and worship in the heart of Bradford city centre, the Cathedral also attracts many visitors who come to explore the history of this ancient building, or to enjoy our vibrant programme of special events, including; exhibitions, music recitals and concerts, special talks, theatre and film. The Cathedral is a busy and exciting place to work and you will be joining us at an exciting time in our development as we continue to deliver on our vision and strategy, and build on the successes of Bradford's year as UK City of Culture 2025.

Role Overview

The Cathedral Office Manager will work closely with the Chief Operating Officer and the wider team, to ensure that our busy office is effectively managed. It is a crucial role with plenty of variety. As well as working with a friendly team of clergy, staff and volunteers, you will also deal with members of the public, and undertake a wide range of administrative tasks relating to the efficient management of the Cathedral Office, HR, and governance. Bradford Cathedral is a very special place to work – one of the city's oldest and most beautiful buildings, rich in heritage and vibrant in its contemporary engagement with our diverse communities. If you are looking for a rewarding role, working with a supportive team in a unique environment this post offers a great opportunity.



Key Responsibilities

Office Management:

- Ensure the efficient operation of the Cathedral Office.
- Be responsible for line management of the Cathedral Secretary.
- Assist the Cathedral Secretary with answering telephones and dealing with enquiries from members of clergy and staff, contractors, visitors and members of the public.
- Have oversight of Office purchasing, working closely with the Cathedral Secretary to achieve good value and cost efficiencies where possible.
- Assist the Cathedral Secretary with weekly banking.
- Assist the Chief Operating Officer and Director of Finance in managing utility contracts.
- Manage the issue and return of all clergy/ staff IT and office equipment, including mobile phones and associated contracts.

HR Administration & Record Keeping:

- Support the Chief Operating Officer with all aspects of HR management.
- Be responsible for HR related administration and record keeping, using the SageHR platform, ensuring that information is managed in compliance with GDPR.
- Coordinate staff and Chapter/ Trustee inductions and exit processes for new starters and leavers.
- Working with the Chief Operating Officer, coordinate the development and implementation of the Cathedral's staff training plan.
- Review and update Bradford Cathedral's company policies and procedures making sure they are in line with current legislation.
- Deal with staff annual leave queries and process TOIL accrual requests.
- Update staff hours/ salaries spreadsheet for monthly payroll.

Governance & Administration Support:

- Maintain accurate records of Chapter and Committee personnel.
- Manage hardcopy and digital filing of all Chapter and committee paperwork, including; agendas, supporting papers, minutes, action grids.
- Ensure that agendas and papers are prepared and issued for all Chapter and committee meetings, liaising with the relevant personnel, as required.

- Ensure that all Chapter and committee meetings are scheduled and registered in the Cathedral calendar, and that invites are issued, as appropriate.
- Produce, circulate and file minutes and/or action grids for the following meetings:
 - Chapter – x6 per year (including x1 away day).
 - Finance Committee – x4 per year
 - Fabric Advisory Committee – x3 per year
 - Safeguarding – x4 per year
- Provide administrative support in relation to the Cathedral's APCM – including preparatory tasks/ paperwork, attending and minuting the meeting, and post-meeting tasks.

Person Specification

REQUIREMENTS	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A – Application D – Documents I – Interview R –References
Qualifications		
Degree level qualification or equivalent professional qualification.	D	A/D
Good literacy and numeracy skills (GCSE Maths & English).	E	A/D
Administration qualification.	D	A/D
Skills		
Excellent verbal and written communication skills.	E	A/I
Excellent interpersonal/ customer care skills and ability to deal sensitively with members of the public.	E	
MS Office Packages (Word, Excel, PowerPoint).	E	A/I
Calm and well mannered.	E	I
Ability to manage a diverse portfolio of responsibilities and tasks	E	AI
Highly organised and methodical with attention to detail and the ability to prioritise effectively.	E	A/I
Resilient and able to work under pressure.	E	I
SageHR, ChurchSuite or other database skills.	D	A
Experience		
Recent experience working in a busy Office/HR environment.	E	A/R
Experience of a public facing role.	E	A/I
Recent experience in operating MS Office packages.	D	A/I
Experience working in the not-for-profit sector.	D	A
Knowledge		
Knowledge of church or charity environment.	D	A/I

REQUIREMENTS	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A – Application D – Documents I – Interview R –References
A working knowledge of the Church of England and the Christian faith.	D	A/I
A good understanding of GDPR.	D	A
Attitudes		
Honesty, integrity and strong values. The appointee needs to be able to work comfortably in a faith-based organisation and be sympathetic to, and supportive of, Christian values.	E	I
A wholehearted commitment to the success of the Cathedral.	E	I
The willingness to work flexible hours on occasion, with periods of considerable intensity, as required.	E	I
Ability to work collaboratively as part of a team however equally comfortable working on their own.	E	I/A
Ability to show tact, diplomacy and discretion.	E	I/A

Terms and Conditions

Bradford Cathedral is committed to safeguarding and promoting the welfare of children and all vulnerable people. This commitment is shared by our staff and volunteers.

Reporting: The post holder will be line managed by the Chief Operating Officer.

Place of work: The post is based at Bradford Cathedral.

Salary: £33,500 paid by credit transfer on or around the 24th of each month.

Hours: 37.5 per week, worked Monday to Friday between 8.00am and 5.30pm. You are required to work 7.5 hours per day within this timeframe, with a 30-minute unpaid lunch break. A degree of flexibility is required to meet the demands of the role, including occasional attendance at meetings outside these hours.

Holidays: 36 days (including x8 bank holidays)/ 270 hours per year.

Pension: The Cathedral participates in the Church Workers Pension Fund. The Cathedral will pay a 5% contribution to the pension scheme provided you pay a minimum of 3.5% of your salary into the scheme. You will be automatically enrolled unless you decide to opt out.

Probationary period: One month.

Notice period: During the probationary period, the notice period is one week on either side. After that, the notice period is one month on either side.

Referees: Names and contact details of two referees will be required.

Pre-appointment checks: Offer of the position will be subject to employment checks.

Why Join Us?

- **36 days' holiday** (including bank holidays)
- **12 weeks' full sick pay**
- **Enhanced family leave** – 12 weeks' maternity & 2 weeks' paternity on full pay
- **Life assurance** – worth twice your annual salary
- **Work in a stunning historic setting** – Bradford Cathedral
- **Free onsite parking**

How to apply

Please apply using the Church of England's Pathways website. The application should include a personal statement setting out the applicant's suitability for the role and addressing the criteria in the person specification.

<https://www.cofepathways.org/members/modules/job/detail.php?record=9654>

The deadline for applications is **Sunday 8 February 2026**.

Interviews will take place on **Tuesday 17 February** at Bradford Cathedral.