

SOUTHWARK

◆ CATHEDRAL ◆

Facilities Officer | Applicant Pack

Job Title:	Facilities Officer
Reports to:	Head of Property
Key Relationships:	Facilities Manager, Estates Manager, Verger Team
Start Date:	August 31 st , 2026 or as soon as possible following that
Salary:	£20,000 per annum (£28,000 FTE)
Hours of Work:	25 hours per week – typically over 5 days. Due to the nature of the position occasional evening and weekend work will be required.
How to apply:	Please complete the application form on the Church of England Pathways Website by 11.59pm on Monday, August 17 th .
Interviews:	Interviews are scheduled for September 1 st and 2 nd , 2026

Introduction to the Cathedral

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 Cathedral's mission, ministry and musical tradition are core to its life as a Cathedral and a parish church serving the community. It also relies on the valuable financial contribution made by its income generating activities such as its shop, café, conference rooms, corporate events and concerts. It is a very busy place, attracting 290,000 visitors a year to the Cathedral, its churchyard and medieval herb garden. The Cathedral relies on a small but dedicated team to be inclusive and welcoming to all.

SOUTHWARK

◆ CATHEDRAL ◆

Our Vision & Values

Southwark Cathedral's original foundation was a Priory with a community that lived by the rule of St Augustine, written around 400 AD. Augustine begins his rule with the words, 'Before all else, love God and then your neighbour, because these are the chief commandments given to us'. Our renewed vision of 'making space for love: with Heart, Mind and Soul, finds its inspiration in our spiritual heritage.

Our mission and objectives combine in what we are calling the pathways for realising our vision. The pathways through which we will make space for love of God and neighbour are:

Objective 1: Rooted in Christian faith - to be a place of hospitality, exploration, imagination and kindness. We will be a Cathedral that rejoices in making space for all people to flourish and grow in heart, mind and soul.

Objective 2: Heart - to keep the heart healthy in London by a commitment to social justice, upholding the human dignity of all people and of every age.

Objective 3: Mind - to help people both live faithfully and think critically, being a place of learning and discovery.

Objective 4: Soul - to be a school for the soul, a place for enrichment of the inner life through prayer, our Cathedral building, the arts, and community.

Our Values

Integrity, Kindness, Justice, Courage

Role Overview

As the Facilities Officer at Southwark Cathedral, you will work as a key part of the Property team – co-responsible for the set-up and maintenance of spaces such as the Cathedral's conference rooms and for health, safety and security on site. Working closely with the Head of Property, Facilities Manager and other members of the Property team and Verger team, you will be at the forefront of making the Cathedral site safe, tidy, functional and sustainable.

SOUTHWARK

◆ CATHEDRAL ◆

Main Duties and Responsibilities

Site and Facilities Assistance

- General portering, to include moving and installing of pack-away furniture as required;
- Shifting of furniture between rooms and storage across site to meet needs of Cathedral;
- Assistance with delivery of tea, coffee and finger-food refreshments to conference and meeting rooms for internal meetings and external clients. Food & Hygiene Level 2 required (training given);
- Light cleaning as required, including bin-emptying;
- Top-up cleaning of toilets and washrooms, to retain fully functioning facilities for conferences, meetings and events;
- Replenishing washroom supplies, e.g. soap, paper hand towels, toilet roll, etc;
- Assistance with some high-level housekeeping in the Cathedral church and throughout the site, e.g. heritage cleaning, hanging decorations, lights, etc;
- Assist Facilities Manager with simple tasks of general building maintenance;
- Maintain tidiness of the cleaning and furniture stores;
- Remove waste and bulky redundant items from rooms and storage areas for on-site collection;
- Carry out regular site inspections to ensure that the entire Cathedral precinct is kept free from litter and in good order with signage and barriers correctly placed.

Security, Health and Safety

- Remain vigilant at all times for the security of the Cathedral premises;
- Check that public areas and working areas and practices are kept safe and free from trip, slip and other hazards;
- Take action when needed to implement emergency procedures;
- Act as Fire Marshall and Lockdown Marshall (training given);
- Ensure compliance with relevant Health and Safety legislation and statutory codes of practice;
- Liaise with the Property Team and Head Verger over any issues of concern with regard to Health, Safety & Security.

Conference Rooms

- Work with Property Team managing the preparation of conference rooms including audio visual equipment requirements;
- Ensure conference and meeting rooms are set with appropriate furniture and equipment for event or meeting in timely fashion;
- Manage week-day room-setting according to Cathedral diary and to meet different departments' event requirements;
- Provide operational audio-visual support to clients to provide presentation- and meeting-standard IT functions.

SOUTHWARK

◆ CATHEDRAL ◆

Sustainability

- Assist in the implementation and monitoring of the Cathedral's energy management and waste strategies including liaising with waste management suppliers, reading utility meters, changing fittings to LED light bulbs;
- Light garden maintenance where required.

Additional responsibilities

- Any other responsibilities as may reasonably be required;
- Ensure that the highest standards of professional performance are maintained including polite and respectful manner when dealing with the public;
- Promote equal opportunities, diversity and inclusion 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 offered.

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 ◆

Person Specification	
(E) = Essential	(D) = Desirable
Skills/Aptitudes • Ability to work in a complex organisation with multiple stakeholders (E) • Ability to work with heritage and built environment professional advisers (E) • Ability to assist the Facilities Manager with simple tasks of general building maintenance (ability to use screwdriver, drill, hammer etc) (E) • Ability to work using own initiative and be accountable (E) • Excellent interpersonal skills with people at all levels – internally and externally, and able to work collaboratively in an approachable and constructive manner (E) • Excellent organisational and time management skills, as well as meticulous attention to detail (E) • Proficient in the use of the Microsoft Office suite, including Microsoft Word, Excel and Outlook (E) • Strong written and oral communication skills (E)	
Knowledge/Experience • Experience of working on a busy site (E) • Experience of working with key health and safety considerations in mind (E) • Experience of maintaining safety to persons and to heritage fabric (E) • Experience of room-setting (E) • Understanding of data protection and data management requirements surrounding sensitive data (E) • Commitment to continuous organisational improvement & the ability to act as an agent of change (E) • Porterage experience (D) • Experience working with audio-visual equipment (D) • Knowledge and experience of improving sustainability (D) • Experience of working in an organisation with both paid staff and volunteers (D) • Some knowledge of Church life and the culture and structure of the Church of England as an organisation (D)	
Personal Attributes & Values • Understanding of and enthusiasm for the Cathedral's overall vision and values (E) • Sympathy with the Christian faith (E) • Inspires the trust, confidence, commitment of others and welcomes feedback (E) • Understands, supports and promotes inclusion and diversity in the workplace and every member of the community that the Cathedral serves (E) • Demonstrates creative thinking and initiative (E) • Proactive problem solver, pragmatic and solution-oriented (E) • Committed to high standards and continual improvement (E) • Willingness to engage with & implement the use of new software, applications and systems (E)	

SOUTHWARK

◆ CATHEDRAL ◆

Southwark Cathedral is committed to being an Equal Opportunities Employer. We believe 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.

Southwark Cathedral is committed to a culture of safeguarding, especially for children, young people, and vulnerable adults. The Cathedral has adopted the Church of England policy statement 'Promoting a Safer Church (2017)'; Safeguarding Learning and Development (2024) and the Safer Recruitment and People Management Guidance (2021). Every member of our team is recruited according to these policies and is required to complete safeguarding training.

Terms and Conditions

Working Hours

The working hours shall be 25 per hours a week (exclusive of meal breaks), normally consisting of 5 number of 5-hour shifts. Some out of hours working will be required to support meetings and events and this will be notified in advance. Time off in lieu will be awarded in line with Southwark Cathedral's policy.

Annual Leave

18 days paid leave per annum, in addition to statutory bank holidays (pro-rata), an extra discretionary day at Christmas and an extra discretionary day for one's birthday. After 10 years' service, an additional 5 days paid leave (pro-rata).

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.



Privacy Notice

For more information on how Southwark Cathedral processes applicant data, please refer to our HR Privacy Notice on the Vacancies page on the Cathedral website:

<https://cathedral.southwark.anglican.org/about-us/job-vacancies/>