

BRADFORD CATHEDRAL

Events Assistant
(zero hours' contract
fixed term 1 year)





Diocese of Leeds

Introduction

Bradford Cathedral stands on a site that has been a place of Christian worship for well over 1,000 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. The Cathedral is a busy and exciting place to work and you will be joining us at an exciting time in our development.

Role Overview

Following the appointment of The Very Revd Andy Bowerman as the Dean of Bradford, the Cathedral has developed a new forward strategy, looking ahead to 2025 when Bradford will be the UK City of Culture. Our team of Events Assistants will work with Cathedral staff and volunteers to support delivery of our special events programme which includes, music recitals and concerts, theatre, film, dance, exhibitions, lectures and conferences. You will have the opportunity to work within a unique historic environment during an exciting period for the Cathedral and the city, as part of a friendly, committed team helping to stage events



with a range of national and international talent. If you are looking for a flexible, rewarding role, would enjoy a challenge working in a special building where no two shifts are the same, this post offers a great opportunity.

Key Responsibilities

- Work as part of the Events team, taking direction from the Communications, Marketing & Events Officer and working in conjunction with the Duty Verger, other Cathedral staff and volunteers.
- Support set up/ down for Cathedral events, under the direction of the Duty Verger. This may include the movement and arrangement of furniture, erecting and dismantling of staging, liaising with other staff and volunteers to coordinate physical effort.
- Undertake stewarding duties when required to do so, including, welcoming people to the Cathedral; checking tickets as part of a box office; showing people to their seats; exit-flyering; and other general problem solving.
- Undertake bar duties; taking drinks orders (including alcoholic beverages); serving refreshments and keeping the bar stocked.
- Provide sales support, taking card and cash payments for refreshments, tickets, programmes and other merchandise.
- Assist with the operation of lighting and sound systems for events.
- Assist with security and health and safety measures within the Cathedral and precinct, and, as required, respond to emergency situations under the direction of the Duty Verger and the emergency services.
- Act as a fire marshal, helping to clear the building of people in the event of a fire or other emergency.
- Help to collect and remove rubbish and other items during and after events, and assist with recycling and general cleaning duties.
- Ensure effective communication and maintain positive working relationships with all staff and volunteers to help with the delivery of the Cathedral's events programme.
- Adhere to all of the Cathedral's policies and procedures.
- Actively support the Cathedral's commitment to safeguarding, and to widening access and promoting equality, diversity and inclusion.
- Perform such other duties as are reasonably requested by the Communications, Marketing & Events Officer or Duty Verger.

Person Specification

REQUIREMENTS	ESSENTIAL (E), DESIREABLE (D)	MEASURED BY: A-APPLICATION, D – DOCUMENTS, I – INTERVIEW, R - REFERENCES
Knowledge/Qualifications		
Good standard of numeracy & literacy	E	A/D

Education qualifications at GCSE Level standard	D	D
Food Hygiene and First Aid qualification*	D	D
Basic understanding of Health & Safety.	D	A/I
Skills/Personal Qualities		
Customer service, being sensitive to the needs of different visitors to the Cathedral	E	A/I
A flexible and enthusiastic team player	E	A/I
Effective communicator	E	I
Good level of physical fitness (requirements to move heavy furniture and objects)	E	I
Respectful of the Cathedral/ church status	E	A/I
Experience		
Working as part of a team	E	A/I
Working on your own	E	A/I
Working in a customer facing or events/heritage/visitor attraction setting		
Working in a busy and, at times, pressured environment.	E	A/I
Working in a role requiring physical exertion	E	A/I
Working a sound desk or AV equipment.	D	A/I

* A willingness to be trained is considered essential.

Terms and Conditions

The post is based at Bradford Cathedral. The post holder will be managed by the Communications, Marketing & Events Officer.

The post is on a zero hours' basis with hours varying from week to week in response to the needs of the Cathedral. Available shifts will be between Monday and Sunday and the majority of these will be evenings or weekends. Hours will be agreed in advance on a month by month basis. There is no entitlement to a minimum number of hours of work per day, week, month or year.

This post is a fixed term role for 1 year.

The current rate of pay is £12 per hour with salary payments made by credit transfer on or around the 24th of each month. Annual leave for a full-time post is 28 days per year plus 8 bank / public holidays. Your annual leave entitlement will be calculated depending on the number of days/hours that are worked.

The first three months of employment will be a probationary period during which the employment may be terminated by either party on giving the other notice of one week. Thereafter notice is one month on either side.

The Cathedral takes the safety of everyone within the church very seriously and expects that everyone will work within the Cathedral's safeguarding policy. In particular the Cathedral expects everyone who becomes aware of a safeguarding risk, of actual abuse or any other reason to feel concerned, then s/he should report it immediately - either to their manager or to the safeguarding representative. An offer of employment is made subject to a confidential safeguarding declaration, the receipt of satisfactory references and other pre-employment checks.

How to Apply

Please apply using the Church of England's *Pathways* website;

<https://www.cofepathways.org/members/modules/job/detail.php?record=6775>

The deadline for applications: Monday 6th May

Group interview date: Friday 17th May

Group induction training: Thursday 30th May

The Cathedral endeavours to provide fair opportunities for everyone. Please contact the Chief Operating Officer if you feel you will need the Cathedral to make an additional or particular arrangement for your interview.

Point of contact

Phil Lickley

Communications, Marketing & Events Officer

Bradford Cathedral

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