



**SOUTHWARK
CATHEDRAL**

Assistant to the Canon Precentor

Information Pack

Closing date: **Tuesday, 16th January 2018**

Interviews will take place on **Thursday, 25th January 2018**





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CATHEDRAL

December 2017

Dear Applicant

I am pleased that you are interested in the post of Assistant to the Canon Precentor.

This information pack provides an outline of the role, the skills and experience that we are looking for, plus some further background to the post and Southwark Cathedral. To apply for this role, please visit <http://pathways.churchofengland.org/jobs/job/Assistant-to-the-Canon-Precentor/257>

For an informal discussion about this post, please contact Matthew Knight via email - matthew.knight@southwark.anglican.org

The closing date is Tuesday, 16th January 2018. Interviews for shortlisted applicants will take place on Thursday, 25th January 2018.

We look forward to hearing from you.

Matthew Knight
Comptroller
Southwark Cathedral

The Cathedral and Collegiate Church of St Saviour and St Mary Overie, Southwark

Brief History

A church has stood on the site of Southwark Cathedral for over 1,000 years. Said to have been founded by St Swithun, it later became an Augustinian Priory under the Normans. It had the distinction of being the first 'gothic' church to be built in London and much of that early work can still be seen in the choir and retro-choir of the present church. Following the Reformation, the church was neglected but was revitalised during the nineteenth century when the nave was rebuilt. In recent years it has been beautifully restored and enhanced. It became the Cathedral of the newly formed Southwark Diocese in 1905. Many famous names have been linked with the church - St. Thomas a Becket, Geoffrey Chaucer and his friend John Gower, Bishop Lancelot Andrewes, William Shakespeare and his brother Edmund, John Harvard, founder of the American University, and Charles Dickens.

Present Situation

The Cathedral is situated on the south bank of the Thames adjacent to London Bridge in a largely business area. It is also a Parish Church. Only a small number of people are actually resident in the parish which comprises large commercial offices, two hospitals, the Cathedral Primary School and the Borough Market. The local area has undergone tremendous change with the opening of the Globe Theatre, the Tate Modern, the Millennium Footbridge and the Jubilee Line extension station at London Bridge as well as numerous other redevelopments including The Shard and re-developed London Bridge station. The normal Sunday morning congregation is eclectic with the many visitors from all over the world. Sunday Evensong is Choral in the Anglican Tradition.

The Cathedral Parish

The Cathedral is the parish church to the surrounding area comprising the Borough Market, offices and some residential accommodation, and encompasses the area between the River Thames and Union Street and from the edge of the Tate Modern site to Hay's Galleria. The Cathedral is actively involved in the community through provision of pastoral care and in assisting the community to respond to and benefit from its changing environment.

The Cathedral has a large and diverse congregation some of whom live in the parish but many more travel from all over London and some from the Home Counties to worship here. The electoral roll stands at more than 600 and has a large representation in the 30-50 age range. Attendance at the four Sunday services stands at an average of 600 each week with nearly 400 attending the main 11.00am Choral Eucharist.

Staffing

The Cathedral is staffed by a clergy team comprising the Dean, five Residentiary Canons and the Succentor. The Dean and two canons are full time at the Cathedral while three Canons have diocesan responsibilities. There is also a lay staff of 25 organised into Liturgy, Administration, Visitor Services, Works Department and Education teams.

A Working Cathedral

Apart from the normal round of daily services, and deanery and diocesan services, the Cathedral is in demand for special services and events of many kinds including consecrations, memorials, celebrations, school and college services, and presentation and degree ceremonies. It regularly hosts conferences, seminars and exhibitions. There are regular organ recitals and concerts.

Musical Tradition

The Cathedral has a fine musical and liturgical tradition. The Director of Music and the Director of the Girls Choir are responsible for the choirs, one comprising professional lay clerks and twenty-two boys who are drawn from local day schools which sings on Sundays, Tuesdays and Fridays, and a girls choir which sings on Mondays and Thursdays. Both choirs have appeared on live broadcasts on BBC Radio 3, have produced a number of recordings and undertaken successful foreign tours in Europe. The Merbecke Choir which draws its membership from former choristers also sings regularly in the Cathedral.

Partnership Links

The Cathedral has a number of partnership links with continental Cathedrals of different traditions and in different countries. There is a link with the Roman Catholic Cathedral of Rouen and also with the Lutheran Cathedral in Bergen. The Cathedral is also linked formally with the Diocese of Masvingo in Zimbabwe.

Cathedral Education Centre

A full programme of activities for school children is run from the Education Centre. These activities are designed to tie in with the National Curriculum and to enable the children to learn from experience. During the children's visits their time is split between the Cathedral and the Education Centre. In excess of 8,000 children per year visit the Cathedral in this way.

The Millennium Buildings

The Cathedral's Millennium Buildings were opened by Nelson Mandela in 2001. The facilities include a refectory, Cathedral Shop and six conference rooms. These buildings provide many of the facilities used by the Cathedral's trading subsidiary, Southwark Cathedral Enterprises Ltd, whose profits provide a critical element in the funding of the Cathedral's work and mission.

Visitor Services

Visitor Services (Welcomers, Cathedral Guides, shop and refectory staff and the vergers team) play an important role in the life of the Cathedral; the welcome extended to visitors is an expression of the Cathedral's purpose as a place of prayer and Christian worship, and the revenue earned helps maintain the Cathedral. The Cathedral currently needs to generate in excess of £2 million each year to meet its running costs as the Cathedral Church of the Diocese of Southwark.

The Vergers

The Vergers play an important part in ensuring the proper functioning of the Cathedral as a place of worship and for the many other roles and activities which it serves. Working to the Head Verger, responsibilities participation in the Cathedral Services, security and Health and Safety matters, involvement in setting up of furniture and equipment for special events and restoration afterwards, and the maintenance of good order within the Cathedral in the context of a ministry of welcome.

The Works Team

The Works team's responsibilities include care and maintenance of the Cathedral church, Millennium Buildings and our residential properties which provide housing for some of our clergy, musicians and vergers. They also play a key part in making sure the Cathedral site is a safe environment for our visitors and that the facilities that support our ministry and mission are kept in good working order.

JOB DESCRIPTION

Job Title: **Assistant to the Canon Precentor**

Salary: £21,500 per annum pro rata (£8,600 per annum for 14 hours per week)

Hours of work: 14 hours per week (to be worked either as two full days or four half days per week) excluding lunch breaks

Overview and context

This post provides administrative support to the Canon Precentor who is in charge of the Cathedral's liturgy and worship. You will assist in the arrangements for major services and in-house events and ensure that details are recorded in the Cathedral diary.

The post reports to the Canon Precentor.

Principal Tasks

- Liaising with the Canon Precentor to provide efficient support for all administrative matters relating to worship and liturgy;
- Dealing with written and email correspondence and telephone correspondence when appropriate;
- Arranging and facilitating meetings for the Canon Precentor, including the preparation of paperwork and typing up notes and booking forms following meetings;
- Playing a full part in the (complex) administration of Episcopal Ordinations, Diocesan Baptism and Confirmation Services, special services and major Cathedral events;
- Providing reserved seating labels for special services and cards for all confirmation and baptism candidates;
- Performing any other duties appropriate to the role as may be required by the Canon Precentor.

PERSON SPECIFICATION

Essential

- Good communication skills including a good telephone manner
- Competent in the use of Microsoft Office applications, especially Excel which will be heavily used in this role, and diary management
- Proven administrative experience in an office environment
- Able to work on own initiative, largely unsupervised, and to thrive in a busy office environment
- A good team player with ability to relate equally well to paid and voluntary staff
- Able to demonstrate sympathy with the aims and objectives of the Christian Church
- Flexible and willing to work additional hours when needed

Desirable

- Some familiarity with church terminology and the hierarchy of the Church of England
- Experience of managing long invitation lists for VIPs and dignitaries for events

SUMMARY TERMS AND CONDITIONS

This post is open to candidates who are in sympathy with the aims and objectives of the Christian Church and the Anglican tradition. The Cathedral encourages equal opportunities.

The person appointed will be employed by Southwark Cathedral at its offices in Montague Close, London SE1 9DA.

- 1 **Salary:** £21,500 pro rata per annum - £8,600 per annum for 14 hours per week.
- 2 **Hours:** Normal hours are 14 per week spread either over two full days or four half days Monday to Friday. The nature of the job requires some flexibility as to when these hours are worked. Overtime is not paid but time off in lieu may be granted in respect of hours worked as required in excess of normal hours.
- 3 **Holidays:** 34 days including statutory bank holidays pro rata – 13.6 days for this role.
- 4 **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.
- 5 **Probationary period:** 26 weeks
- 6 **Notice period:** During the probationary period, the notice period is one week on either side. After that the notice period will be one month on either side.
- 7 **Season ticket loan:** Once the probationary period has been completed satisfactorily, the person appointed will be eligible to take out a season ticket loan whereby the Cathedral will issue a cheque for the purchase of an annual season ticket and deduct the cost in equal monthly instalments from the salary.