

# BIRMINGHAM CATHEDRAL

The Cathedral Church of Saint Philip

Job Description and Person Specification: **Head of Facilities**

Deadline for Applications: **Wednesday 3<sup>rd</sup> February 2021**

Shortlisted candidates will be invited for interview on **Tuesday 9<sup>th</sup> February 2021**

<b>Job Title</b>	<b>Head of Facilities</b>
<b>Reporting to</b>	Chief Executive
<b>Hours of Work</b>	37 hours (flexibility essential) occasional evening and weekend duties
<b>Location</b>	Birmingham Cathedral, Birmingham City Centre
<b>Line Management Responsibility</b>	Vergers Team
<p>Birmingham Cathedral is a publically accessible, listed building with a wide variety of users, which is open 365 days per year. We wish to employ a confident and experienced individual to take on the role of Head of Facilities. The role will involve daily oversight of Cathedral activities and events through strong working relationships with key cathedral staff, professional leadership of our Vergers Team, and a clear sense of organisation and prioritisation.</p> <p>The Head of Facilities will ensure the smooth running of all our routine activities, with a particular focus on facilitating both physical and digital worship. You will maintain consistently high standards of presentation and welcome in our Cathedral and Churchyard. We require an individual who can combine the spirit of Christian welcome with a clear authority in upholding our standards and a flexibility in problem-solving. An empathy for the ethos of the Church of England is vital in acting as a frontline representative of this Christian building.</p>	

I	Responsible for the smooth operation of Birmingham Cathedral (security, key holding, housekeeping, staff management & care of historic fabric)	<ul style="list-style-type: none"> <li>• Ensure that the Cathedral is ready and <b>functioning for worship</b> (this may include occasional liturgical responsibility)</li> <li>• Function as the lead advocate and practitioner for all <b>technical aspects</b> relating to sound and light in the Cathedral.</li> <li>• Responsibility for training colleagues and Cathedral-wide staff in <b>basic use of the systems</b> as well as responsibility for maintenance and upkeep.</li> </ul>
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2	Responsible for regulatory and statutory checks and all operational equipment and facilities.	<ul style="list-style-type: none"> <li>• Supervising all onsite <b>contractors</b></li> <li>• Have Chapter's delegated responsibility for Health and Safety and <b>Security</b>. Undergo all necessary training to fulfil this role.</li> <li>• Implement Chapter <b>Health and Safety</b> Policy to ensure all H&amp;S matters are executed and reported, and all management records maintained.</li> <li>• Responsibility for the Cathedral's short and long term <b>maintenance</b> plans and regular review of contracts and suppliers.</li> <li>• Reporting any issues to Chief Executive and Cathedral Architect and engagement with the Cathedral's Fabric Advisory Committee</li> </ul>
3	Upholding the Cathedral Code of Conduct	<ul style="list-style-type: none"> <li>• Ensuring that the Cathedral offers a <b>warm welcome</b> whilst upholding agreed standards of behaviour.</li> <li>• Ensure an excellent visitor welcome and an exceptional level of <b>presentation</b></li> </ul>
4	Build Strong Internal Relationships	<p>Key Internal Relationships will be:</p> <ul style="list-style-type: none"> <li>• Vergers Team</li> <li>• Clergy and Music Departments (delivery of worship and special events)</li> <li>• Head of Corporate Events (infrastructure and delivery of events)</li> <li>• Head of Comms and Events (Internal and External publicity material)</li> <li>• Churchwardens and Congregation</li> <li>• Cathedral Volunteers</li> </ul>

5	Build Strong External Relationships	<p>Key Working Relationships with:</p> <ul style="list-style-type: none"> <li>• External Contractors working in the Cathedral</li> <li>• External Event Holders</li> <li>• West Midlands Police, City Council, Amey and Colmore BID to ensure the safety and appearance of Cathedral Square</li> </ul>
6	Create robust administrative systems and prepare operational information	<ul style="list-style-type: none"> <li>• Planned and Preventative Maintenance schedule</li> <li>• Conservation Management Plan</li> <li>• Ordering Stock</li> <li>• Preparing Rotas, granting leave and maintaining sickness records</li> <li>• Banking and reconciliation</li> <li>• Statistical Reporting</li> <li>• Maintenance / H&amp;S logs.</li> <li>• Have an excellent knowledge of the cathedral diary and plan ahead, anticipating upcoming activity.</li> <li>• Management of Cathedral shop and shop volunteers</li> </ul>

### **Person Specification**

Attributes	Description of Requirement	E/D	Measure
Building Management	Especially Listed and publically accessible buildings	D	I/A
Audio Visual Technical Capabilities	Competence with managing use of and training with M&E services in the cathedral (predominantly lighting and sound)	E	A
Excellent communicator	Ability to communicate to a wide variety of people from a wide range of backgrounds	E	I/A /T
Highly organised	Monitoring and maintaining records. Supervision of Staff, Volunteers and Contractors Good working knowledge of Microsoft Office Packages	E E E	I
Ability to work well as part of a team	Effective management, delegation, support, apportionment of tasks and the ability to challenge.	E	I/A
In sympathy with the Church of England's ethos	Having worked in a faith setting, welcoming and approachable. Comfortable being an active part of delivering worship and engaging with our congregations	D E	I I
Good working knowledge of health and safety.	Ability to risk assess a variety of situations IOSH Trained Qualified First-aider or willingness to be trained	E D E	I/A A A

Flexible Attitude	Able to work evenings, weekends and out of hours as necessary.	E	I
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### **Terms and Conditions**

Remuneration	£33,900
Pension	8% Employer's Contributory Pension subject to meeting auto enrolment criteria
Office Accommodation	Cathedral
Working time	37 hours (flexibility essential) Some evening and weekends
Holidays	28 days plus bank holidays
Expenses	Reasonable expenses incurred in the course of executing duties will be reimbursed.
Disclosure and Barring (DBS) Service check	This role will be subject to an enhanced DBS check
Probationary period	Role subject to a 6 month probationary period