

Job Description – March 2019

Job Title:	Family Learning Coordinator (maternity cover)
Grade:	C
Department:	Schools and Family Learning
Line Manager:	Head of Schools and Family Learning
Head of Department:	Head of Schools and Family Learning

Introduction to working at St Paul's Cathedral

St Paul's draws together a very diverse set of activities, projections and aspirations. It is the Cathedral of the Diocese of London and the seat of its Bishop, a national church and an international spiritual focus, a space for worship and holiness, a place of debate and challenge, an icon of resilience in the face of adversity, an architectural heritage centre, a partner in the City of London, and a commercial enterprise. In addition to holding four services every day (five on Sundays), St Paul's is open for sight-seeing six days a week, and in 2018 welcomed over 850,000 paying visitors.

Our Mission Statement

St Paul's Cathedral seeks to enable people in all their diversity to encounter the transforming presence of God in Jesus Christ.

Our Vision

- St Paul's is seen primarily as a living Christian Church
- We will be a centre for welcome, worship and learning, and though our care and imagination, will inspire successive generations to engage with the richness of the Christian faith and its heritage.
- Working with the Bishop and Diocese of London and the wider Church, we will be a spiritual focus for people across London, the nation and a broader international audience.
- Our work will promote dignity and justice for everyone.

Our Values

Welcome – we all offer a warm inclusive welcome to everyone: our colleagues, volunteers and each and every visitor

Responsible – we are all responsible for each other and for part of the whole of the Cathedral’s work, not the whole of a part

Effective – we are professional and do what we say we are going to do

Nourish – we have a learning culture, not a blame culture

Purpose of the Job

This post enables the Schools and Family Learning Department to increase its work with families and community groups. The post-holder is responsible for developing and delivering the current family provision in the school holidays and on weekends. They also encourage diocesan and community youth groups (e.g. brownies, scouts, guides, church youth groups) to visit the Cathedral for an extended time to take part in planned activities. The Canon Chancellor is the Chapter member with responsibility for this area of work.

Main Duties

1. Under the guidance of the Head of Schools and Family Learning, plan, develop and deliver a family learning programme during school holidays and weekends.
2. Develop additional resources for families to use on a visit to St Paul’s Cathedral, including contributing to online resources.
3. Contact and arrange guided visits for youth groups from London churches.
4. Communicate with Scouting and Guiding Associations to plan visits tailored to their particular needs.
5. Plan and deliver activities linked with national initiatives, e.g. Refugee Week.
6. Work with the Head of Schools and Family Learning to coordinate large annual diocesan events for families and young people such as Messy Cathedral and Open Families Festival.
7. Continue existing links and establish new connections with charities that work with hard-to-reach family groups in order to explore ways of working together.
8. Attend City of London Family Network meetings as required.
9. Any other appropriate duties that the line manager, senior management or Chapter may request from time-to-time.

The job description is an operational document that does not form part of your contract of employment. It may be that from time to time you are expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of your duties. St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Person Specification

Essential

Skills/Aptitudes/Knowledge:

- Educated to degree level.
- Excellent communication skills in English, both written and oral.
- Understanding of current best practice in informal learning.
- Ability to work as part of a wider team, including many different Cathedral departments and with volunteers.
- Ability to create or commission imaginative resources for families and young people.
- Ability to adapt programmes to accommodate children and adults from different ability groups.
- Knowledge of Christianity and the ability to translate key themes from Christianity into engaging informal learning activities.
- Ability to work in partnership with external partners to develop our programme and its visibility.

Experience:

- Demonstrable experience of the design and delivery of informal learning programmes.
- Experience of working with families and young people in the heritage sector or equivalent.

Personal Attributes:

- The ability to appreciate the Cathedral as a living church and worshipping community and to communicate this to families and young people and community groups.
- A sense of purpose and ability to take personal initiative.
- Commitment to the Cathedral's values and to achieving Diversity in all aspects of the Schools and Family Learning Department's work.

Desirable

Skills/Aptitudes/Knowledge:

- Dramatic or artistic skills.
- Good knowledge of British history.
- Knowledge of a language other than English.

Experience:

- Previous experience of working in the education team of a heritage site or Cathedral.
- Managing family or community projects.
- Marketing, particularly in the area of social media.

The successful candidate will be in sympathy with the aims and Christian mission of St Paul's Cathedral.

Main Terms of Employment

Salary	£18,756 per annum pro rata (£31,260 per annum FTE)
Duration of appointment	This is a fixed term appointment for the purpose of maternity cover, ideally starting from 29 th May 2019 until approximately 10 th April 2020. Should the post holder elect to return early the appointment will terminate early; however at least one month's notice will be given.
Hours of Work	21 hours (3 days per week), to include one Saturday per month
References and DBS	Appointment is subject to satisfactory references and an Enhanced Disclosure from the Disclosure and Barring Service.
Probationary period	3 months
Life Assurance	A Life Cover scheme is in operation.
Pension	The Cathedral has a Group Personal Pension Scheme, with employer and employee contributions.
Holiday	25 days per annum plus eight statutory holidays.

In order to apply, please visit www.cofepathways.org

The closing date for applications is 28th March 2019.

Interviews will take place on 3rd April 2019.