

**Peterborough Cathedral**

# **Estates and Facilities Manager**

**Candidate Briefing Pack**



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# Peterborough Cathedral

Peterborough Cathedral is the most iconic building in Peterborough and a constant draw for both tourists and worshippers. The Cathedral team has embarked on an ambitious programme towards sustainability which includes significant changes and development of the existing estate. To this end, a dynamic and skilled professional is sought to progress the estate aspects of the plan.

## About us - Vision and Values

The Cathedral's core purpose is to share the love of God in Christ Jesus, affirming life in all its fullness and drawing people into relationship with him.

### OUR VISION

Inspired by the Rule of St Benedict, which was established here in the 10th century when Peterborough Abbey was re-founded, it is our vision to shape our community in four key areas:

#### Worship

To make the daily round of prayer and praise (enriched through the glory of the Anglican choral tradition) the heartbeat of the Cathedral's life and our primary call.

#### Learning

To deepen our understanding of God's purposes for us as expressed in Scripture and tradition and to use our God-given gifts of reason and intuition in that endeavour.

#### Hospitality

To welcome all who come as we would welcome Christ himself – he is both host and guest – and to find ways to invite others to explore, celebrate, learn, pray and grow with us.

#### Service

To show compassion for those in need and to work with others for a just society and the integrity of creation.

## **OUR AIMS**

Peterborough Cathedral is aiming, over the next five years, to become:

1. **A worshipping community** that is growing in size, diversity and prayerfulness.
2. **A welcoming place**, where all who come feel safe, valued, welcomed and engaged.
3. **A place that is outward-looking**, serving the community, contributing to the growth and development of the city, valued by its citizens.
4. **An effective resource for the Diocese** in its mission and ministry, supporting the teaching role and leadership of the Bishop.
5. **A good employer** which invests in its staff, encouraging them to grow in confidence in their roles, and rewarding them appropriately.
6. **Financially sustainable**, demonstrating good stewardship and investing in mission for the benefit of all.

## **OUR VALUES**

### **Joyfulness**

Joyful in our outlook, positive, creative and adventurous; celebrating excellence and affirming all that is true, honourable, just, pure, pleasing and commendable.

### **Generosity**

Generous in our attitudes and actions, and the use of the gifts God has given us.

### **Inclusivity**

Welcoming all, regardless of gender, age, race, sexuality, class, ability, culture or belief.

### **Integrity**

True to our purpose and demonstrating integrity in what we do and how we do it.

## The Estate



Peterborough Cathedral is one of the finest Norman cathedrals in England. Founded as a monastic community in 654 AD, it became one of the most significant medieval abbeys in the country, the burial place of two queens and the scene of Civil War upheavals.

The wider estate includes the Cathedral Precincts and a number of additional buildings and properties, many of them listed, that surround the Cathedral.

The upkeep and maintenance of the Cathedral, a Grade 1 Listed building, and its estate is an ongoing process which requires passion, dedication and a significant budget.

A retained Cathedral Architect is responsible for identifying necessary work on the Cathedral itself. The Cathedral Chapter is at the start of a process to produce a Property Development Plan which will set out how the whole estate (with the exception of the Cathedral building itself) will be developed over the next five years. This process will be co-ordinated by a consultant Project Director who will work in close conjunction with the Estates and Facilities Manager.

Simultaneously, there is an ongoing need to maintain and improve many of the existing properties in the estate which represent an extremely important asset, but also an ongoing financial liability if not well managed.

This task will be led by the Estates and Facilities Manager. Larger projects may require external contractors, while smaller tasks, ongoing maintenance requirements and ground maintenance are undertaken by an in-house team.

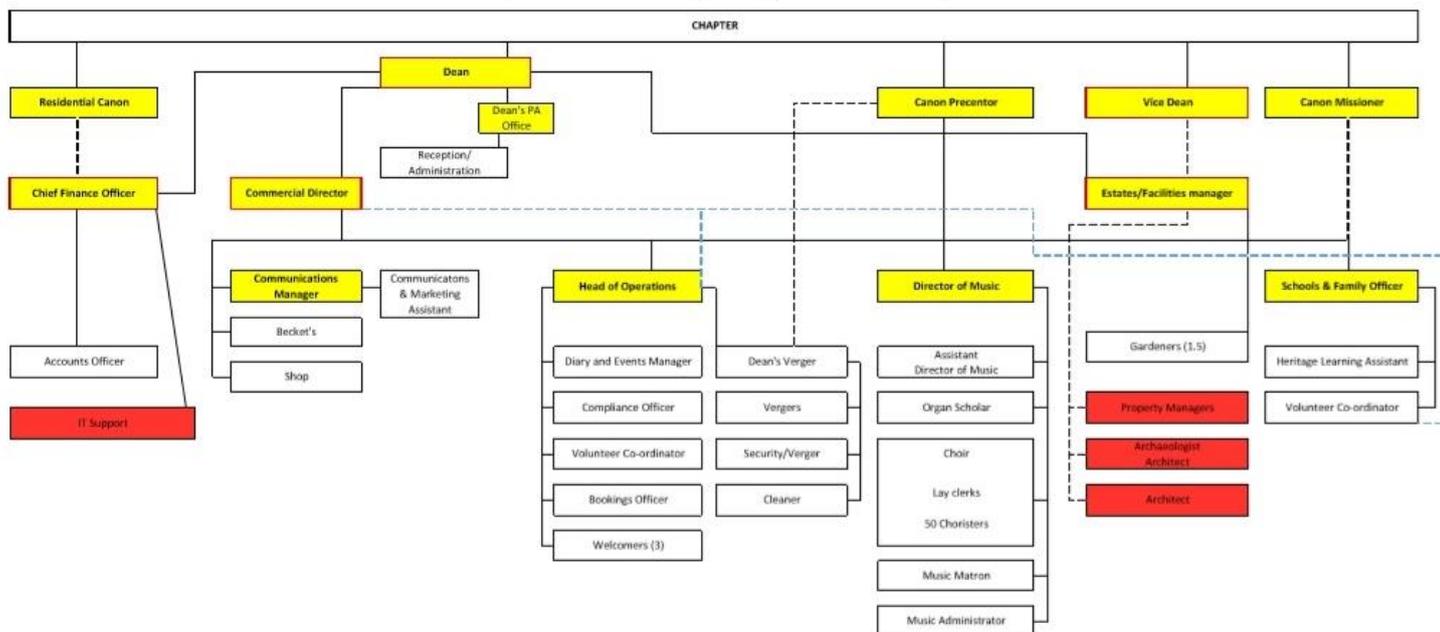


# The Role

The role will oversee the effective management, maintenance and repair of Peterborough Cathedral and its estate as well as being closely involved in the production and implementation of the Property Development Plan that will set out the way forward for the Cathedral estate over the next 5 years.

Reporting to the Dean, the post holder will be a key member of the Cathedral’s Executive Committee and Cathedral Management Team and will provide specialist support and leadership to help the Cathedral further its mission.

Proposed Staff Structure - (Working Document Oct 2019)



- Key:
- Member of CMT
  - Working Partner (Diocese/External)
  - Member of Exec

# Job Description

## Key Tasks

- Develop, plan and programme a property maintenance strategy for the Cathedral and its estate.
- Develop and lead planning applications as appropriate through the local planning authority and CFCE.
- Instigate a CAFM system to efficiently monitor and manage all maintenance activity and works requests.
- Develop and maintain an accessible system of building records, including the extensive existing documentation.
- Instigate and carry out appropriate site surveys and investigations, including Quinquennial Inspections of Cathedral properties (excluding the Cathedral itself).
- Take ownership of maintenance and works budgets, providing effective forecasting information to support budget setting then ensuring that allocated budgets are monitored and adhered to.
- Report to Chapter, the Fabric Advisory Committee, Cathedral Executive and other committees as required, in particular taking responsibility for supporting the Fabric Advisory Committee.
- Implement and monitor an ongoing schedule of regular checks, maintenance and grounds maintenance for the Cathedral and its estate.
- Lead and manage the maintenance staff to support key objectives and deliver a high standard of work within budget.
- Be responsible for Health and Safety, Fire Safety and other compliance for the Cathedral (eg fire alarms, firefighting equipment, legionnaires, gas safety, asbestos register, PAT tests etc), including the chairing of regular health and safety meetings and the maintenance of appropriate records.
- Oversee the management of the Cathedral's rental property portfolio, working closely with the Chief Finance Officer and the retained property management company.
- Oversee and manage the Cathedral's cleaning and security teams and contracts.

- Oversee, manage and ensure safe supply and maintenance of all essential services, utilities and security equipment.

### **Wider Responsibilities**

- To act as a member of the Cathedral Executive Committee and the Cathedral Management Team, contributing to the Cathedral's strategic direction.
- Take an active role and support the consultant Project Director in the development and implementation of the Property Development Plan for the next 5 years.
- Support and develop the Cathedral's environmental policy and develop an energy management policy.
- Take overall responsibility for resolving emergency maintenance issues outside of working hours. Respond to emergency situations at any time and, where necessary act as on-site liaison with emergency services.
- Provide professional guidance, advice and support to the Cathedral's fundraising, liturgical, marketing, education, music and events functions.



## Person Specification

### Qualifications

- HND or higher qualification in trade, construction management, facilities or building management.
- Membership of relevant professional organisation eg MCIQB, MRICS.
- An H&S qualification eg NEBOSH.

### Experience

- Knowledge and experience of preventative maintenance programmes, refurbishment projects and managing budgets in a conservation setting, with Listed Building and Scheduled Monument applications experience.
- Knowledge and experience of managing contracts and works programmes, preferably in a conservation setting.
- Experience of Computer Aided Facilities Management (CAFM) systems.
- Knowledge and experience of managing processes for reactive maintenance.
- Experience of leading and managing staff.
- Knowledge of health and Safety and an understanding of risk within an estates environment.
- Experience of assessing and prioritising work and presenting information in report form to management.
- Experience of current conservation practice and repair methods (desirable).
- Drawing skills (desirable).

### Personal Attributes

- Confident leader with the enthusiasm to go the extra mile and the ability to inspire and motivate others to achieve personal and organisational goals.
- Able to take responsibility and to initiate and manage change.
- Excellent IT and organisational skills with a strong eye for detail.
- Excellent communication skills including spoken and written English.
- Ability to work under pressure and manage competing priorities.
- Flexible and adaptable.

- Diplomatic and able to build relationships with a variety of stakeholders and make sure they are involved as necessary.
- Understanding of, and empathy with, the aims, objectives, values and mission of Peterborough Cathedral.

Please also note:

- All employees are required to abide by the Safeguarding policy, Health & Safety policies, GDPR and Cathedral Policies.
- All Cathedral employees are required to undertake all training as and when it becomes available
- Other tasks as necessary for the smooth running of the Cathedral, as directed by the Chapter through the Dean.

The Cathedral takes the safety of everyone within the Cathedral very seriously and expects that everyone will work within the Cathedral safeguarding policy. In particular, the Cathedral expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with your Cathedral Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

Disclosure and Barring Service: This role will be conditional upon receipt of a satisfactory DBS check.



## Further Information and How to Apply

### What we can offer

As well as a beautiful working environment and the opportunity to enhance your leadership skills, we can offer:

- A salary of £30-£35k depending on experience
- Flexible working hours between 08.00 and 18.30
- Membership of the Cathedral's pension scheme
- 25 days holiday per annum plus public holidays
- Free on-site parking
- This is a permanent post, subject to satisfactory probationary period
- Contribution towards relocation costs
- A great team!

The hours of work are 40 per week, but managers at this level are expected to work the hours required to meet the demands of the role which will include some evenings and occasional weekends.

### How to Apply

Applications should consist of a fully completed application form and covering letter outlining key matching experience and rationale for applying for the post. These should be sent by email to: [dean.pa@peterborough-cathedral.org.uk](mailto:dean.pa@peterborough-cathedral.org.uk)

For a confidential and informal discussion please contact the Cathedral's Chief Finance Officer, Jan Armitage.

**The closing date for applications is Friday 15<sup>th</sup> November, 2019**

**Jan Armitage**

Chief Finance Officer

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