



RECRUITMENT PACK

Learning Officer

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, green spaces and properties, many of them listed, which surround the Cathedral.

Today the Cathedral is the most significant building in a diverse and growing city, a tourist destination and a venue for exhibitions, cultural events, meetings and receptions.

But at its heart it remains, what it has always been, a place of Christian prayer and worship, of ministry and mission; the 'Mother Church' of the Diocese of Peterborough and the seat of the Bishop of Peterborough and all its other activities contribute to or are part of that wider purpose that is spelt out most fully in the Cathedral's vision and values document published in 2019. *(A copy of this can be located on our website, the link is given later in this pack)*

The Learning and Engagement Department works with visitors of all ages, cultures, faiths and backgrounds to experience the rich resources the Cathedral has to offer. Using a multi-sensory approach, we encourage visitors to explore and grow in understanding of the Cathedral as an ancient, living, sacred space. We want visitors to feel amazed, curious and eager to discover more and to feel able and willing to return.

As a Learning Officer, you will assist in the development and delivery of activities for visitors, from school groups to local interest groups and everything in between. You will be creative, innovative and adaptable, able to communicate the Cathedral's story in fresh and exciting ways. You will report to the Head of Learning and work alongside a team of dedicated volunteers.

Key Responsibilities

- To assist the Head of Learning in the development of curriculum-linked activities for school groups
- To lead activities with school groups inside the Cathedral, the visitor centre and in schools
- To encourage feedback from schools and evaluate each session we deliver
- To maintain resources used for school visits, keeping them well-organised and tidy
- To prepare the resources needed for each activity, ensuring there is enough to deliver a session
- To support volunteers in the delivery of activities for school groups and work alongside them
- To assist the Head of Learning and the Head of Communications in the promotion of our school visit provision
- To liaise with schools in the booking process: initial enquiry, processing booking forms, preparing confirmation packs and liaising with the Accounts department
- To assist the Head of Learning in the maintenance of the school visit volunteer rota
- To update the website and ticket booking pages for the department's activities
- To liaise with individuals and tour companies looking to book a tour, directing them to the website or completing a booking process: initial enquiry, processing booking forms, preparing confirmation packs and liaising with the Accounts department
- To liaise with volunteer guides regarding bookings and tour schedules
- To assist the Head of Learning in the development and delivery of family activities in the Cathedral
- To keep the department order book up to date and provide visitor data to the Head of Department
- To undertake any other activities deemed necessary to the role as appropriate

Person Specification

It is likely that the successful candidate has experience delivering activities with children. They will be able to adapt to the needs of a diverse range of groups. They will have a keen interest in history and/or RE as well as creative subjects like art and design and be able to plan activities that support these curriculum areas using the Cathedral as an inspirational resource. They may have experience in formal or informal education settings. They will have excellent interpersonal skills. They will be adaptable and able to think on their feet. They will be organised and have good IT and administrative skills.

Essential	Desirable
<ul style="list-style-type: none"> • Ability to act according to the Cathedral's core values of Joyfulness, Generosity, Inclusivity and Integrity. 	
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Experience working with children in an informal or formal education setting • Reasonable knowledge of British History • Reasonable knowledge of Christianity 	<ul style="list-style-type: none"> • Experience of creating interesting and informative digital learning materials • Previous experience of working in the Learning team of a Cathedral, large Church or heritage sector • Experience of working with volunteers
<p>Skills</p> <ul style="list-style-type: none"> • Excellent communication skills • Excellent IT skills and general computer literacy • Ability to plan, manage, organise and prioritise workload • Ability to work as part of a wider team, including different Cathedral departments and volunteers • Quick to learn and able to adapt 	<ul style="list-style-type: none"> • Dramatic/artistic skills • Head for heights
<p>Personal attributes</p> <ul style="list-style-type: none"> • Understanding of, sympathy with and willingness to promote the aims and purposes of the Cathedral, its mission and ministry • Creative, energetic, dynamic and enthusiastic approach and enjoyment of working with children, adults and young people • Friendly and outgoing. Able to work well and collaborate with others • A sense of purpose and ability to take personal initiative • Ability to uphold and conform to the requirements of the Cathedral's Safeguarding policies • Sufficient physical fitness and ability to lift and carry resources to and from the Cathedral and to set up furniture for activities 	

Whilst it is not required that the post holder should be a member of a church congregation it will be important for them to understand the faith dimension of the life and work of the Cathedral so that the needs of pilgrims and worshippers are supported when necessary by the welcome team.

What we can offer

As well as a beautiful working environment and the opportunity to work with a great team of people, we can offer:

Contract

- A permanent contract with a three months probationary period.
- 32 hours per week, typically 8.30am-4.30pm. Occasional weekend working will be required for which time off will be given in lieu
- 25 days holiday per year + 8 bank holidays.

Remuneration

- Salary at £10 per hour. (£16,640 per annum based on 32hpw)

Pension

- The Cathedral operates the NEST pension scheme with auto-enrolment after 3 months.

Further information and how to apply:

Applications are invited to be sent directly to the Dean's PA by E Mail using the following address. dean.pa@peterborough-cathedral.org.uk using the application form on the Cathedral Website www.peterborough-cathedral.org.uk/jobs.aspx

Please also attach a covering letter that makes it clear to the selection panel how you believe your skills are relevant to the role described and what excites you most about this opportunity.

Applications are to be received no later than **midnight Thursday June 16th 2022**. Interviews are provisionally scheduled for **Monday 4th and Tuesday 5th July 2022 in Peterborough**.

- All employees are required to abide by the Safeguarding, Health & Safety, GDPR and other general Cathedral Policies.
- All Cathedral employees are required to undertake all appropriate training as and when it becomes available.
- You may be required to undertake other tasks as necessary for the smooth running of the Cathedral, as directed by the Chapter through the Dean.
- Peterborough Cathedral is an equal opportunities employer.
- Disclosure and Barring Service. This role will be conditional upon receipt of a satisfactory enhanced DBS check.

The Chapter of Peterborough Cathedral take 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 the Cathedral Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.