



Peterborough Cathedral is recruiting

ROLE

WEEKEND SECURITY GUARD

HOURS

10 hours per week

CONTRACT

3 Month Fixed Term

REMUNERATION

Competitive Salary, 24 days leave pro rata

STARTING

Week Commencing 28th September 2020

As Security Guard your primary objective is to execute duties that are designed to create and sustain a safe and secure environment for staff, volunteers and those who visit the Cathedral and its Precincts, at the same time protecting our assets from damage, misuse or theft. Your role is visitor facing and you represent the Cathedral; your conduct, manner and behaviour should at all times reflect this and ensure that our visitors are made to feel welcome. Creating a positive visitor experience is key.

You will report directly to the Head of Operations.

You will be expected to work with both paid and volunteer members of staff in undertaking your duties and in particular work alongside:

- Welcomers
- Verger
- Stewards
- Shop Assistants
- Operations Team

Current duties include but are not limited to:

- Unlocking the Cathedral in the morning to the agreed standard and when required completing the checking, exiting and locking of same in the evening.
- Opening external perimeter gates and locking of same as required.
- Making sure all designated fire escapes are open and free from obstruction at all times the Cathedral is open to the public.
- Patrolling the Precincts, checking for unusual activity or antisocial behaviour, taking appropriate action when required.
- Maintaining a visible presence during events where footfall is high.
- React to any calls for assistance either inside the Cathedral or on our property, assess the severity of the issue seeking external support from emergency services if required.
- Monitoring of individuals suspected of potentially challenging behaviours including begging.
- Reporting of any issues on site that could be identified as a hazard.
- Checking and reporting on Walls, Doors, Locks and Lighting.
- Traffic access and control duties for exceptional events and deliveries
- Monitor and control access to the Cathedral when Welcomers or Stewards are not on duty.
- Holding the 'Town Link' radio as required and liaise with Welcomers and shop staff if advised known shoplifters are entering the Precincts.
- Checking with the office on any special activity for the day
- Assisting Visitors with requests for information or directions or facilitating their enquiries about the Cathedral building.
- Reporting on the status of bins around the Precincts and taking action with any potential hazards.
- Assisting with the distribution and clearing of chairs when required.
- Support with the emptying of collection boxes when required.
- Secure parking spaces for VIP's as directed.

Hours of duty

Your hours will be rostered from 0730 – 1230 on a Saturday, and 1230 – 1730 on a Sunday.

Contract Terms

This is a temporary 3 month contract from 28th September 2020 to 28th December 2020.

A time off in lieu policy is applied across our Teams meaning no overtime payments are made.

Person Specification.

There is a wish to recruit individuals with asset protection experience, those who have previously been successful in operating in public spaces where there is a degree of risk.

Essential Skills & Qualifications

- Exceptional communication skills. It is critical that the individual can be clearly understood across short wave radio in use across the Precincts.
- Outstanding negotiation skills and the ability to diffuse potentially volatile situations by demonstrating calm assertive behaviour supported with the appropriate verbal and non-verbal techniques.
- Organised and methodical approach to routine, attention to detail
- Understands the principles of delivering an exceptional visitor experience
- Highly observant.
- A real 'Team Player'
- Physically fit, able to spend long periods of the day on foot.
- 5 GCSE's at C Grade or above which should include English Language and Mathematics.

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 through the security function.

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. A DBS check may be required.

Applications

Please apply in the first instance directly to Maria Elsey, Head of Operations, at Peterborough Cathedral on E Mail at operations@peterborough-cathedral.org.uk including an up to date CV and a covering letter making clear why you are interested in joining our Team here at Peterborough Cathedral and how your specific experience would make you an outstanding candidate for this role.

Closing Date: 14th September 2020

www.peterborough-cathedral.org.uk

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