

# Application Pack

**Apprentice Stonemason**

June 2019

[yorkminster.org](http://yorkminster.org)

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# About York Minster



The seat of the Archbishop of York, the Cathedral and the Metropolitan Church of St Peter in York – York Minster as it is better known – is the mother church of the Northern Province and the Cathedral for the Diocese of York. It is a centre for Christian life in the North of England. York Minster has been a place of prayer and pilgrimage for over 1,400 years and worship is still at the heart of its life. York Minster’s Choir of adult Songmen and boys and girls from the Minster School is world renowned. The Choir’s mastery of the English choral tradition is one of the Minster’s crowning glories.

York Minster is a gothic masterpiece in stone and stained glass, a magnet that draws people to visit the City of York and a defining symbol of the ancient “capital of the North”. Each year around 600,000 people from all over the world come to explore the Minster, and visitor surveys find a high level of satisfaction from their experience. It is one of the centres of York’s lively cultural and intellectual life, hosting many concerts, lectures and exhibitions.

The Minster community is diverse with over 200 members of staff and almost 500 volunteers. The Stoneyard’s craftsmen and women are immensely skilled and knowledgeable about both the church building and the Precinct Properties; a fine Library is run in partnership with the University of York; there are two cathedral shops and a team of staff and volunteers who manage the floor of the Minster and work to ensure that all our visitors receive a warm welcome.

York Minster is more than 800 years-old and its gothic architecture is subject to a complex and ongoing cycle of repair, restoration and conservation. Whilst the York Minster Fund provides some financial security, the Minster relies on funds raised from visitors to ensure that the building is properly maintained. It receives no regular income from the Government.



With the arrival of the Dean, The Very Reverend Vivienne Faull, in December 2012, the Chapter team and senior lay team were appointed. A strategic plan covering the years 2015 – 2020 has been developed in consultation with over 1000 people: the plan is approved and endorsed by Chapter and the Archbishop and has been shared with many and varied stakeholders.

**Mission:** York Minster invites everyone to discover God's love through our welcome, worship, learning and work.

**Purpose:**

- to play an active role, across the Diocese of York and the Northern Province of the Church of England supporting the work of the Archbishop, sharing our skills and knowledge and working with communities and partners to further our mission;
- to inspire people, through the story of Jesus Christ, through our worship, prayer and music and through the heritage and history of York Minster, onto a journey of personal and corporate transformation;
- to engage all our community in a participative and consultative way;
- to put learning and the transformation of ourselves and of others at the heart of all we do;
- to manage our business successfully, covering our costs and generating the funding necessary to further our mission and to sustain the Minster.

**Values:**

- Courage
- Trust
- Wisdom

**Organisation, Management and Governance**

The work of the Cathedral is carried out by staff and volunteers, yet the '*corporate body*' responsible for the management of the Cathedral is the Chapter of York which is advised by the Cathedral Council and the College of Canons.

The Chapter is responsible for all aspects of the day-to-day management of the Cathedral. Chapter comprises the Dean, three Residentiary Canons, and currently four Lay Canons.

The Senior Leadership Team, led by the Chapter Steward, comprises the Dean and the Residentiary Canons and the Directors. The Team meets every six weeks to review performance against business plan and strategic objectives and to discuss permission requests.

The Minster receives no regular income from the Government or the Church of England, and relies on monies raised from visitors to ensure that the building can be properly maintained and remain glorious for future generations.

APPRENTICE STONEMASON,  
WORKS DEPARTMENT

**Salary: £ 9258.54 (increases annually)**

**The York Minster Stoneyard is one of the largest in the country, and is regarded as a centre of excellence for many traditional crafts including masonry, carving and carpentry. A rare opportunity has arisen to train as apprentice on a four-year contract, reviewed annually, working with and learning from some of the most skilled craftsmen in the country.**

The Apprenticeship includes a programme of part-time study at York College. We are looking for a reliable, enthusiastic individual with a passion for developing masonry skills and the ability to contribute to the work of one of the great cathedrals of the world.

The course starts in September, but the successful candidate would hopefully be able to start in the Stoneyard in mid-August.

<b>Job Title:</b>	<b>Apprentice Banker Mason</b>
<b>Department:</b>	<b>Stoneyard</b>
<b>Reporting to:</b>	<b>Master Mason</b>
<b>Supervisory Responsibility:</b>	<b>None</b>
<b>Financial/Budgetary Responsibility:</b>	<b>None</b>
<b>Job Purpose:</b> <b>To undertake a four year stonemasonry apprenticeship training programme.</b> <ul style="list-style-type: none"><li>• To be trained to follow detailed design instructions to create architectural stonemasonry using traditional hand tools.</li><li>• To be trained in the fixing of masonry on site.</li><li>• To be trained in stone conservation and repair techniques.</li><li>• Attend college to gain NVQ2 and NVQ3 or equivalent qualification.</li></ul>	
<b>Duties &amp; Responsibilities:</b> <ul style="list-style-type: none"><li>• Produce work to a high standard of craftsmanship</li><li>• Communicate progress of works to co-ordinate with the project time frame.</li></ul>	
<b>Additional responsibilities:</b> <ul style="list-style-type: none"><li>• Ensure that the highest standards of professional performance are maintained</li><li>• Promote equal opportunities in the work of the department</li><li>• Ensure compliance with relevant legislation and statutory codes of practice, as advised</li><li>• Participate in the arrangements for performance review and appraisal</li><li>• Ensure that professional skills are regularly updated through participation in training and development activities.</li></ul>	
<b>Health &amp; Safety</b>  Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.	
<b>Safeguarding</b> All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Minster. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role.	
<b>Living Wage</b> The Chapter of York is an accredited living wage employer.	

# Person Specification



This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

<b>REQUIREMENTS</b> <b>The post holder must be able to demonstrate:</b>	<b>ESSENTIAL (E)</b> <b>DESIRABLE (D)</b>	<b>MEASURED BY:</b> <b>A - Application</b> <b>I – Interview</b> <b>T – Test</b>
<b>Absolute Integrity &amp; Values</b> The Minster exists to proclaim the Christian faith, so the appointee needs either to have or to be able to develop an understanding of the Church of England, its ethos, structures and mission, work comfortably and in sympathy with the worship and mission of the cathedral and be willing to engage in all aspects of the cathedral's life.	E	I
<b>Education/Training</b> <i>(Academic, vocational/professional and other necessary training)</i> <ul style="list-style-type: none"> <li>• Apprentice to attend college to gain stonemasonry qualifications</li> <li>• Literacy and Numeracy skills</li> </ul>	E  E	<b>Funded by YM</b>  A
<b>Knowledge &amp; Experience</b> <i>(eg report writing, IT skills, Microsoft Office)</i> <ul style="list-style-type: none"> <li>• The ability to follow architectural plans and drawings</li> <li>• Awareness of health and safety</li> <li>• Knowledge of ecclesiastical stonemasonry</li> <li>• Craft skills / work experience</li> </ul>	D E D D	A A / I I A / I
<b>Competencies</b> <i>(e.g. communication, interpersonal, decision making, problem solving, team player, values diversity)</i> <ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Co-ordination and practical skills to use tools</li> <li>• Creativity</li> <li>• Team player</li> <li>• Enthusiasm for the craft</li> <li>• High standard of workmanship</li> <li>• Good communication and interpersonal skills</li> </ul>	E E E E E E E	I I I I A / I A A / I
<b>Special Features</b> <i>(e.g. Travel required)</i> <ul style="list-style-type: none"> <li>• A good head for heights for fixer mason work</li> <li>• Physical fitness to cope with the practical aspects of the work</li> </ul>	E  E	I  I

**York Minster Works Department is nationally recognised as one of the leading training institutions in the craft of stonemasonry. We have requirements both our teachers and apprentices should embrace.**

**Aims of the York Minster Stoneyard Tutors/Mentors are:**

- To set high standards the apprentice can aspire to in his or her work.
- To pass on the practical skills used in stonemasonry coupled with the extensive knowledge the mentors have gained through their experience.
- To work within an overall syllabus to suit the aims of the apprentice and the requirement of the works department at York Minster.
- To monitor and evaluate progress; adapting training when necessary to the needs of the apprentice.
- To recognise the potential of the apprentice during the training period and to pass on the importance of having pride and enthusiasm for the craft.

**During the training period, the Apprentice will:**

- Be enrolled on and be expected to complete NVQ courses up to Level 3. Currently this is achieved using a day or block release system in order for the apprentice to attend York College during the academic year.
- Be taught techniques of working stone using traditional hand tools.
- Gain experience working on the Minster removing old and fixing new stonework.
- Be given setting-out instruction involving exact measurement taking and a knowledge of how geometric reconstruction is applied in order to produce new stonework for the building.
- Have an introduction to architectural carving.
- Be taught to understand the physics and chemistry in the use of lime mortars.
- Be taught various conservation techniques used when original stone is to be repaired rather than renewed.
- Given the opportunity to use the Minster's own forge and be shown how to make and maintain fire-sharpened chisels.
- Towards or after the end of the apprenticeship, the apprentice might be invited to enrol on the Cathedrals' Workshop Fellowship training programme. This is an organisation made up of nine English cathedral workshops in partnership with the University of Gloucestershire in order to enhance and further develop the training of apprentices (and qualified craftspeople) to Foundation Degree status.

**Salary**

The salary is £9258.54 per annum, plus contributory pension scheme.

**Working Patterns**

The role is a 37.5 hours per week post (usual working hours 8am – 4.30pm Monday to Friday) however this post may require the successful candidate to work hours that suit the needs of the Chapter of York, including evening and weekend work.

**Annual Holidays**

The holiday entitlement is 25 days per annum plus 8 bank holidays. If a member of staff is required to work on a bank holiday, they will be entitled to the equivalent time off on an alternative day, to be agreed with their Line Manager.

**Pension Scheme**

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the occupational Staff Pension Scheme. The Chapter of York will contribute to a contributory pension scheme with the Church Workers Pension Scheme including Life assurance at three times salary. Employee contributions are 3% and automatic enrolment will be made unless the employee chooses to opt out. The contribution made by The Chapter of York is 10.25%.

**Staff Discount**

All employees receive a 10% discount on purchases from the York Minster Gift Shop and discounts from various shops and cafes within the vicinity.

All staff will receive access to a comprehensive Staff Handbook as part of their induction that sets out all terms and conditions as well as employment policies and practices at York Minster.



Chapter aims to provide equality and diversity to all in employment, and aims not to discriminate on grounds of social economic group; gender; race; colour; nationality; ethnic or racial origin; care responsibilities; sexual orientation; disability; age; appearance; religious or political belief; trade or union activity; or any other conditions, or requirements which cannot be shown to be justified. The same commitment also applies to discrimination based on association with someone who possesses any of these characteristics, and to discrimination based on the perception that someone possesses such a characteristic.

To ensure that Chapter's Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employee' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equality and diversity.

# How to Apply



Please complete the application form, confidential declaration and equality & diversity forms in full and send to:

Victoria Imada  
Church House  
10 – 14 Ogleforth  
York  
YO1 7JN

Or email: [jobs@yorkminster.org](mailto:jobs@yorkminster.org)

Applications should arrive no later than **23:59 on Sunday 14 July 2019**. Interviews will be held in the week commencing **Monday 22 July 2019**.

*If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, medical clearance and, where appropriate, a Disclosure and Barring Service (DBS) check at enhanced level.*

