Heritage and Interpretation Officer (Maternity Cover)
June 2019
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The seat of the Archbishop of York, the Cathedral and the Metropolitical 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 Vicars Choral 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.
Chapter’s current strategic plan (2015 – 2020) was developed in consultation with 1000 people. The plan was approved and endorsed by Chapter and the Archbishop. Work on a new plan covering the period 2020-2025 will begin later this year.

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.
Heritage and Interpretation Officer (Maternity Cover)

12 Months fixed term

c.£23,500 per annum

The Heritage and Interpretation Officer will work to connect people to York Minster, its precinct, collection and people. As an integral member of the Heritage team, and working alongside the Visitor Experience team, the role will care for our collection and use it to create participative opportunities through innovative projects, events and exhibitions which explore our purpose and values helping people of all faiths and none discover why this place is special.

The successful candidate will help create dialogue through a variety of innovative interpretation methods. The role requires significant work with people who feel we are not for them and the successful candidate will also need to have experience of working with seldom heard groups.

With experience of developing content and managing multiple projects at the same time the Heritage and Interpretation Officer will have strong interpersonal skills and be able to work independently as well as part of a team. An evaluative attitude is a must and understanding of the Empower model of audience engagement would be advantageous.

Applications must be received no later than 23:59 on 17 June 2019 and interviews will be held on Monday 24 June, due to panel requirements unfortunately alternative interview dates will not be able to be accommodated.
Job Title: Heritage and Interpretation Officer

Department: Works and Precinct

Reporting to: Heritage Manager

Supervisory Responsibility: Contractors, Freelancers & working with volunteers

Financial/Budgetary Responsibility: as allocated by Department Lead

Job Purpose:

Inviting everyone to discover God’s love.
To work as an integral member of the Heritage team and alongside the VE team to care for our Collection and to create participative opportunities to interpret York Minster, its precinct, collection and people through innovative projects, events and exhibitions which explore our purpose and values helping people of all faiths and none discover why this place is special.

Duties & Responsibilities:

- Support the Heritage Manager in the management of the Collection to meet the Care of Cathedrals Measure 2011, Arts Council England Museum Accreditation Scheme and The National Archives Archive Accreditation Scheme
- Support the Heritage Manager in the implementation of procedures and plans under the four strands of the Collections Management Framework to care, conserve, develop and manage York Minster’s collection (Development, Information, Access and Care & Conservation)
- Create, develop, deliver and evaluate innovative ways to help people connect with our space and collection through interpretation, including temporary and permanent exhibitions, programming, physical and web resources and activities that enrich the pre, during and post visit ensuring all who wish to access us can in their preferred learning style
- Ensure that content for all programme elements is delivered on time to enable the effective delivery of the Visitor Experience.
- Ensure all heritage and interpretation activity provides opportunities to move people along the faith continuum
- Embed the principles of the *Empower* model of Audience Engagement in all activity
- Embed a culture of audience understanding and observation prior to developing new initiatives, championing the audience in all activity
- Work with the VE team to embed the audience segmentation model, ensuring programming and interpretation is targeted to meet the needs of those who access us and can attract others who do not currently access us
- Work with the VE and Communications teams to develop the Audience Development Plan through understanding who visits us and identifying target groups for growth
- Initiate contact with agreed growth audiences and remove barriers to visiting
• Drawing on former audit work, develop communication and relationships with underrepresented groups and individuals whose voices are seldom heard at York Minster.
• Look for opportunities to strengthen York Minster’s role in the Diocese and Province
• Work with York Minster’s Social Action Committee to champion their work
• Develop layered approaches and mechanisms to disseminate new research to our people and those who visit us
• Lead on project management of exhibitions including managing tender processes, contractors, freelancers and project budgets
• Work to York Minster’s programming process to deliver effective event management and planning
• Work with other departments to embed and develop opportunities for more meaningful participation
• Identify and apply for potential sources of funding that will increase participation
• Champion evaluation
• Contribute to programme and interpretation strategy and planning
• Act as an advocate and look for opportunities to share our work nationally through conferences, articles, blogs and social media

Additional responsibilities:

• Ensure that the highest standards of professional performance are maintained
• Promote equal opportunities in the work of the department
• Ensure compliance with relevant legislation and statutory codes of practice as advised
• Participate in the arrangements for annual performance reviews
• Ensure that professional skills are regularly updated through participation in training and development activities
• Any other duties that may be required, that are commensurate with the position of the post

Health & Safety:

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.

Safeguarding

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.

Living Wage

The Chapter of York is an accredited living wage employer.
## REQUIREMENTS
The post holder must be able to demonstrate:

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<tr>
<td></td>
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<td>A - Application form</td>
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### Absolute Integrity and Values
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.

### Education/Training
Educated to degree level or equivalent or substantial relevant experience in engaging audiences

### Knowledge & Experience
- Experience of managing multiple projects & budgets at one time
- Experience of developing content to be served across a variety of media.
- Experience of managing freelancers & contractors
- Experience of recruiting & working with volunteers
- Experience of initiating, trailing and evaluating new & existing activity
- Experience of working within formal & informal learning environments
- Understanding of the *Empower* model of Audience Engagement
- Experience of interpreting content for multiple learning styles
- Experience of advocating for your work and championing across the sector and wider
- Experience of tender process
- Experience of securing funding
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<th>Competencies</th>
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<tr>
<td>Ability to effectively plan and organise work</td>
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<td>Ability to work independently and as part of a team</td>
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<td>Ability to report, written &amp; verbally, on areas of work</td>
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<td>Ability to evaluate work</td>
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<td>Ability to relate to people who may not feel comfortable in our space and make them feel welcome</td>
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<td>Strong interpersonal skills</td>
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<td>Ability to advocate and influence, internally &amp; externally, for area of responsibility and develop where appropriate</td>
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<td>Ability to adapt work plans and delivery styles quickly when circumstances change (especially relating to working with groups)</td>
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<th>Special Features</th>
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<td>Commitment to CPD and sharing of best practice</td>
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<td>DBS Check (post interview)</td>
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Salary
The salary is £23,500 per annum, plus contributory pension scheme.

Working Patterns
The role is a 35 hours per week post 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, operated in conjunction with the Church Workers’ Pension Fund. Contributions will be payable by the member of staff concerned at 3% of basic salary, and the balance of 6% by Chapter who will also pay 0.5% for life cover of 2 times salary. Staff will be supplied with further details upon commencement. The Chapter may amend the pension scheme at any time.

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.
Please complete the Application Form, Confidential Declaration and Equality & Diversity form in full and send to:

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

Or email: jobs@yorkminster.org

Applications should arrive no later than **23:29 on Monday 17 June 2019**. Interviews will be held on **Monday 24 June 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.*