

# Application Pack

**Apprentice Painter and Decorator**

August 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.





# Mission Statement



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.

## APPRENTICE PAINTER AND DECORATOR, WORKS DEPARTMENT

**Salary: £ 9251 (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 among many others. A rare opportunity has arisen to train as apprentice on a three-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 decorative skills and the ability to contribute to the work of one of the great cathedrals of the world.

We hope that the successful candidate will be able to start as soon as possible as the course begins in September.

# Job Description

<b>Job Title:</b>	Apprentice Painter and Decorator
<b>Department:</b>	Works Department
<b>Reporting to:</b>	Assistant Director of Works
<b>Supervisory Responsibility:</b>	None
<b>Financial/Budgetary responsibility:</b>	None
<b>Job Purpose:</b>  <i><b>York Minster invites everyone to discover God's love</b></i>  The Works Department team play a lead role in delivering the maintenance requirements for York Minster, the precinct and properties as required by the Chapter of York. The Apprentice Painter and Decorator will deliver a service of the highest standard for project work and general maintenance.  Work to the York Minster Mission, Purpose and Values	
<b>Duties &amp; Responsibilities:</b> <ul style="list-style-type: none"><li>• Attend college to gain relevant training to attain NVQ2 Diploma in Painting and Decorating Level 2 potentially progressing to NVQ3</li><li>• Develop the necessary skills of a craftsperson to produce highly accurate work in an efficient and responsible way.</li><li>• York Minster attracts pilgrims and visitors from around the world. Every employee is expected to behave in a courteous and responsible manner</li><li>• Actively communicate potential improvements in systems and practice to the Assistant Director of Works.</li></ul> <b>Financial</b> <ul style="list-style-type: none"><li>• Working with other colleagues in various crafts to identify products and systems to reduce the carbon footprint of the Minster and Precinct Properties</li><li>• Be willing to learn the system of permissions required for projects; internal Fabric meeting, Chapter, Fabric Advisory Committee, Cathedral Fabric Commission for England, Scheduled Monument Consent, Listed Building, Planning Permission and Building Regulations.</li><li>• Working efficiently to ensure cost effectiveness in terms of materials and time</li></ul>	

### **Project Working**

- Working with the Minster's Painter and Decorator and reporting to the Assistant Director of Works to deliver all painting maintenance and restoration works in the Minster and Minster Properties
- Take pride in work by maintaining tidy working environment and cleaning/maintaining equipment appropriately
- Keep a record of work through portfolio of photographs
- Follow safe working practices when using ladders and chemicals (such as paint stripper etc.)
- Assist other trades as required
- Ensure compliance with statutory regulations

### **Behaviours expected by all Stoneyard Personnel**

- Produce work of a high standard
- Good timekeeping
- Play an integral part within the team with good communication and helping others when required
- To have an awareness of the cost and programme for each project
- Share knowledge and experience
- To take responsibility for the care, maintenance and security of works department tools and plant
- To care for one's own and other colleagues tools
- To care for any PPE equipment supplied

### **Additional responsibilities:**

- Any other duties as may be reasonably required
- 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 performance review and appraisal
- Ensure that professional skills are regularly updated through participation in training and development activities

### **Health & Safety**

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health & 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 & 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.

# Person Specification

<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	<b>ESSENTIAL (E) DESIRABLE (D)</b>	<b>MEASURED BY:</b> <b>A - Application form</b> <b>I – Interview</b> <b>T – Test</b> <b>P - Psychometrics</b>
<b>Absolute Integrity and Values</b>  <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 cathedrals life.</b>	<b>E</b>	<b>A</b>
<b>Education/Training</b>  3 GCSEs at D/3 or above to include English and Mathematics	<b>E</b>	<b>A</b>
<b>Knowledge &amp; Experience</b>  Evidence of awareness of Health and Safety Issues Work Experience in Painting and Decorating Evidence of an interest in Painting and Decorating	<b>E D E</b>	<b>A A A</b>
<b>Competencies</b>  Commitment to successfully completing the Apprenticeship course Attention to detail Creativity Team player Enthusiasm for the craft Working on historic structures Clear verbal communication and interpersonal skills	<b>E E E E E D E</b>	<b>A / I A / I I I A / I I I</b>
<b>Special Features</b>  A good head for heights/experience of using ladders Physical fitness to meet the demands of the jobs, including heavy lifting Personally flexible and prepared to respond to requests for any Department Full Clean Driving License	<b>E E  E D</b>	<b>A/I A/I  A A</b>



**Salary**

The salary is £9251 per annum (increasing annually), 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 Tuesday 20 August 2019**. Interviews will be held on **Wednesday 28 August 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.*

