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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 Residency Canons, and currently four Lay Canons.

The Senior Leadership Team, led by the Chapter Steward, comprises the Dean and the Residency 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.
York Minster Police Officer

38 Hours per week, Permanent
£22,250 per annum

*York Minster invites everyone to discover God’s love.*

York Minster has had a resident police force since the liberty granted by Edward I, and as such it has the oldest police force in the UK if not the world! They even formed the inspiration for Robert Peel’s Metropolitan Police Force.

The Minster Police protect the people, building and assets of York Minster and are a crucial part of the Works Department.

Would you:

- Enjoy the challenge of extending a world class welcome while ensuring the safety of the Minster’s people, buildings and assets?
- Work well as part of a small tightly knit team?
- Thrive in a busy and diverse environment?

If the answer to the above is “yes” you could be perfect for the role of Police Officer at York Minster.

The successful candidate will have substantial experience of working in a front facing, security conscious role. They will also have demonstrable experience of report writing and an awareness of the importance of Health and Safety in public spaces.

*This role is subject to an enhanced DBS check prior to commencement in post.*

To apply, please download an application form, confidential declaration form and equality and diversity monitoring form and return all to the address below. The deadline for applications is **23:59 on Sunday 22 September 2019** and interviews will take place on **Wednesday 2 October 2019**.
Job Title: York Minster Police Officer

Department: Works Department

Reporting to: Head of Security

Supervisory Responsibility: None

Financial/Budgetary responsibility: None

Job Purpose:
York Minster invites everyone to discover God’s love through our welcome, worship, learning and work.

Minster Police work to protect the people, building and assets in the Minster and precinct.

The Works Department plays a leading role in being responsible for the maintenance, conservation and restoration of York Minster, the precinct and properties as required by the Chapter of York. This includes health, safety and security. Minster Police are essential members of this team.

Duties & Responsibilities:

- Be responsible for controlling the security and access of the Minster and properties within Chapter direction (for example: Monitoring CCTV, allowing access and issuing temporary fobs to secure areas appropriately).
- Security and management of cash and artefacts in accordance with the policies of Chapter.
- Monitor and respond to fire and intruder alarms on properties belonging to Chapter (including assisting in carrying out fire checks).
- Patrol of the Minster and it peripherals to ensure its continued security and safety.
- Comprehensive monitoring of Dean’s Park to ensure the safety and well-being or visitors to the park.
- Provide security and support to the Chapter for planned events including services and VIP visits.
- Coordination of deliveries to York Minster.
- Manage, evaluate for safety and distribute internal post.
- Liaison with all departments to support the use of contractors within the Minster.
- Liaise with local civilian police force on issues that may arise or are outside of the control of the Minster Police.
- Respond to enquiries about the Memorial Books from members of the public.
- Assist in the rigging of the Minster when required to ensure the smooth running of its operations.
- Be a key holder.
- Manage vehicle parking arrangements within the precinct when the Minster Police Warden is not on duty.
- Manage key allocation when the Minster Police Warden is not on duty.
- Assessing risks dynamically.
- Understand and proactively enforce the appropriate level of security.
- To undertake a ‘specialist’ role within the department. This includes roles to act as a liaison between departments, for example the Minster School, shop, vergers etc. Other roles include taking the lead for the department on ‘safeguarding’, equipment or purchasing.
- To execute the powers of arrest Minster Police Officers now have, as provided by Section 24 Police & Criminal Evidence Act 1984.

**Behaviours expected by all staff**

- Always working to the highest standard
- Extending a warm, inclusive and empathetic welcome to all who come to the Minster
- Good timekeeping
- Low sickness record
- Play an integral part within the team with good communication and helping others when required
- Share knowledge and experience
- To take responsibility for the care and security of Chapter Property

**Additional responsibilities:**

- Any other duties as may reasonably required
- Ensure that the highest standards of professional performance are maintained
- Promote equalities and diversity 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.
### REQUIREMENTS
The post holder must be able to demonstrate:

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#### Absolute Integrity & 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.

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#### Education/Training
Trained to level 3 NCFE – Cathedral Constables Attestation Course (or willingness to achieve within 6 months)
At least 2 days a year Personal Safety Training.
Literacy and Numeracy Skills (e.g. GCSE level English and Mathematics)
Substantial experience of engaging with the public in a front-facing role
Awareness and practice of health and safety issues in public places
Health & Safety qualification
First Aid Certificate, or the willingness to undertake training

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#### Knowledge & Experience
Report writing
Computer Literate including email
Experience of dealing face to face with a broad range of customers (e.g. overseas tourists, children, people with disabilities, or those with special educational needs.)
Experience of cash-handling responsibilities

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<td>Strong interpersonal skills</td>
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<td>Ability to solve problems</td>
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<td>Ability to remain calm under pressure</td>
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<td>Resolving conflict</td>
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<td>Attested before a Magistrate as a Cathedral Constable.</td>
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<td>Physical fitness to cope with the physical demands of the role including shifts, working at heights and occasionally lifting heavy objects</td>
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<td>Ability/availability to work an annualised hour rota including some 12-hour shifts and night shifts, which will include occasional call outs under special circumstances (e.g. major events, sick cover, emergencies)</td>
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<td>Ability to reach York Minster to work night shifts and respond to call outs, by living locally or having access to own method of transport to enable easy access</td>
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<td>Enhanced DBS clearance</td>
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Salary
The salary is between £22,250 per annum including a shift allowance, plus contributory pension scheme.

Working Patterns
The role is a 38 hour per week post involving shift work. This post will require the successful candidate to work hours that suit the needs of the Chapter of York, including evening/night and weekend work communicated via the rota.

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.
Please complete the Application and 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

Applications should arrive no later than **23:59 on Sunday 22 September 2019**. Interviews will be held on **Wednesday 2 October 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.*