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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 and is one of the most iconic and famous buildings in the United Kingdom.

York Minster has been a place of prayer and pilgrimage for over 1,400 years and worship is still at the heart of Minster life. It is also a gothic masterpiece in stone and stained glass. It is a magnet that draws people to visit the City of York and is 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 life, hosting many concerts and exhibitions alongside the daily pattern of worship and prayer. The worship cycle is presented in a magnificent setting with exceptional music and liturgy. York Minster’s Choir of adult Songmen and boys and girls educated at St. Peter’s School is world renowned. The Choir’s mastery of the English choral tradition is one of the Minster’s crowning glories.

The Minster is a diverse place with over 160 members of staff and almost 500 volunteers needed to run it. There is a large Works Department, whose range of skilled craftspeople look after the Minster and the Precinct Properties; a fine Library run in partnership with the University of York, a cathedral shop and a team of Visitor Experience staff who ensure that all our visitors receive a warm welcome. The outward facing teams are supported in their Stewardship of the Minster’s resources by the Chapter Office team which include Finance, HR, Legal, IT and Communications. This stewardship function is vitally important as the Minster relies on self-generated income as it receives no regular income from Government and very modest funding from the central Church of England.
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 was due to start this year but has been interrupted by the Covid-19 pandemic and the Senior Executive Team will produce an interim plan to take us to 2025 by the end of 2021.

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
- Humility

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 who 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 Residiency Canons, and currently six Lay Canons.

The Senior Executive Team, led by the Chapter Steward, comprises the Dean and the Residiency Canons and the Directors. The Team meets regularly 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 self-generated income to ensure that the building can be properly maintained and remain glorious for future generations.
Head of Precinct

Full Time/Fixed term contract – three years
£40,000 per annum

Inviting everyone to discover God’s love...

Are you seeking to develop your career in a leadership role? We are recruiting a Head of Precinct who will have operational leadership for our Works Department and oversee the maintenance, restoration and conservation of the iconic York Minster precinct.

If appointed to our team, you would be responsible to the Director of Works and Precinct for all matters relating to the fabric of the cathedral, facilities and buildings within the precinct. You would draw on substantial experience in heritage and conservation and share our commitment to delivering exemplary craft skills. A proven track record in project management and in working within an H&S aware and values driven culture is required. You will be committed to your CPD and ideally be a Member of the RICS or CIOB.

To apply, please download an applicant pack and complete an application form, confidential declaration and equality & diversity monitoring form. Please return completed forms to jobs@yorkminster.org by 4pm on Monday 4th October 2021.
**Job title:**  Head of Precinct  

**Department:**  Works Department  

**Reporting to:**  Director of Works and Precinct  

**Supervisory responsibility:**  Procurement Officer, Lead Joiner, Lead Plumber, Property Team Lead, Labourers  

**Financial/Budgetary responsibility:**  Approximately £1 million  

**Job Purpose:**

*York Minster invites everyone to discover God’s love through our welcome, worship, learning and work*

The post holder has operational leadership for the Works Department overseeing the maintenance, restoration and conservation of buildings, facilities and precinct. The post holder will be part of the senior management of the department.

**Duties & Responsibilities:**

**Directorate**

- To report to the Director of Works and Precinct on all matters related to the fabric of the cathedral, facilities and buildings within the Precinct and estate matters within the precinct, making an effective strategic and operational contribution at senior level within the Minster, under the direction of the Director of Works and Precinct.

**Operational**

- To manage effective budget controls and performance management of all budgetary control and of all building service providers and other key contractors, managing budget expenditure of up to £500K.
- To lead minor works projects across the cathedral and precincts (up to £1M) ensuring they are procured and delivered in line with our Chapter policies and approved consents where applicable. To ensure that all equipment and infrastructure are maintained and repaired meeting all insurance and health and safety requirements.
- To communicate the progress of projects and the maintenance plan to the Director of Works and Precinct and to contribute information to regular monthly updates, required by Chapter and also by funders.
- To support the Director of Works and Precinct to ensure that the full range of maintenance, restoration and conservation advice and support is available to Chapter, ensuring works happen at the Minster safely and securely, and meet legal requirements (particularly the Listed Building Act), Cathedral Regulations and best practice.
- To maintain an awareness and knowledge of construction, innovation and design, research and development, health and safety and security regulation issues and legislative changes and be able to provide suitable interpretation to Chapter and Directors.
- To represent the Works Department at operational meetings, liaising with other departmental heads on property related/Precinct matters.
Project Leadership

- To lead project teams to deliver within programme and budget, providing accurate and timely reports on progress.
- To ensure that external contractors work in line with our Mission, Purpose and Values.
- To support the development and ongoing review of Chapter’s fabric related policies and processes i.e. supplier contracts and service level agreements which, following approval by Chapter are communicated and shared with staff.
- To survey, monitor and record progress of maintenance works raised as part of the Quinquennial Inspections.
- To have a strong working knowledge of environmental issues and sustainability to reduce our carbon footprint and environmentally monitor the buildings.
- To deliver and exchange necessary information on plans, drawings, costs and works schedules of the highest quality.

Departmental Leadership

- To lead the project teams to ensure day-to-day business activities are managed appropriately, accurately and on time, meeting Cathedral Regulations and other legal and statutory requirements.
- To delegate tasks appropriately and efficiently, checking work where necessary, recognising and acknowledging achievement and addressing poor performance.
- To inspire the team, particularly during times of high pressure e.g. towards the end of a project.
- To represent the works department at internal meetings including Fabric and Restoration Committee, Property Management, and any other meetings as required by the Director or Chapter Steward.
- To represent the Director of Works & Precinct at meetings when required.
- To manage the works department team: recruiting the best, developing talent and managing performance through induction, team meetings, smart objective setting and regular 1:1’s.
- To ensure that all departmental Health & Safety training and records are up to date.

Budget Oversight

- To work with the Director of Works and Precinct to produce annual budgets and cashflow projections.
- To manage day to day budgets and delivery of projects within budget and on time.

Additional responsibilities:

Individual

- Ensure that the highest standards of professional performance are maintained.
- Participate in the arrangements for your own performance review and appraisal.
- Support your own continuing professional development.
- Participate in the arrangements for performance review and appraisal.

Departmental

- Promote equal opportunities in the work of the department.
- Promote diversity and inclusion in the works department.
- To be able to respond to out of hours emergencies.

Other Duties

- Ensure compliance with relevant legislation and statutory codes of practice.
- Any other duties as may be reasonably required by Chapter.
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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<thead>
<tr>
<th>Essential (E)</th>
<th>Desirable (D)</th>
<th>Measured by:</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>A – Application form</td>
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<td>P – Psychometrics</td>
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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.

### Education/Training:

- Chartered Membership of an established professional association e.g. CIOB, RICS  
  Essential (E)
- Educated to Degree Level in a relevant subject or discipline, or equivalent  
  Desirable (D)
- Educated to ‘A’ Level / HNC level in Building Studies or work experience equivalent  
  Essential (E)
- Project Management qualification  
  Desirable (D)
- Temporary Works Coordinator  
  Desirable (D)
- Five day SMSTS course  
  Desirable (D)

### Knowledge and Experience:

- Effective leader of a multi-building diverse construction team  
  Essential (E)
- Substantial experience of heritage and conservation and ability to lead the delivery of exemplary craft skills to the highest quality  
  Essential (E)
- A proven track record of delivering projects on time and on budget  
  Essential (E)
- Excellent IT Skills and an interest in modern technology and innovation with a commitment to incorporate technology where appropriate, especially relating to ‘green’ technology  
  Essential (E)
- Outstanding communication, influencing and negotiation skills  
  Essential (E)
- Track record of improving efficiency within a team  
  Desirable (D)
- Excellent report writing skills  
  Desirable (D)
**Competencies:**

<table>
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<th>Competency</th>
<th>Rating</th>
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<tr>
<td>Ability to think laterally and creatively and find solutions</td>
<td>E</td>
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<tr>
<td>Resolve problems</td>
<td>A/I</td>
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<td>Able to maintain focus on achieving the strategy – while still paying</td>
<td>D</td>
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<tr>
<td>attention to operational detail</td>
<td>A/I</td>
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<tr>
<td>Ability to show initiative and share the vision with the team</td>
<td>E</td>
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<tr>
<td>Strong team leadership skills with proven experience of</td>
<td>E</td>
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<tr>
<td>collaboration, transformation and motivation of a team</td>
<td>A/I</td>
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<tr>
<td>Working knowledge of procurement and management of contractors</td>
<td>E</td>
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<tr>
<td>Excellent construction health and safety knowledge</td>
<td>A/I</td>
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<tr>
<td>Ability to read and understand architectural drawings</td>
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<tr>
<td>Excellent organisational and time management skills</td>
<td>A/I</td>
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<tr>
<td>Demonstrable experience of managing relationships and</td>
<td>A/I</td>
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<tr>
<td>influencing stakeholders</td>
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**Personal Attributes:**

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<tr>
<td>Attention to detail</td>
<td>E</td>
</tr>
<tr>
<td>Planning and organisational skills</td>
<td>E</td>
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<tr>
<td>Problem analysis and resolution</td>
<td>E</td>
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<tr>
<td>Attention to detail</td>
<td>E</td>
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<tr>
<td>Excellent interpersonal skills</td>
<td>E</td>
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<tr>
<td>Team player</td>
<td>E</td>
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<tr>
<td>Self-motivated</td>
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<td>Able to work at height</td>
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**Special Features:**

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<tr>
<td>Appreciate potential tension between maintenance works and</td>
<td>E</td>
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<tr>
<td>the use of the buildings</td>
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<tr>
<td>Be willing to work flexibly including some evenings and</td>
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<tr>
<td>weekends</td>
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<tr>
<td>A member of the Critical Incident Management Team</td>
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This role is not subject to enhanced DBS disclosure.
Salary
The salary is £40,000 per annum, plus contributory pension scheme where eligible.

Working Patterns
The role is a full time, 37.5 hours per week role worked 5 over 7 days. Working patterns are generally Monday to Friday but some weekend and evening will be required.

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; carer 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, Confidential Declaration and Equality & Diversity forms in full and send to: jobs@yorkminster.org

Applications and Confidential Declarations should arrive no later than 4pm on Monday 4th October 2021.

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.