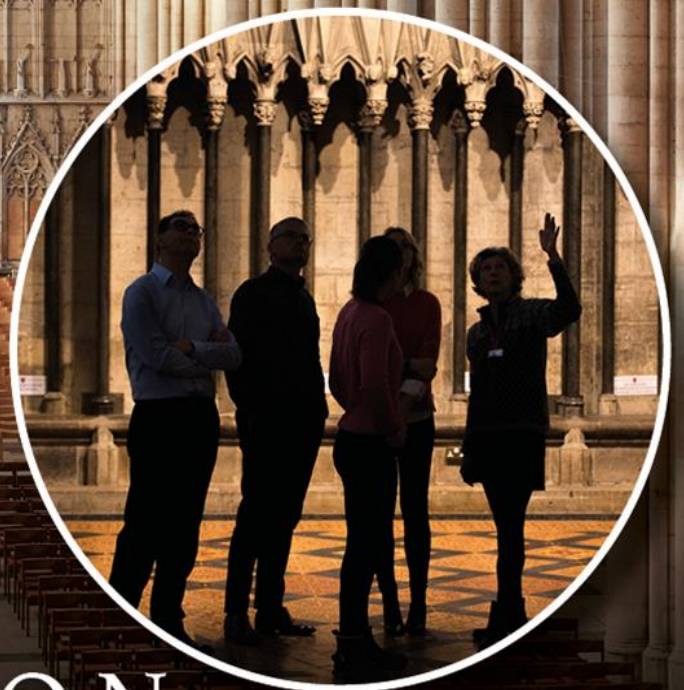




YORK  
MINSTER

APPRENTICE PLUMBER  
2022

APPLICATION  
PACK



YORKMINSTER.ORG





# CONTENTS



- **About York Minster**
- **Mission Statement**
- **The Role**
- **Job Description**
- **Person Specification**
- **Working for Us**
- **Equality Statement**
- **How to apply**





# 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 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 ‘Vicars Choral’ 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 450 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.



# MISSION STATEMENT



## **Our Mission Statement**

Living Christ's Story through our prayer, hospitality, service and stewardship

## **Our Values**

- **Trust**
- **Wisdom**
- **Courage**
- **Humility**

## **Organisation, Management and Governance**

The Minster is governed by a fiduciary body "Chapter" chaired by the Dean (currently Acting Dean) and comprising executive members – Residentiary Canons and non-executive members, Lay Canons.

The day to day operation of the Minster is overseen by the Senior Executive Team comprising both lay professionals and the residentiary Clergy.

The Minster, as all other Cathedrals, is currently going through the process of registration with the Charity Commission, following the enactment of the Cathedral Measure 2021. It is expected the Minster will be registered by the middle of 2022 and from that point under the joint regulation of the Charity Commission and the Church Commissioners.

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

## APPRENTICE PLUMBER

### WORKS DEPARTMENT

**Salary: £9,750 in Year 1 increasing to £18,525 in Year 2, and increasing annually thereafter subject to suitable progression**

**The York Minster Stoneyard is one of the largest in the country, and is regarded as a centre of excellence for many traditional crafts and modern trades including masonry, carving, carpentry, plumbing and electrical. 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 tradespeople 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 plumbing skills and the ability to contribute to the work of one of the great cathedrals of the world.

The course starts in September; however, employment would be to start as soon as possible.

# JOB DESCRIPTION



<b>Job Title:</b>	Apprentice Plumber
<b>Department:</b>	Works Department
<b>Reporting to:</b>	Head of Precinct
<b>Supervisory Responsibility:</b>	None
<b>Financial/Budgetary responsibility:</b>	None
<ul style="list-style-type: none"><li>• <b>Job Purpose:</b> attend College to achieve Plumbing and Domestic Heating Technician Level 3 Apprenticeship Standard, which will include NVQ Level 3 in Plumbing, and Heating.</li><li>• Generally assisting our Plumber.</li><li>• Maintenance, Conservation, Restoration of the Minster and Precinct Properties.</li></ul>	
<b>Duties &amp; Responsibilities:</b> <b>Under the direction of the Plumber and the Head of Precinct</b> <ul style="list-style-type: none"><li>• Assist with plumbing and heating repairs, systems, rainwater and foul drainage</li><li>• Estimate materials and time required for plumbing projects</li><li>• Advise the Head of Precinct of any plant or system deficiency or defect</li><li>• Test and maintain records for legionella in the Minster, and Minster Properties</li><li>• Assist other trades as required</li><li>• Ensure compliance with Health and Safety</li><li>• Be a good team member</li></ul>	
<b>Additional responsibilities:</b> <ul style="list-style-type: none"><li>▪ Any other duties as may be reasonably required</li><li>▪ Ensure that the highest standards of professional performance are maintained</li><li>▪ Promote equalities and diversity 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>	



# PERSON SPECIFICATION



<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	<b>ESSENTIAL (E)</b> <b>DESIRABLE (D)</b>	<b>MEASURED BY:</b> <b>A - Application form</b> <b>I – Interview</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.	<b>E</b>	<b>I</b>
<b>Education/Training</b> (Academic, vocational/professional and other necessary training)  English Language and Maths GCSE (literacy and numeracy)	<b>E</b>	<b>A</b>
<b>Knowledge &amp; Experience</b> (eg report writing, IT, Microsoft) <ul style="list-style-type: none"> <li>• Work experience in plumbing</li> <li>• General interest in building skills</li> <li>• General interest in Ecclesiastical and historical buildings</li> </ul>	<b>E</b> <b>E</b> <b>E</b>	<b>A</b> <b>A/I</b> <b>A/I</b>
<b>Competencies</b> <ul style="list-style-type: none"> <li>• The ability to explain problems and solutions</li> <li>• Listen and take instruction from members of the team</li> <li>• Attention to detail</li> <li>• Co-ordination and practical skills to use tools</li> <li>• Good communication and interpersonal skills</li> <li>• Awareness of health and safety issues and compliance</li> <li>• Enthusiasm for plumbing</li> <li>• Team player</li> </ul>	<b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b> <b>E</b>	<b>I</b> <b>I</b> <b>I</b> <b>I</b> <b>I</b> <b>I</b> <b>I</b> <b>I</b>
<b>Special Features</b> <ul style="list-style-type: none"> <li>• Personally flexible and prepared to respond to maintenance request from any department</li> <li>• Able and willing to work at height</li> <li>• Full clean driving license</li> </ul>	<b>E</b> <b>E</b> <b>D</b>	<b>A/I</b> <b>I</b> <b>A</b>

The Chapter of York is an accredited living wage employer.

### **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**

#### **Salary**

£9,750 in Year 1 increasing to £18,525 in Year 2, and increasing annually thereafter subject to suitable progression, plus contributory pension scheme.

#### **Working Patterns**

The role is a 37.5 hours per week post (usual working hours 7.30am – 3.30pm 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 for full time staff (pro rata to hours worked). 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.



# EQUALITY STATEMENT



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.





# HOW TO APPLY



Please complete the Application, Confidential Declaration and Equality & Diversity forms in full that are available as a link on our online Jobs page [yorkminster.org/jobs/](https://yorkminster.org/jobs/) and send to:

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

Applications and Confidential Declarations should arrive no later than **23:59 Sunday 22<sup>nd</sup> May 2022**. Interviews will take place on **Monday 30<sup>th</sup> May 2022**.

*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.*

