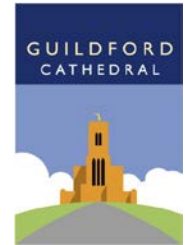


INFORMATION FOR CANDIDATES

HERITAGE LOTTERY FUND VOLUNTEER AND APPRENTICE OFFICER



INFORMATION

Guildford Cathedral is a sacred space and a community of people who engage with God and the wider world for the common good. The Cathedral is a place of pilgrimage, stillness, prayer, daily choral worship and a venue for concerts, art and education engaging over 100,000 visitors annually. The Cathedral has over 300 existing volunteers undertaking a range of roles from visitor guiding to assisting in the Cathedral Shop and supported by a Volunteer Co-ordinator.

The Cathedral is led and directed by the Chapter; a governing body made up of both clergy and congregation representatives, as well as those selected for their particular skills.

In March 2015, Guildford Cathedral was awarded a grant of nearly £5 million by the Heritage Lottery Fund (HLF) to undertake an ambitious project to secure the long term future of the building for the wider public benefit. Specifically the project will:-

1. Secure Guildford Cathedral's survival through the removal of asbestos from the concrete ceiling vaults.
2. Enrich the Visitor Experience by improving facilities, accessibility and interpretation.
3. Widen and Deepen Community Engagement with the Cathedral and encourage a new generation to become involved, through:
 - a. Capturing the story of the "The People's Cathedral" through the memories of individuals and bringing to life the rich history of the Cathedral.
 - b. Improving and enhancing the range of learning opportunities available for children and adults.
 - c. Expanding the portfolio of volunteering opportunities enabling individuals to feel embedded in the life of the Cathedral.

JOB SPECIFICATION

Job Title:	The People's Cathedral Project Volunteer and Apprentice Officer.
Accountable to:	The People's Cathedral Project Manager.
Hours of work:	17.5 hours per week (some flexibility required).
Main Terms and Conditions:	Salary £22,000 per annum pro rata. 12 month contract. The post offers 16.5 days leave per annum including public holidays.



KEY TASKS

- To develop and implement a recruitment strategy to ensure a steady stream of new volunteers are engaged and retained at Guildford Cathedral.
- To review the current volunteering offer and look for ways to expand it through new opportunities e.g. retail and events and new markets.
- To explore and develop accredited volunteering programmes with a focus on the 16-25 age bracket.
- To recruit and support the Oral History Volunteers with a particular focus on interview logistics.
- To undertake a skills exchange programme with Cathedral Staff to provide the necessary skills to manage the developed policies and processes to ensure long term sustainability.
- To work with the Cathedral Architect to support and recognise the Capital Build Apprentices.
- To work with the Cathedral staff to re-brand the volunteering offer at Guildford Cathedral, develop oral history materials and capture Apprentice experiences for use as part of the interpretation materials.
- To work with the Cathedral Volunteer Coordinator to review, update and formalise all processes surrounding the volunteering process at Guildford Cathedral including induction, health and safety and safeguarding.
- To work with the Cathedral staff to re-brand the volunteering offer at Guildford Cathedral, develop oral history materials and capture Apprentice experiences for use as part of the interpretation materials.
- To work with the People's Cathedral Project Manager to collect quantitative and qualitative information to support the evaluation process.
- To develop a sustainable Volunteer Mentoring Programme to enable existing volunteers to support and mentor the next generation of volunteers.
- To undertake other duties as required by the People's Cathedral Project, Project Manager.

Essential (E) and Desirable (D) Skills and Attributes

- At least three years demonstrable experience of volunteer or apprentice management. (E)
- Experience of successfully recruiting volunteer, apprentices and interns. (E)
- Experience of assessing training needs and developing training programmes. (D)



- An understanding of the requirement of safeguarding vulnerable adults and young people and its relevance to working with volunteers and apprentices. (E)
- Significant experience in developing volunteering, apprentice and intern programmes with the required associated organisational policies.(D)
- Experience of designing and implementing a flexible range of volunteer, apprentice and intern programmes, appropriate to the size of an organisation. (D)
- Experience in developing and managing confidential information relating to volunteers, apprentices and interns. (E)
- Highly computer literate and a confident user of Microsoft Office applications and databases. (E)
- Experience of developing content for websites and confidence with content management systems. (D)
- Ability to facilitate change management within an organisation. (D)
- Knowledge and understanding of skills audits and training programmes for voluntary groups. (D)
- Knowledge of current trends, resources and information relating to the voluntary sector. (D)
- Strong organisational skills, self-sufficient in administrative terms, efficient record management and maintenance of monitoring systems. (E)

Personal Attributes and Skills

- A keen understanding of the difference volunteers and apprentices can make.
- Able to develop skills in others.
- Excellent interpersonal and communication skills with the ability to work with people of all ages and from a range of different backgrounds.
- A non-judgemental, patient, positive and supportive attitude with an ability to encourage and motivate volunteers and apprentices.
- Ability to work as part of a team.
- An appreciation for the importance of value for money.
- A flexible approach to working hours in line with the demands of the job (including some evenings, weekends and bank holidays).
- In sympathy with the worship and mission of the Cathedral and willing to engage in all aspects of the Cathedral's life.



RECRUITMENT PROCESS

To apply for this post, please send a copy of your CV, including the details of at least two referees, and a covering letter, addressing all essential and desirable skills and attributes listed in this job specification, to:-

helen@guildford-cathedral.org or Helen Ellis, Guildford Cathedral, Stag Hill, Guildford, GU2 7UP

Your application must be received by 5pm on Friday 19th February.

Applicants will be contacted directed should they be required to attend interview.

Interviews will be held week commencing 22nd February 2016.

