



RIPON CATHEDRAL

RIPON CATHEDRAL JOB DESCRIPTION: Education Officer

Job Title:	Education Officer	Location:	Ripon
Contract Type:	Permanent		
Reporting to:	Canon Chancellor	Salary:	£27,300 pro rata (£14,044)
Hours of work:	18 hours a week (flexible)	Holidays:	14 days plus bank holidays

VISION AND STRATEGY

Our vision is called ‘Growing God’s Kingdom.’ Inspired by Christ’s desire for everyone to enjoy life in its fulness, we seek to continue his work of changing the world into his kingdom. A mother church of the Diocese of Leeds, we are here for people of all faiths and none. Our strategic plan has five broad strands:

- Growing the worshipping community
- Being a mother church for the Diocese of Leeds
- Promoting, developing and conserving our spiritual and built heritage
- Responding to human need in loving service
- Carbon net zero – striving to safeguard the integrity of creation

We support and share the Diocese of Leeds values of Loving, Living and Learning. We aim to:

- Love God, the world and one another
- Live in the world as it is, but drawn by a vision of something better, we want to help individuals and communities flourish
- Learn when we get things wrong, by listening and growing together.

PURPOSE AND CONTEXT

The Education Officer plays a vital role in shaping the way children and young people encounter the cathedral. The role is responsible for developing, delivering and promoting educational programmes that support the cathedral’s mission, heritage and community outreach. The role is responsible for both the formal and informal learning offer at the cathedral, and for engaging with schools across the area.

The person appointed will be employed by the Cathedral Chapter and the Line Manager for this post will be the Canon Chancellor.

The Education Officer will work with the Canon Chancellor and the expert volunteers who support this department to develop, grow and deliver the schools and formal learning offers at the cathedral. In addition, they will work with others to develop the interpretation and activities for families and children, helping them to discover the cathedral and its work.

The post of Education Officer is located within Ripon Cathedral, which is a place of Christian worship and mission within the Church of England. This is a creative and mission-led role, sitting at the heart of the cathedral's commitment to education, outreach and discipleship. The role requires a solid understanding of, and sympathy for the Christian faith.

MAIN DUTIES AND RESPONSIBILITIES

Education Programme Development

- To develop and grow the education programme in support of the cathedral's strategic objectives.
- To grow income from school visits and projects.
- To contribute actively to maintaining a healthy safeguarding culture in the cathedral.

Leadership and Management of Volunteers

- Lead, recruit, manage and develop the expert team of volunteers, creating a working environment which fosters commitment, enthusiasm and confidence with a positive safeguarding culture at its heart.
- Lead by example and promote team-working across the department and with the wider cathedral staff team.
- Develop and maintain positive working relationships with all staff and volunteers to drive forward the delivery of the vision for the Cathedral.

Formal Learning Offer

- Develop the formal learning offer at the cathedral to cover all ages and across the whole curriculum
- Create educational resources and activities aligned to the National Curriculum
- Work with partner organisations in the area to develop multi-site learning and visits
- Promote the offer to schools across the area, building up strong relationships with teachers and local networks, and act as primary contact for schools and groups.
- Work with the volunteers to deliver high quality school visits, workshops and educational activities
- Work positively and collaboratively with Chapter committees and working groups to develop the learning offer

Informal Learning Offer

- Liaise and work with the Cathedral's Children and Families Officer to devise and deliver seasonal children and family activities during school holidays

- Assist in the development of children's interpretation and the visitor offer for families

COMMON DUTIES AND RESPONSIBILITIES:

Health and Safety

Under the Health and Safety at Work Act 1974, whilst at work the post-holder must take reasonable care for his/her own health and safety and that of any other person who may be affected by his/her acts or omissions. In addition, the post-holder must co-operate with the Cathedral on health and safety and not interfere with or misuse anything provided for his/her health, safety and welfare.

Confidentiality

The post-holder must comply with Ripon Cathedral's policies and procedures regarding the sharing of confidential and personal data.

Safeguarding

The safeguarding and welfare of everyone who comes into contact with the cathedral is of the utmost importance to the Dean and Chapter. All employees are expected to recognise the shared responsibility they hold and keep up-to-date with policies and procedures as they enact their role. Employees are supported in this by the work of our dedicated safeguarding team.

Equality, Diversity & Inclusivity

Ripon Cathedral is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. Our equality policy includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

General

We expect all employees to be accountable for own development through the appraisal process, seeking out opportunities to learn new skills.

In addition, all employees are expected to work within the terms of their contract of employment and adhere to the Cathedral's policies and practices.

Occasionally situations may arise that require the post holder to perform other duties and tasks as may be reasonably requested by the chapter of the Cathedral. This role includes occasional evening and weekend working.

PERSON SPECIFICATION

This section outlines the requirements and qualities the post-holder needs to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have to do the job; that is the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have to do the job or those which can be trained to do; that is the job can be done without those qualities. The table below also identifies how the criteria will be assessed (A= Application form; I = Interview process)

Ref:	Criteria	Essential / Desirable	A/I
	EDUCATION & TRAINING		
	Qualified teacher status.	Essential	A
	A relevant degree.	Desirable	A
	KNOWLEDGE & EXPERIENCE		
	Experience of designing and delivering successful and inspirational education programmes to children and young people.	Essential	A&I
	Good working knowledge of the National Curriculum.	Essential	A&I
	Experience of successful recruitment, development and management of volunteers.	Essential	A&I
	SKILLS /COMPETENCIES		
	Proactive, self-motivated, enthusiastic and able to show initiative.	Essential	A&I
	Ability to devise imaginative and creative approaches to engaging learners of all ages.	Essential	A&I
	Excellent team player who is able to build and maintain good working relationships and is open and constructive.	Essential	A&I
	A practical problem-solver with good organizational and project management skills.	Essential	A&I
	Excellent attention to detail and ability to maintain accurate records in a fast-paced environment.	Essential	A&I
	Ability to demonstrate empathy for the work of Ripon Cathedral, understanding of and enthusiasm for its overall mission and alignment with its values.	Essential	I
	Strong computer skills and ability to use full Microsoft Office suite.	Essential	A&I