



Leicester **Cathedral**  
A beating heart for City and County



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# Project Assistant

## *Role Description*

# Position

<b>Salary</b>	£23,214 (pro rata) Plus non-contributory pension scheme (8% of gross salary) Plus Life assurance (0.5% of gross salary)
<b>Tenure</b>	2.5 years
<b>Hours</b>	21 hours per week
<b>Department</b>	Visitor Experience <i>Responsible to</i> Head of Visitor Experience
<b>Base</b>	Flexible working between St Martins House and Leicester Cathedral with potential for some home working, to meet the needs of Cathedral
<b>Funding</b>	The National Lottery Heritage Fund



## Our values



# About the role

Leicester Cathedral is currently going through a period of great change as part of the *Leicester Cathedral Revealed* (LCR) project.

Following the 'soft launch' of the Cathedral in November 2023, we are working towards the full re-opening – including the new Heritage & Learning Centre – and a new inspiring phase of activity to include a full and stimulating programme of events for all audiences, whilst maintaining the Cathedral's core purpose of worship, welcome, and witness.

As Project Assistant you will play a key role in supporting the Cathedral and the Visitor Experience team through this exciting phase of development.

The role will provide administrative support for the LCR project, in particular covering areas such as bookings, data collation, finance support, and dealing with enquiries.

The successful candidates for this role will have administrative experience and work well independently and as part of a team. They will be willing to use their initiative and provide support for all members of the Visitor Experience team.



# Key Responsibilities

## **Day-to-day Administrative Duties**

- Be the first point of contact for Visitor Experience enquiries – to include school bookings, event enquiries, and volunteer enquiries
- To support the *Leicester Cathedral Revealed* Project Director and Head of Visitor Experience with meetings, including creating and circulating agendas, minutes etc.
- Support the financial administration of the project including creating purchase orders, expenses claims, processing invoices and updating financial spreadsheets.

## **Support the delivery of the LCR Activity Plan**

- To support the administration of placements, internships, and student opportunities alongside the Visitor Experience Team
- Be responsible for the administration of volunteer training programmes, logging records for volunteers and keeping on top of refreshing training dates etc.
- Support the Head of Visitor Experience in updating the Activity Plan tracking log with key milestones and progress
- Support grant returns and payment requests from the National Lottery Heritage Fund.

## **Performance**

- Be responsible for collating, updating and chasing information for data spreadsheets, compiling evaluation feedback, and support the Head of Visitor Experience with reporting on this information.

## **Health and safety**

- Support the Head of Visitor Experience in any work related to Health and Safety as required.



## Equality, diversity, and inclusion

- Actively support the Cathedral's commitment to widening access and promoting equality, diversity, and inclusion
- Contribute to the Cathedral's inclusive culture, model our values and behaviours
- Develop and maintain positive working relationships
- Treat others fairly and with respect and dignity in accordance with the Cathedral's values.

## Safeguarding

*Leicester Cathedral is committed to safeguarding and safer recruitment practices and expects all at the Cathedral to share this commitment.*

- Promote the welfare of children, young people and vulnerable adults throughout the events portfolio
- Report, as required, any safeguarding concerns related to children, young people, or vulnerable adults in accordance with agreed policies and procedures
- Be willing and able to undertake safeguarding training as required.

## General

- Undertake any other duties commensurate with the role.

## Key relationships

### Internally

Head of Visitor Experience, Volunteer Manager, Learning Officer, Events Officer, Head Verger, Marketing Officer, and volunteer welcomers/ guides, and Executive Team.

### Externally

Local Schools, External clients for events, Funders and Partners.



# Person Specification

**We want to be surprised by who might apply to this role.**

The following tries to note some of the skills that someone could bring.

If you feel called to apply, or feel experienced and skilled to do so, or you are intrigued to explore this role in a place like Leicester, then please complete an application.

None of us comes fully formed into these roles and this is a place where we grow as people, helping each other to acquire new skills and to discover new gifts.

*This job description is an operational document that does not form part of the contract of employment. It may be that from time to time the Project Assistant is asked to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day-to-day performance of their duties.*

*Leicester Cathedral reserves the right to amend the job description as it may be necessary from time-to-time to meet the changing needs of the organisation.*

**Evidence to be provided as below:**

<b>A</b>	Application form
<b>I</b>	Interview
<b>T</b>	Test/assessment
<b>C</b>	Certificate

Criteria	Skills	Evidence
<b>Qualifications</b>	Good basic English and Maths	A/I
<b>Knowledge and experience</b>	Experience of working in an administrative role	A/I
<b>Skills and competencies</b>	Ability to remain calm, work under pressure and manage multiple tasks	A/I
	Able to work on own initiative without immediate supervision from manager	A/I
	Motivated to work in a team and support colleagues in achieving goals and targets	A/I
	Highly organised	A/I
<b>Communication</b>	Excellent interpersonal skills	A/I
	Outstanding verbal and written communications skills	A/I

<b>Values and behaviours</b>	<p>Able to make a connection between their work and the wider aims and objectives of the Cathedral in the ‘public square’</p> <p>Consistently thinks about how their work can support the Cathedral’s priorities</p> <p>Consistently looks to improve what they do, looks for successful tried and tested ways of working, and seeks out innovation</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p>
<b>Equality, diversity, and inclusion</b>	<p>Understanding of and commitment to equality, diversity and inclusion and willing to undertake relevant training</p>	<p>A/I</p>
<b>Other</b>	<p>An ability to maintain the highest standards of confidentiality and trust and an awareness of data protection and data management requirements</p> <p>Willing and able to undertake required training</p> <p>Willing and able to work flexibly</p> <p>To be in sympathy with and to uphold, embody, promote and further the Cathedral’s aims, values, policies and mission</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>



# How to Apply

To apply for this position, please send a completed **application form** available from the Cathedral website ([leicestercathedral.org/vacancies](https://leicestercathedral.org/vacancies)) along with a **covering letter** (of no more than two sides of A4) that demonstrates how you meet the criteria and skills set out in the Person Specification (CVs alone will not be accepted).

Applications should be sent by **email** to:

**[Adaeze.Ebodili@LeicesterCofE.org](mailto:Adaeze.Ebodili@LeicesterCofE.org)**

Completed applications are required by

**5.00pm on Monday 25 November 2024**

Shortlisting will take place in the week after.

Interviews will take place on Monday 9 December 2024.

*Full details of the interview process will be provided to short-listed candidates nearer the time.*

## Terms and Conditions

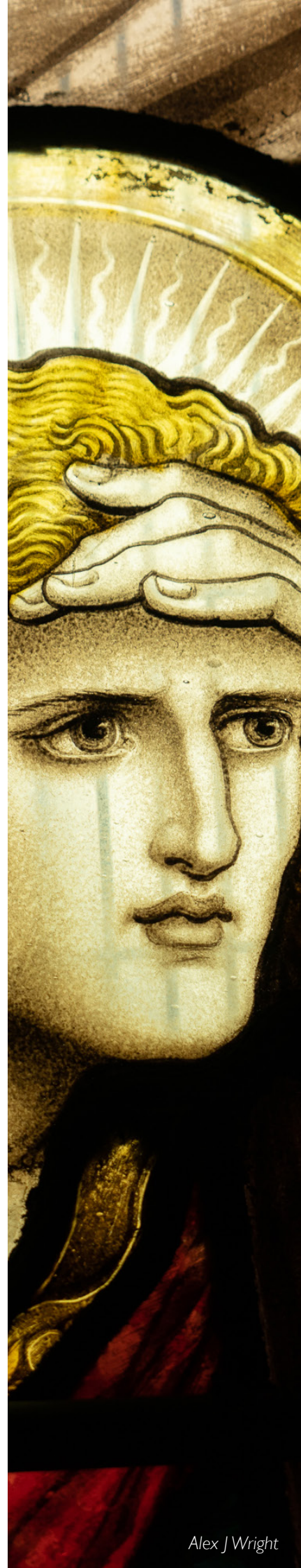
### **Disclosure and Barring Service (DBS)**

*Formerly known as Criminal Records Bureau (CRB)*

If this post requires a standard/enhanced disclosure by the DBS, it is regulated by statute. Failure to disclose details if you are currently / or in the future the subject of police investigation / proceedings which could result in a conviction, caution, bind over order or charges is a disciplinary matter, and may result in dismissal.

### **Safeguarding Children and Vulnerable Adults**

The post holder is responsible for safeguarding the interests of children and vulnerable adults who they come into contact with during their work. To fulfil these duties, the post holder is required to complete training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating a safeguarding practice and to report on concerns that they may have.







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All information is correct at the time of printing  
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Leicester, LE1 5PZ

