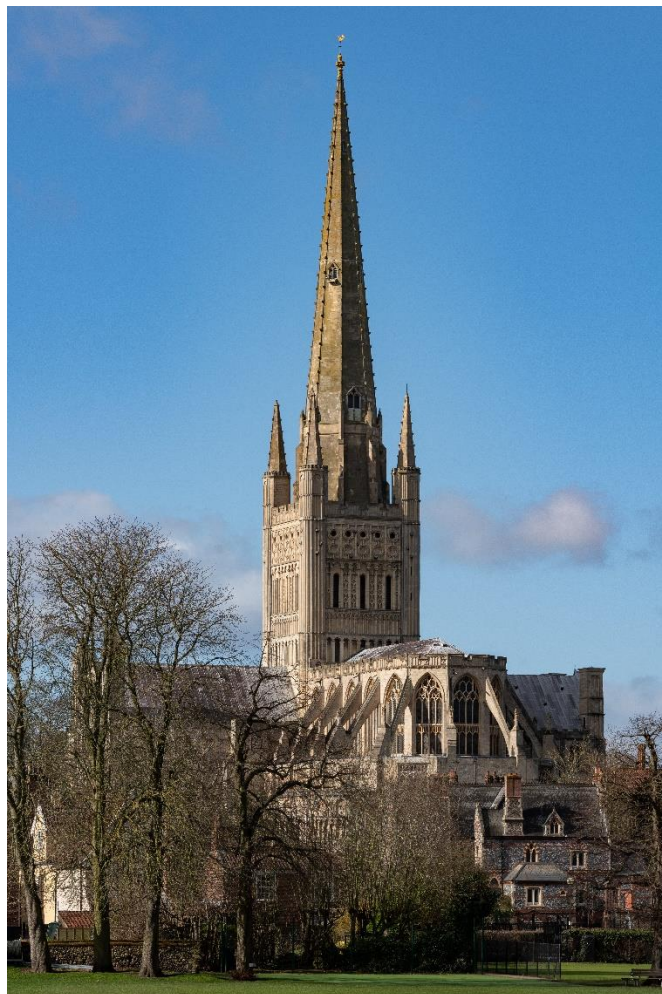




Friends

of Norwich Cathedral

Application Pack



Secretary to The Friends of Norwich
Cathedral (Part-Time)

April 2023

April 2023

Dear Applicant

SECRETARY (PART-TIME, 20 HOURS PER WEEK)

Thank you for your interest in the part-time post of Secretary to the Friends of Norwich Cathedral.

As part of the application pack, I am pleased to enclose the following:

Background information to Norwich Cathedral
Information about the Friends of Norwich Cathedral and the post
Job Description
Person Specification
Terms and Conditions
Application Form
Job Applicant Privacy Notice

The closing date for applications is noon on 2 May 2023, and interviews will be held on Thursday 18 May 2023.

If you would like to discuss the post before you apply and/or visit the Cathedral, please do not hesitate to contact Helen Frayer (friends@cathedral.org.uk or 01603 218317) to make an appointment.

I look forward to receiving your completed application form in due course.

Yours sincerely

Charles Barratt DL
Chairman to the Friends' Council

The Post of Friends' Secretary and Further Background Information

The Friends of Norwich Cathedral is an independent charity (No. 249460) which works alongside the Dean and Chapter of Norwich Cathedral, as a network of people who wish to be associated with the Cathedral and to support it both financially and practically. At present there are nearly 2000 members of the Friends, many of whom live in Norwich and worship/volunteer at the Cathedral while others live throughout Norfolk and further afield, including some overseas.

The object of the Charity is to support the Dean and Chapter with the maintenance and conservation of Norwich Cathedral, as well as contributing to new projects. Over the years, the Friends have supported many projects including the building of the new Refectory and Hostry and more recently the restoration of the Cathedral organ, as well as ongoing maintenance and repairs to the roof and cloisters.

The Friends' Secretary is responsible to the Chairman and Treasurer of the Friends' Council and is line-managed by the Treasurer. The Friends' Council is made up of the Trustees to the Charity (which numbers about 17 people), some of whom are elected, others chosen to represent Chapter, and some who are ex-officio. In support of the Friends Council, the post holder will need to be efficient, proactive and meticulous in record keeping and time keeping, and in the preparation of documents including the Friends Annual Report. The Council meets four times a year, including the Annual General Meeting; and the Secretary organises and attends these meetings. There are also Friends' Sub Committees, dealing with Events, Christmas Cards and Membership; with the Secretary organising and taking part in these too. Interpersonal skills are important, and a friendly and welcoming approach to visitors.

The Friends' Office is adjacent to the main Chapter Office where there are all the usual office facilities. The Friend's Secretary, although not actually employed by the Cathedral, is affiliated with the rest of the Cathedral staff, and is included in Cathedral training, staff briefings and diary meetings as well as joining in with all social activities. All staff are ambassadors for Norwich Cathedral.

How to Apply for this Vacancy

Please complete the application form supplied. Your application will be assessed according to your fit against the Person Specification. Remember that you can include not only experience gained in paid employment or self-employment, but also relevant experience and skills gained in voluntary work, domestic/family duties etc. We cannot consider a CV as an application, although supporting materials can be accepted.

Application forms, with a covering letter, should be addressed to:

Mr Charles Barratt, Chairman to the Friends Council, The Chapter Office, 65 The Close, Norwich, NR1 4DH

or by email to: recruitment@cathedral.org.uk

The closing date for applications is noon on Tuesday 2 May 2023.

Interviews

Interviews will take place on Thursday 18 May 2023 and will consist of an introduction to the Cathedral and the post of Friends Secretary, a tour of the Cathedral, an opportunity to meet key staff and a formal interview. Candidates will be asked to carry out a couple of short IT tests.

Short-listing will take place on Tuesday 9 May 2023 and candidates who are selected for interview will be notified by email and telephone. We receive many applications and are unfortunately not able to acknowledge them all. If you have not heard from us by 5.00 p.m. on Friday 12 May 2023 please assume that you have not been successful with your application.

JOB DESCRIPTION

- Job Title:** Secretary to the Friends of Norwich Cathedral
- Reporting to:** The Chairman and Treasurer of the Friends' Council
- Line Manager:** Treasurer of the Friends' Council
- Job Summary:**

The principle duties are:

1. **To Manage all Aspects of Friends Membership** including:
 - Receiving and recording all incoming money on the database
 - Reconciliation of accounts with bank statements
 - Applying for Gift Aid as appropriate
 - Chasing up unpaid subscriptions
 - Keeping all aspects of the membership database up to date – the database is a bespoke system based on Microsoft Access
2. **To Support the Friends' Council** including:
 - All tasks required for Council meetings (three a year) including liaising with the Chairman and Treasurer to arrange dates, booking meeting rooms, producing agendas, distributing relevant paperwork to Council members, attending the meetings, taking Minutes and carrying out relevant actions
 - Liaising with Treasurer re current financial situation and producing up to date financial schedules
 - Making all necessary arrangements for the Annual General Meeting, including organising the election of Council Members
 - Keeping the Charity Commission website updated with Trustee details and submitting the annual return
3. **To Manage the Friends' Finances** on a day to day basis (the strategic overview of finances is carried out by the Treasurer). This includes:
 - Preparing schedules showing current commitments
 - Being a signatory on all accounts and arranging second signatory as required
 - Checking invoices and arranging payment using the online banking facility
 - Paying all monies received into the bank
 - Transferring money between bank accounts
 - Alerting the Treasurer when investments etc will mature
 - Updating the Treasurer re legacies received and ensure appropriate investments are made
 - Keeping all financial records up to date and providing information required for the annual independent examination
4. **To Produce the Annual Report and Autumn Newsletter and other Literature.** This includes:
 - Preparing the content, including accounts, reports, articles etc
 - Careful proof reading
 - Selecting appropriate photographs
 - Liaising with a graphic designer to agree layout for printing
 - Arranging printing
 - Coordinating volunteers to help with stuffing the envelopes, and hand delivery
 - Overseeing design and production of all other literature including membership forms, posters, membership cards etc

5. **To Manage a Range of Social Events** for members, working with the Events Committee, which consists of a group of nine members plus a Chairman. A variety of events are held including monthly lectures, outings, fundraising events and monthly coffee mornings etc. The Secretary is generally responsible for:
- Arranging and taking part in the Events Committee meetings
 - Booking the venues and making any necessary transport arrangements
 - Producing the programme of events and booking form which is distributed to all members
 - Liaising with the speakers and arranging payment of their fees/expenses
 - Processing members' applications to attend events.
 - Attending events and introducing the speakers. For an outing, this may involve an early start or late finish and there may be the occasional evening or weekend event.
6. **To Manage the Production and Sale of Christmas Cards.** Working with the Card Committee which consists of four members. This involves:
- Sourcing and selecting new designs in conjunction with the Committee
 - Liaising with printing company to agree most competitive quote, deciding on quantities to order and sale price
 - Liaising with designer to produce a leaflet promoting the cards to be sent out with Autumn mail out
 - Delivering stock to the Cathedral Shop and local Christmas Card Charity Shop
 - Receiving orders from members, packing and mailing cards to them
 - Keeping accurate stock control and sales records

PERSON SPECIFICATION

The person appointed should:

1. Be aware of, and committed to, The Friends of Norwich Cathedral's aims and values and those of the Dean and Chapter. A good knowledge of the Church of England and its structures would be helpful
2. As the principal point of contact for the Friends you will need to be confident to work on your own initiative, but also know when to refer on (to the Treasurer or Chairman)
3. Have excellent IT skills with a good working knowledge of email, Microsoft Word and Excel
4. Have good administrative and secretarial skills, and be able to keep meticulous records
5. Be adept at minute taking
6. Be able to compose/edit articles; the Annual Report and Autumn Newsletter require a reasonable standard of writing ability
7. Have a flexible can-do approach to get the job done. There will be times, with advance notice, when you may need to adjust your hours to enable attendance at evening meetings, trips and events (very occasionally)
8. Be able to relate appropriately to a wide range of people and be confident in speaking in public (e.g. introducing lecturers)
9. Have experience of handling confidential information with respect and dignity; with an understanding of administration issues such as General Data Protection Regulation (GDPR)
10. Have good interpersonal skills; many of the Friends enjoy having social interaction with the Secretary by phoning or calling into the Friends Office, or chatting at the events and coffee mornings
11. Attend and participate in training courses as directed (including safeguarding training)
12. Adhere to HR policy contained in the Staff Handbook
13. Undertake any other reasonable tasks, relevant to the post
14. Previous experience with the administration of a small charity would be helpful but is not essential

Terms and conditions

Post	Part-Time Secretary to the Friends of Norwich Cathedral
Contract	Permanent
Salary	£14,750 per annum (wte £25,812)
Holidays	23 working days' paid holiday per year, together with all usual Bank and public holidays (pro-rata for part-time employees).
Hours	20 hours per week over set regular days. The exact working pattern will be discussed and agreed with the successful applicant. Due to the nature of the post, the post-holder may though be required, on occasion, to be flexible in the normal starting and finishing times to meet operational needs.
Probation	The post is subject to a probationary period of three months. On completion, and unless otherwise extended, the position will become permanent and subject to three months' notice of termination of employment on either side.
Conflict of Interest	The successful candidate will be requested to complete a Conflict of Interest Form. A conflict of interest is any situation in which an employee's personal interests or loyalties could prevent, or could be seen to prevent, the employee from making a decision only in the best interests of the Friends of Norwich Cathedral.
Place of work	The Friends Office, 65 The Close, Norwich.
Pension	The Friends of Norwich Cathedral offer a pension scheme consistent with pension auto-enrolment.
Smoking	The Friends of Norwich Cathedral operate a no smoking policy.
Medical	The successful candidate will be required to complete a medical questionnaire.
Equal Opportunities	The Friends of Norwich Cathedral operate an equal opportunities policy.
DBS	The Friends of Norwich Cathedral are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and all applicants must be willing to undergo screening appropriate to the post, including checks with past employers and an Enhanced Disclosure & Barring Service check.