Application Pack

Ref: WA124

Assistant to Minor Canons

Salary £34,377 per annum

Full time – Permanent
40 hours per week

Closing Date: 28 January 2022

Westminster Abbey
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About Westminster Abbey

Westminster Abbey is a major centre for Christian worship, a leading venue for tourism and a treasured part of Britain’s heritage. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is the House of Kings, where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great men and women from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians. Westminster Abbey is a Royal Peculiar, and the Dean and Chapter of Westminster are directly responsible to the Sovereign.

The Dean and Chapter of Westminster defines our Mission in these terms:

- To serve Almighty God by offering divine Worship daily and publicly;
- To serve the Sovereign by daily prayer and by a ready response to requests made by or on behalf of Her Majesty;
- To serve the nation by celebrating the distinctive witness of the Christian faith; by upholding the place of religious faith within national life; and by active engagement with Parliament, Whitehall and others in positions of public service;
- To serve all pilgrims and visitors to the Abbey, and to maintain a tradition of hospitality.

Our values

As one we serve each other, our visitors and the wider world in all we do with:

- Truthfulness
- Integrity
- Empathy
- Excellence

The Abbey attracts approximately one million paying visitors each year, from all around the world. A large number of people also attend services which take place seven days a week. Daily services are only part of the Abbey’s work, for there are also many ‘special’ services and events throughout the year. Westminster Abbey currently employs around 350 staff in a variety of roles and an even larger number of volunteers.

The Abbey receives no regular income from the State, the Church of England or the Royal Family, and relies on monies raised from visitors to ensure that the building can be properly maintained and remain open as an amenity for all.
Job Description

JOB TITLE: Assistant to the Minor Canons

DEPARTMENT: Minor Canons

ACCOUNTABLE TO: The Minor Canon and Precentor

KEY RELATIONSHIPS: The Dean and Chapter, the Minor Canons, the other Assistant to the Minor Canons, the Music Department, the Vergers, the Head of Protocol.

JOB SUMMARY: To assist the Minor Canons of Westminster in the administration necessary for religious services within the precincts of the Abbey, with a particular focus on special services and liaising with visiting choirs.

BACKGROUND: Westminster Abbey defines its main mission as the worship of Almighty God. The Office of the Minor Canons, under the authority of the Dean, is responsible for the production and organisation of services of national and international significance, and the daily round of worship.

MAIN DUTIES AND RESPONSIBILITIES:

1. The preparation of service materials (orders of service, ceremonial notes and others) for use within the Abbey precincts, under the guidance of the Minor Canons and in collaboration with the other Assistant.

2. Managing the printing of service materials, both in the office, and in liaison with an external printer. Maintaining office supplies and managing the maintenance of office equipment.

3. The simultaneous management of multiple projects, at different stages of completion, with careful digital file management of documents and communications.

4. Ensuring a proper process of proof-reading for orders of service.

5. Assisting the Minor Canons and working with the Music Department in engaging visiting choirs to sing at the Abbey, including all administration necessary for their visit, and the maintenance and updating of the visiting choir database.

6. Attending Special Service planning meetings, and liaising with external partners in the preparation of orders of service (including wedding couples).

7. Performing any administrative tasks necessary to facilitate and assist the work of the Minor Canons e.g. diary entries, basic IT support for the department.

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks (including the relevant level of criminal record check) on staff and volunteers and require them to complete relevant safeguarding training. This post requires a basic level criminal record check.

Assistant to the Minor Canons (Special Services)
Person Specification

POST: Assistant to the Minor Canons

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. ‘Essential’ criteria are those that the job holder absolutely must have in order to do the job. ‘Desirable’ criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.

Essential

Education:
• To degree level or equivalent

Skills/Aptitudes:
• Excellent proof-reading skills with a keen eye for detail
• Excellent ICT skills, particularly Microsoft Office, and digital file management
• Excellent oral and written communication skills
• Able to work effectively on own initiative and as part of a small team
• Impeccable time and deadline management

Knowledge/Experience:
• Experience in the production of high-quality printed materials
• Experience of a busy working environment
• Experience of simultaneously managing multiple projects
• Experience of collaborative work

Personal Attributes:
• Highly motivated and organised
• Able to remain calm under pressure
• Commitment to the Abbey values
• An interest and appreciation of the choral and liturgical traditions of the Church of England

Desirable

Knowledge/Experience:
• Knowledge and experience of the liturgy of the Church of England
• Knowledge and experience of the choral tradition of the Church of England

This Job Profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the postholder.
Working for us

Employment Status
This post is permanent.

Salary
The salary is £34,377 per annum and is paid on the last Friday of each month. Salary is reviewed annually in January.

Working Hours
These are 40 hours per week. The normal arrangement of working hours is 9.30am to 5.30pm Monday to Friday, however in this post the successful candidate may be required work on occasional evenings and weekends, for which time off in lieu may be given.

Annual Holidays
The full-time holiday entitlement is 31 days per annum including recognised public holidays, rising to 33 days per annum in the fifth year of service.

Training
On-site training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

Pension Scheme and Life Assurance
All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

Staff Discount
All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from the Benugo outlets, which serve refreshments.

Season Ticket Loan
A season ticket loan is offered after satisfactory completion of a probationary period, repayable over 10 months.

Medical Insurance
The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

Uniform
If a uniform and/or Personal Protective Equipment (PPE) is provided, this must be worn at all times.
Equality Statement, Safeguarding and How to apply

Equality Statement
The Dean and Chapter aim at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant’s abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring Form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

Safeguarding
Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a relevant level of criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which may include a medical assessment from the Abbey doctor.

How to Apply
Please complete our application form as CVs will not be accepted.

You are also advised to read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the ‘Supporting Statement’ section of the form to tell us how you meet each of the requirements.

As well as your previous work experience, tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please email your completed application to: applications@westminster-abbey.org.

Applications should arrive no later than 12 noon on 28 January 2022. Interviews are scheduled to take place in early February 2022.

We regret that, due to the large number of applications we receive, we are only able to contact or provide feedback if you have been shortlisted for interview. We appreciate your interest in our work at Westminster Abbey.

January 2022