



# Application Pack

Ref: WA137

Learning Officer

Salary £40,399.20 per annum

Full time – Maternity Cover  
40 hours per week

Closing Date: 06 June 2022

Westminster Abbey



# Contents

- [About Westminster Abbey](#)
- [Abbey Values](#)
- [Job description and Person Specification](#)
- [Working for us](#)
- [Equality statement](#)
- [Safeguarding](#)
- [How to apply](#)

---

# 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

Westminster Abbey is both a place of daily worship, and is one of the UK's leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey, comprising approximately 350 employees and a greater number of volunteers.

**JOB TITLE:** Learning Officer

**ACCOUNTABLE TO:** Head of Learning

**LOCATION:** Westminster Abbey Precincts

**KEY RELATIONSHIPS:** The Head of Learning, Learning Officers, Community Learning Officers, Learning Coordinator, Learning Volunteers, Visitor Experience team, teachers and other external personnel organising school visits, parents & family visitors.

**JOB SUMMARY:** The post-holder will deliver and develop learning opportunities at the Abbey and online for UK school groups, families and young people.

## **MAIN DUTIES AND RESPONSIBILITIES:**

The person appointed will be responsible for:

1. Delivering the programme of learning to schools making full use of the remarkable possibilities offered by the Abbey and in-line with the Learning Department and Abbey's strategic plans.

To include:

- a. Assisting in delivery of annual events for schools (GCSE and A-Level)
- b. Delivering tours and workshops to school students aged 4-18 and student teachers
- c. As necessary, developing and delivering new tours and workshops.
- d. Delivering Virtual Classroom sessions. including arranging trial links with teachers, and liaison with IT as necessary.

2. Working with the Digital Learning Manager to develop digital learning resources for schools.

3. Working with new and existing partners to widen access to the department's programme.

4. Offering support and training to teachers planning a visit to the Abbey.

5. Working with the Head of Learning and Learning Officers to train volunteers.

6. Working alongside others in the department to manage students on work placements.

7. Work alongside the Community Learning Officers to develop and deliver the family offer.

8. Undertaking other suitable duties as required by the Dean and Chapter

This post will include some optional Saturday working – time in Lieu will be offered.

**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 an enhanced level criminal record check.**

---

# Person Specification

## Learning Officer

*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

#### **Skills/Aptitudes/Knowledge:**

1. Degree in a subject covered in the school curriculum.
2. Qualified teacher or with extensive experience of working with U18s, a broad understanding of the National Curriculum and best practice in education.
3. Excellent communication skills, particularly oral with ability to adapt visit programmes to accommodate children from different ability groups.
4. Good IT skills and an ability to deliver virtual learning experiences using Zoom, Teams or similar.
5. Ability to work as part of a wider team, including many different Abbey departments and volunteers.
6. Good knowledge of British history.

#### **Experience:**

7. Working with UK school groups, either in schools or in a cultural heritage learning setting.
8. Experience of working with family learners.

#### **Personal Attributes:**

9. The ability to appreciate the Abbey as a living church and worshipping community and to communicate this to children and young people.
10. Creative, energetic, dynamic and enthusiastic approach and an enjoyment of working with adults, children and young people.
11. A sense of purpose and ability to take personal initiative.
12. Commitment to the Abbey values and to achieving Diversity in all aspects of the Learning Department's work.

### Desirable

13. Experience of creating interesting and informative digital learning materials.
14. Dramatic or artistic skills.
15. Previous experience of working in the Learning team of a Cathedral or large Church.
16. Experience of working with volunteers.

*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 post holder.*

---

# Working for us

## Employment Status

This post is temporary to cover a period of maternity leave of the postholder, who is expected to return to work within 12 months. The temporary employment is expected to end upon the return of the substantive postholder.

## Salary

The salary is £40,399.20 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 9am to 5pm Monday to Friday however the postholder will be required to work the hours to suit the needs of the organisation.

## 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 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](mailto:applications@westminster-abbey.org) OR (if unable to send by email), post it to:

The Human Resources Department  
The Chapter Office  
20 Dean's Yard  
London SW1P 3PA

**Applications should arrive no later than 12 noon on Monday 06 June 2022. Interviews are scheduled to take place on Wednesday 22 June 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.*