Application Pack

Ref: WA182

Deputy Director, Westminster Abbey Institute

Salary £51,000 per annum

Full time – Permanent
[40 hours per week]

[Closing Date: 06 January 2023]

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 300 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.
Westminster Abbey Institute was founded in 2013 to undertake the work of the Abbey’s mission of active engagement with Parliament, Whitehall and others in positions of public service. Its primary focus is public service. The Institute seeks to revitalise moral and spiritual values in public life, working with the Abbey’s neighbouring public service institutions around Parliament Square in London.

The Institute offers public lectures and seminars; a Fellows’ Programme for younger public servants; invitation only seminars for MPs, Peers, individual Government Departments, staff in the Houses of Parliament, and other public service institutions ad hoc, including the Metropolitan Police, the Army, the Supreme Court, the Royal Households.
Job Description

JOB TITLE: Deputy Director, Westminster Abbey Institute

DEPARTMENT: Westminster Abbey Institute

POST REPORTS TO: Director, Westminster Abbey Institute

KEY RELATIONSHIPS: Internal: Institute Manager; Institute Assistant; Steering Group (Rector, Canon Theologian and Receiver General); Dean; Head of Digital; Head of Communications; Heads of Learning and Engagement

External: Council of Reference; Fellows; other senior public servants and officials; relevant research institutes and university departments

JOB SUMMARY: To be responsible for the Institute's public programme of lectures and symposia; to be responsible for all the Institute's publicity, including its contribution to the Abbey's digital presence, to support the Director in providing creative and strategic thought leadership about morality in public life; to deputise for the Director from time to time, to be an ambassador of the Abbey.

BACKGROUND: 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 300 employees and a greater number of volunteers.

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MAIN DUTIES AND RESPONSIBILITIES

Take responsibility for the Institute's public programmes, including the Director’s lectures, the annual One People Oration, symposia and round tables, and other events as appropriate.

1. Research content for public events through a combination of academic research, consultations within academia, think tanks, social and political commentators, the Institute’s Fellows and Council of Reference, partnership building, conversations with key audiences of politicians and other public servants, consulting the Dean, the Director, the Steering Group and the Abbey’s Head of Engagement.

2. Devise compelling, relevant and unique public events that contribute to the Institute’s mission to support public service at depth.

3. Identify, invite and brief speakers for events, ensuring a diverse representation.
4. Liaise and consult closely with the Institute Manager on delivery of each event, supporting her need for clarity in all logistical aspects.

5. Be responsible for all publicity for events, liaising with the Abbey’s Communications Department, developing good relationships with media outlets, generating copy, eg articles written by speakers published at the same time as events.

6. Be responsible for all online publicity for events, liaising with the Abbey’s Head of Digital engagement and Website Manager.

7. Ensure audiences are substantial and reflect the Institute’s key constituencies in public service.

8. Take the lead in the Institute’s strategic thinking about potential other audiences, including younger audiences using the Institute’s Fellows, international public servants, and more.

Devise and deliver Institute publicity
9. Take responsibility for content and design of the Institute pages of Westminster Abbey’s website, including additional material such as podcasts, videos, edited highlights of the Institute’s extensive online library of resources, liaising with the Institute Manager and relevant personnel in Communications.

10. Work with the Head of Digital to contribute to the Abbey’s overall digital strategy.

11. Take responsibility for the Institute’s online presence more generally through social media and other outlets, engaging with Institute Fellows and others to generate excellent content and accessibility.

12. Take responsibility for all Institute publicity to enhance its profile in the public conversation about morality and spirituality in public life, and to generate more public conversation on these issues.

Support the Director
13. Undertake research and create relationships to resource all the Institute’s programmes.

14. Provide creative and strategic thought leadership about morality in public life to support the Institute’s ongoing strategic direction.

15. Deputise for the Director from time to time.

Other duties and responsibilities
16. Ensure relationships with key allies across the Abbey are pro-actively maintained.

17. Contribute to the ongoing Fellows’ Programme and alumni activities as needed.

18. Contribute to the invitation-only seminars with, eg, Government Departments and Parliamentarians as needed.

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 (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.

NOTE: As a deputy, the postholder is eligible to claim TOIL for additional hours worked in accordance with the Overtime Policy and will not be eligible for overtime payments.
Person Specification

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

1. Degree level or equivalent qualification in order to undertake relevant research as a regular component of the role.
2. An enquiring and intellectually nimble mind.
3. Experience in public engagement including creating and delivering events.
4. Experience of generating audiences for events.
5. Highly competent on social media.
6. Experience of generating and sustaining publicity and raising the profile of issues that are not ‘headline-grabbers’.
7. Ability to undertake academic research.
8. Excellent people skills.
9. Experience of effective working or communicating with Parliamentarians, senior Government Officials, and other representatives of public life.
10. Experience of operating at senior management level.
11. Experience of working with intellectuals and those in academia.
12. Ability to engage, influence and persuade.
14. Experience of using various Microsoft and other relevant software and systems, to ensure creative and innovative delivery of a range of presentation content and communication with internal and external contacts.

Desirable

1. Understanding of the Church of England and Westminster Abbey’s place in public life and its potential to contribute to the public good.
2. Postgraduate degree in a relevant subject.

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 permanent.

**Salary**
The salary is £51,000 and is paid on the last Friday of each month. Salary is reviewed annually.

**Working Hours**
These are 40 hours per week. The normal arrangement of working hours is 9am to 5pm Monday to Friday, with regular evenings to support events, 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.

Applications should arrive no later than 12 noon on 6 January 2023. Interviews and Assessment are scheduled to take place on 17th January 2023.

We regret that, due to the large number of applications we normally receive, we may only be able to contact or provide feedback if you have attended an interview. We appreciate your interest in our work at Westminster Abbey.