



# VACANCY FOR ASSISTANT CHIEF OPERATING OFFICER

## ROLE DESCRIPTION

**Role title** Assistant Chief Operating Officer.

**Reporting to** Chief Operating Officer.

**Accountable to** The Chapter of Guildford Cathedral.

**Purpose** To provide support to the Chief Operating Officer in administration and other additional tasks which have been the result of the Cathedrals Measure 2021 and other programmes.

**Hours and salary** 21 hours per week; £24,400 per annum. Temporary contract for one year.

## BACKGROUND

Guildford Cathedral is a sacred space and a community of people who engage with God and the wider world for the common good. We do this by being a warm-hearted community open to God, to all, to growth and to transformation. Over 100,000 visitors come to the Cathedral each year and our Cathedral 'community' comprises thousands who feel close to the Cathedral because of historical connection: the purchase of a brick in the 1950s, their membership of the worshipping congregations, or staff and volunteers. The core task of Guildford Cathedral is worship. Daily and Sunday choral services are the backbone of our work. The Cathedral is led by the Dean with the Cathedral Chapter which is akin to a Board of Directors and charity trustees. The Chief Operating Officer acts as Clerk to the Chapter and also leads the small lay staff, being responsible for Administration, Development (Fundraising, Marketing and Communications), Finance, Cathedral Enterprises (Events, Café Restaurant and Shop), Health and Safety, HR, Property and Facilities, Safeguarding and the Virgers (Safety and Security).

## ROLE

The Assistant Chief Operating Officer will support the Chief Operating Officer in their duties, principally in assisting with administration of the revised governance introduced as part of the Cathedrals Measure, as well as emerging requirements in Safeguarding and Net Zero.

## KEY TASKS

## Governance

- Assist in finalising Terms of Reference for all Committees and Fora established under the Cathedrals Measure 2021.
- Assist in facilitating required recruitment for Committees and Fora established under of the Cathedrals Measure 2021.
- Assist in revising Community Roll in accordance with updated requirements in Cathedrals Measure 2021.
- Attending governance meetings and taking minutes.

## Safeguarding

- Assist in updating Safeguarding documentation and project plan in preparation for independent audit of Diocese and Cathedral.

## Net Zero

- Assist in establishment and running of Net Zero Project Board to organise and deliver work against the Net Zero Carbon Project Plan for the Cathedral.

## KEY RELATIONSHIPS

- The Dean.
- Chapter members.
- Members of other governance committees.
- Heads of Department.
- Dean's PA and Senior Administrator.
- Cathedral Staff and Volunteers.

## REQUIRED SKILLS AND ATTRIBUTES

<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b> <ul style="list-style-type: none"><li>• Degree level standard education.</li></ul>	<ul style="list-style-type: none"><li>• Qualifications in administration, organisation, or relevant experience.</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Experience as a senior administrator.</li><li>• Experience of problem solving.</li></ul>	<ul style="list-style-type: none"><li>• Experience in HR and recruiting.</li><li>• Experience in Safeguarding administration.</li></ul>
<b>Knowledge and Skills</b> <ul style="list-style-type: none"><li>• Strong organisational skills.</li><li>• Creative communications and sound interpersonal skills.</li></ul>	

<ul style="list-style-type: none"> <li>• Flexibility to respond positively and appropriately to new opportunities and challenges.</li> <li>• Excellent IT skills &amp; computer literacy.</li> </ul>	
<p><b>Personal</b></p> <ul style="list-style-type: none"> <li>• A team player, holding the personal qualities necessary to work well with other members of the Cathedral team, both paid and volunteer.</li> <li>• Enthusiasm to learn and develop the skills needed.</li> <li>• Personal reliability, ability to take responsibility and to work unsupervised.</li> <li>• Ability to work independently and under pressure.</li> <li>• Willingness to take all necessary training.</li> <li>• Comfortable working in a Christian environment.</li> </ul>	

## APPLICATION PROCESS

To apply for this post, please visit the Cathedral Website ([www.guildford-cathedral.org](http://www.guildford-cathedral.org)) and complete the application form provided. Please send this with a covering letter addressing the Key Tasks and Essential Skills and Attributes, as well as your CV, to [Dops@guildford-cathedral.org](mailto:Dops@guildford-cathedral.org) or Matt O’Grady, Guildford Cathedral, Stag Hill, Guildford GU2 7UP. Referees will not be approached without your consent. Applications will only be considered with a completed application form, CV and covering letter. Guildford Cathedral operates under a Safer Recruiting policy. Proof of eligibility for working in the UK will be required before appointing.

For an informal conversation please contact Matt O’Grady on 01483 547864.

Closing date for receipt of application is 9 September 2024. Shortlisted candidates will be called for interview during the week commencing 23 September 2024.