



Exeter
Cathedral



**Cloister Club
Co-ordinator
*Application pack***



Title:

Cloister Club Co-ordinator

Department:

Education

Reporting to:

Canon Steward

Hours of work:

12 hours per week for 40 weeks

Salary: £20.19 per hour

Contract type:

Fixed Term contract for 1 year

Location:

Exeter Cathedral



Purpose of the role

To develop the work with children and families in our community and beyond, to enable them to feel fully part of the cathedral community.

Duties and responsibilities

- Recruit (in partnership with the volunteers office), train, and encourage Cloister Club leaders and assistants
- Develop the curriculum and Cloister Club including providing leaders with resources
- Hold termly meetings of leaders and assistants - and at least initiate plans for Christmas and summer parties for children and parents
- Develop an additional group for older children (8+) so that we have wider provision

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- Co-ordinate annual preparation of children for Communion before Confirmation (this might be an aspect of the older children group in the previous point)
- Oversee safeguarding arrangements for Cloister Club, including in recruitment, maintaining records and permissions for children who are part of Cloister Club - and have a working relationship with the Cathedral Safeguarding Officer; this may include overseeing some developments in Cloister Club procedures
- Maintain a resources cupboard of art materials, musical instruments etc. in good order
- Work with the marketing department to promote Cloister Club
- Work and co-ordinate with the Education Officer on shared activities
- Ensure effective communication amongst leaders/assistants and with all parents of children who are part of Cloister Club
- Any other duties reasonably required by your Line Manager

Key challenges

- Operating in a busy working Cathedral with a need to balance the requirements of religious services and visitors
- Working in a demanding environment where you can be continually interrupted





Safeguarding

- All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral and precinct. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role. All staff will be expected to successfully complete safeguarding training as part of their induction.
- To attend the Operational Safeguarding Committee meetings
- To commit to continuous safeguarding training both for yourself and the team of volunteers for Cloister Club and champion this as part of your role
- **Please note that an enhanced Disclosure & Barring Service (DBS) check will be required for this role, and the post will be subject to this clearance.**



Working pattern

This is a part-time role, 12 hours per week, which must include Sunday mornings. A flexible approach will be needed to meet the demands of the role.

Candidate profile

Essential

- Committed Christian, sympathetic to the Cathedral's liberal catholic ethos
 - Qualification or clear expertise - and experience - in working with primary school age children
 - Skilled at working with and gaining the respect of adult volunteers
 - Mature enough to navigate disappointment and relate to a wide range of people in the Cathedral community
 - Working knowledge of good practice in safeguarding and willing to learn and work with the Cathedral's particular procedures - and contribute to their development
- Capacity to work strategically in developing Cloister Club, in conversation with others
 - First aid qualification - it is a requirement of the role that hold a first aid qualification. Training will be provided if necessary.

Benefits

- Exeter Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).
- Childcare Voucher Scheme.
- Holiday entitlement - 30 days including Public Holidays per annum pro rata.
- 10% discount in our shop and café
- Complimentary tickets to our in-house concerts (limit applies)



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How to apply

Please complete the application form, available on our website at:

www.exeter-cathedral.org.uk/about-us/vacancies/

and submit it along with a covering letter stating why you are the right candidate for this role. You may also include your CV.

For an informal conversation about this role please email:

vacancies@exeter-cathedral.org.uk

Applications can be sent by email or post to:

Catherine Escott, Chief Operating Officer, 1 The Cloisters, Exeter, EX1 1HS

Email: vacancies@exeter-cathedral.org.uk

The closing date for applications is 28 February 2025. Interviews will take place in early March.

Thank you for your interest in this role.

We look forward to hearing from you!

