



Truro Cathedral

sacred space, common ground

Community Administrator and
Enabler



Our Vision, Ambition and Values

Vision

Our vision for Truro Cathedral is to create **Sacred Space** in which the holiness of God is encountered in an open and inclusive way and **Common Ground** where issues shared by the whole of humanity can be explored.

Ambition

Inspired by the Gospel of Jesus Christ, we work to build a welcoming, inclusive and engaging environment that, through the delivery of a diverse and inspiring programme of worship, events, educational activities and community outreach, fulfils and spiritually enriches all who experience Truro Cathedral.

Values

Love & Unity

We care for one another with compassion and kindness and our work is embedded in a spirit of love and cooperation as we come together to succeed in our mission for the Cathedral.

Dignity & Respect

We respect others and value diversity, embracing our similarities and differences with gentleness, self-control and a willingness to learn. We welcome expressions of spirituality, respecting and valuing those with different faiths or no faith.

Accountability & Integrity

We act with honesty, openness and integrity in everything we do. We use the resources entrusted to us wisely and effectively with transparency and accountability. We demand high standards of professionalism from ourselves every day, always striving to deliver excellence in our work.

Creativity & Courage

We are bold and challenge ourselves and others to question the norm. We explore new options and take intelligent risks, confident that we do so in a supportive environment. Committed to continual development, we embrace change and nurture personal growth.

Job Description

Job Title	Community Administrator and Enabler
Hours of Work	17.5 hours per week. Sunday working and attendance at some evening/weekend events will be required.
Location	Some administrative tasks are expected to be carried out from the Cathedral Offices, though home/hybrid working may be possible for other aspects of the role.
Salary	£13,650 pa (FTE £27,300)
Line manager	Lead Pioneer

Overview

Based out of Truro Cathedral, Another Way is a Cornish pioneering community inspired by Celtic Christianity and new monasticism, which seeks to creatively reimagine faith as a way of life in the 21st century. We love Cornwall, both its people and natural environment, and we're fascinated by the spiritual history here. In this 'Land of Saints,' we find inspiration in stories old and new. We run several groups in and around Truro including our weekly Sunday gathering at Epiphany House and our monthly Kres service at the Cathedral. We also go on Pilgrimages to sacred sites in Cornwall throughout the year. Our community is held together by a communal Way of Life, lived out through our shared Rhythm of Practices.


This is a primarily administrative role, serving as the organisational 'glue' that supports the sustainable life of the Another Way community. Working alongside a team of pioneers and volunteers, this person will hold the organisational structures that allow the creative and relational work of the community to flourish. They will be responsible for coordinating practical systems, scheduling communication, supporting safeguarding compliance, and ensuring that gatherings and events are well-resourced.

While the post is advertised as a single role, applicants are welcome to express interest in specific aspects of the role according to their skills and availability.

Key responsibilities

Administrative and Logistical Support

- Support the Lead Pioneer by coordinating the administrative tasks associated with governance and compliance, including preparing meeting documentation, tracking actions, and compiling reports and data.
- Manage venue logistics for Sunday gatherings and other events: liaise with host venues, coordinate bookings, and ensure that all necessary supplies and materials are available such as refreshments.

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- Working with the Lead Pioneer and appropriate team members to ensure all activities are conducted in compliance with health and safety regulations and associated risk assessments.
 - Supporting the Creative and Communities pioneer with the organisation and hosting of events, including assisting with front-of-house duties such as welcoming guests, managing attendance lists or ticketing, and supporting the smooth running of events.

Volunteer Coordination

- Coordinate with team leads to develop and maintain volunteer rotas for all gatherings and community activities, ensuring that roles such as set-up, welcome, music, liturgy, refreshments, and children's ministry are consistently filled in a timely and sustainable manner.
- Maintain up-to-date records of individuals who require safeguarding checks and training and ensure that renewals are tracked and actioned in a timely manner. Liaising with cathedral HR on safeguarding compliance.

Communications and Community Updates

- Provide administrative support to the Creative and Communities pioneer by scheduling and coordinating the flow of information across platforms including WhatsApp, the newsletter, the website, and other media, in line with the established communications strategy and visual identity.


Team Life

- Maintain the central team calendar, integrating planning, team meetings, and retreats.
- Ensure that key dates in the liturgical year (e.g. Advent, Lent, Holy Week, Pentecost) and community life (e.g. community meals, pilgrimages) are noted and planned for in advance.

Health & Safety

- Adhere to the Health & Safety Policy and procedure as well as any other related laws, and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

Safeguarding

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- To adhere to the Safeguarding Policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with your own safeguarding training at the level appropriate to the role.

General

- Undertake other duties, as may be required from time to time, to ensure the effective and efficient fulfilment of the role.
- Undertake relevant training required to best carry out the role.
- Participate in organisation-wide meetings, away days, etc.

This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content. It will be reviewed periodically and may be subject to amendment.

Under the 2010 Equality Act, schedule 9, there is a genuine occupational requirement for the successful candidate to be a practicing Christian.

Person Specification

Attributes	Essential	Desirable
Qualifications and Training	Proficiency in written and spoken English, with the ability to communicate clearly and professionally in person and in writing.	Relevant administrative or IT training or qualifications.
Experience	<p>Experience of coordinating rotas, calendars, or logistics within a professional or voluntary setting.</p> <p>Experience of note-taking, action tracking, and managing team communications.</p>	<p>Experience of working within a charity or church environment.</p> <p>Experience of supporting or administering safeguarding processes, including DBS checks and training coordination.</p>
Knowledge, skills and abilities	<p>Proficiency with Microsoft Office (Word, Excel, Outlook) and basic website or social media platforms.</p> <p>Familiarity with navigating and using social media platforms (e.g. Instagram, Facebook) in a professional or community context.</p> <p>Ability to travel independently to various locations across Cornwall where Another Way gathers, including regular travel to the Cathedral Offices and Epiphany House.</p>	
Personal qualities	<p>Self-motivated, reliable, and capable of working without close supervision.</p> <p>Calm and adaptable under pressure, with a problem-</p>	Alignment with the vision and values of Another Way, including a willingness to engage with its missional, inclusive, and

	<p>solving approach to complexity.</p> <p>Capacity to work independently, prioritise tasks effectively, and manage time across multiple concurrent responsibilities.</p>	justice-oriented ethos.
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Terms & Conditions

Job Title	Community Administrator and Enabler
Contract	Permanent
Hours of Work	17.5 hours per week
Holiday	Pro rata
Line Manager	Lead Pioneer
Place of Work	Truro Cathedral
Probation	This post will be subject to a six-month probationary period, during which time, either party may give one week's written notice
Pension	You will automatically be enrolled on the government's Nest pension scheme but can opt-out if you wish. After successful completion of the six-month probation period, staff are eligible to join the Church Workers Pension Scheme (contributory employer 6%, employee 3%)
Health & Safety	All staff are required to follow the policies and procedures set out in the employee handbook
Equal Opportunities	Truro Cathedral operates under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origin, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs, or cultural heritage. This applies to all we do, including our campaigns and employment practices, membership of committees, all stages of recruitment or selection processes, working practices, conditions of work, and allocation of resources
Safeguarding	Truro Cathedral's safeguarding policy provides a framework to promote the welfare and protection of children and

	<p>vulnerable adults. It is available at www.trurocathedral.org.uk or in the company documents area of BreatheHR.</p> <p>This post is subject to a Disclosure & Barring Service (DBS) check (for the child workforce).</p> <p>Training: The postholder will be expected to attend appropriate safeguarding training up to and including the Leadership level. Additional training will include Domestic Abuse training, and other training as required will be arranged by the cathedral.</p>
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