



Truro Cathedral

sacred space, common ground

Event Crew



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	Event Crew
Hours of Work	Zero Hours Contract, ad-hoc and variable
Salary	£12.60 per hour.
Line manager	Operations Manager Events Team Responsible Person

Overview and general duties

The cathedral plays host to a varied events programme with over 125 commercial events in the last year. The events team supports that programme of events and occasionally other duties. The events supported by this team are referred to as “lay” events, as they are not typically religious services or festivals.

The team at the cathedral have exciting plans to bring an even more diverse range of events and audiences to Cornwall’s iconic cathedral. The team reports to the COO through the Operations Manager or other delegated members of the cathedral management team.

Example Duties and Responsibilities, not all may be applicable.

- Ensuring that events at the cathedral run smoothly, safely and successfully.
- Working as part of the whole cathedral team in the delivery of events and activities.
- Provide a broad range of hands-on, sometimes physical support as required by each event.
- Event set up, stewarding, delivery, and break down.
- Engaging with event organisers and visitors. Interacting with the public.
- Demonstrate excellent customer care.
- Cash handling and taking payments.
- Working on bars.
- Setting out chairs.
- Acting as stewards and marshals.
- Supporting the calm and safe evacuation of the cathedral when it is required.

Shifts are offered weekly or on an ad hoc basis as required. When shifts are offered, the times and duties involved are detailed. Shifts are allocated on a first-past-the-post system based on reply time. Where a shift involves working past midnight, enhanced rates are usually offered.

Person Specification

Event Crew

ATTRIBUTES	ESSENTIAL	DESIRABLE
Knowledge & Experience	Able to work effectively and considerately as part of a team	Experience working on commercial events
	Good interpersonal skills	First aid training
		Customer service training
Job Skills	Working knowledge of Word, Excel, Email and Outlook to understand event instructions	Working knowledge of ticketing systems
	Good communication skills	
	Fit, able to stand for periods of 4 hours	
	Able to lift and carry within safe manual handling limits	
Education & qualifications	Able to communicate effectively and clearly in English	
	Numerate	
	Literate	
Personal attributes	Good sense of humour and common sense	Able to work evenings and / or weekends
	Self-Motivated	
	Able to use own initiative, good problem-solving ability	
	Able to follow instructions	
	Flexible	
	Understand and demonstrate commitment to the cathedral's sense of purpose and vision	

Terms & Conditions

Job Title	Event Crew
Contract	Permanent, zero hours
Hourly Rate	£12.60
Hours of Work	Ad-hoc and variable
Line manager	Operations Manager Events Team Responsible Person
Place of work	Truro Cathedral
Probation	The post will be subject to a six-month probationary period, during which time, either party may give the other one week's written notice
Smoking	The cathedral operates a no-smoking policy
Health & Safety	All staff are required to follow the policies and procedures set out in the team 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 origins, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs or cultural heritage. This applies in 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	<p>Safeguarding – Everyone Matters – Everyone's Responsibility Truro Cathedral strives to be trauma-informed and is committed to developing safer policies, cultures and practices.</p> <p>Truro Cathedral's safeguarding policy provides a framework to promote the welfare and protection of children and vulnerable adults. It is available at www.trurocathedral.org.uk or in the company documents area of BreatheHR.</p> <p>Training: The postholder will be expected to attend safeguarding training up to 'Basic Awareness, 'Foundations' or 'Leadership' level, dependent on the post applied for. This will be arranged by the cathedral and may be required before a start date can be agreed.</p>