



Truro Cathedral

sacred space, common ground

Events Team Member



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	Events Team Member
Hours of Work	Zero Hours Contract, ad-hoc and variable
Salary	£10.90 per hour.
Line manager	Chief Operating Officer

Overview and general duties

The events team supports the programme of events which take place at the cathedral throughout the year. 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 an exciting plan to bring a more diverse range of events and audiences to Cornwall’s iconic cathedral. The events team reports to the COO or other delegated members of the cathedral management team.

Key Duties and Responsibilities

- 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 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



About Truro Cathedral

Truro Cathedral is a Grade 1 Listed focal point for the people of Truro, attracting visitors from all over the world. Completed in 1910, it has been an important part of Cornish identity, with some of the finest Victorian stained-glass windows - notably three rose windows depicting the holy trinity. Built by the people of Cornwall for everyone to experience and enjoy, it is vibrant, active and the physical and spiritual heart of the city.

Every year on average, the cathedral engages around 150,000 people. Staff, 200+ volunteers, 49 choir members, 330+ congregational members, 30,000+ event attendees, 3,000+ student visitors, 70,000+ general visitors who all have their own unique reasons to visit or have a connection to Truro Cathedral. People are at the centre of the cathedral, and by providing a Sacred Space and Common Ground for them as our mission, our ambition is to fulfil and spiritually enrich all who visit.

We deliver a diverse and inspiring programme of activities, including:

- Worship - with between 25 and 30 regular services each week, many featuring our wonderful choir and additional special services marking important events in the life of the county.
- Events – including numerous concerts, often free to the public.
- Educational activities – formal and informal learning opportunities for schools, families, students and adults focusing on, heritage, history and theology.
- Community outreach - providing support and advocacy to various groups in the communities Truro Cathedral serves.

Truro Cathedral has a unique visitor and heritage proposition, attracting a wide range of people as part of a joint offer for Truro, including The Royal Cornwall Museum and The Hall For Cornwall. Audience Research in 2019 described the Cathedral as 'Cornwall's Umbrella' - sheltering the county with spiritual, emotional, physical, educational and online support, creating greater community connectivity and wellbeing.

Person Specification

Events Team Member

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
Job Skills	Working knowledge of Word, Excel, Email and Outlook	Customer service training
	Working knowledge of social media	Working knowledge of ticketing systems
	Good communication skills	
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	
	Physically fit, able to lift and carry within safe guidelines and access awkward / restricted areas.	
	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	Events Team Member
Contract	Permanent, zero hours
Hourly Rate	Meet National Minimum Wage
Hours of Work	Ad-hoc and variable
Holiday	25 days per annum pro-rata plus Bank Holidays
Line manager	Chief Operating Officer
Place of work	Truro Cathedral
Probation	The post will be subject to a three-month probationary period, during which time, either party may give the other one weeks written notice
Pension	You will automatically be enrolled onto the government's Nest pension scheme but can opt out if you wish. After successful completion of six-month probation period staff are eligible to join the Church Workers Pension Scheme (contributory employer 6%, employee 3%)
Smoking	The cathedral operates a no smoking policy
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 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>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>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: safeguarding training to Foundations level arranged by the cathedral.</p>