



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 – Responsible Person
Hours of Work	Zero Hours Contract, ad-hoc and variable
Salary	£17.60 per hour
Line manager	Operations Manager

Overview and general duties

The cathedral plays host to a growing events programme with over 100 commercial events in the last year. Each of these events is overseen by a Responsible Person (RP). Often this is the Operations Manager or Chief Operating Officer, but there are increasingly times when additional support is needed. This is where the RP comes in as the primary point of contact with third parties and directing the cathedral events team. The role has a critical function in ensuring the safety of these events, those participating and the building itself.

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.

Key Duties and Responsibilities

- Ensuring that events at the cathedral run smoothly, safely, and successfully.
- The main point of contact with the organiser while an event is active ensuring you remain a visible presence.
- Ensure the safety of personnel, the building, and the public.
- Problem solving and thinking on your feet.
- 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.
- Keyholder.
- Cash handling.

Person Specification

Events Team – Responsible Person

ATTRIBUTES	ESSENTIAL	DESIRABLE
Knowledge & Experience	A confident and effective team leader.	Experience working on commercial events
	Able to work effectively and considerately as part of a team	
	Good interpersonal skills	
	Problem solving experience	
Job Skills	Working knowledge of Word, Excel, Email and Outlook	Working knowledge of ticketing systems
	Working knowledge of social media	
	Good communication skills	
	Experience working with payment systems (Zettle/Shopify/PDQ etc)	
Education & qualifications	Able to communicate effectively and clearly in English	SIA Trained
	Numerate	First aid training
	Literate	Customer service training
Personal attributes	Good sense of humour and common sense	
	Confident and calm	
	Self-Motivated	
	Able to work evenings and / or weekends	
	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 – Responsible Person
Contract	Permanent, zero hours
Hourly Rate	£17.60 per hour
Hours of Work	Ad-hoc and variable
Holiday	25 days per annum pro-rata plus Bank Holidays
Line manager	Operations Manager
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 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 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>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>