



Truro Cathedral

sacred space, common ground

Volunteer Music Administrator |



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.

Role Description

Job Title	Volunteer Music Administrator
Hours of Work	Two days per week Flexible shifts to suit volunteer availability
Supported by	Director of Music Assistant Director of Music Volunteer Manager

Overview and general duties

The purpose of this role is to support the administrative elements of the music department.

The skills required to deliver this function include organisation, excellent written and verbal communication, attention to detail and a caring and supportive approach to all.

Key Duties and Responsibilities

Administrative tasks include but not limited to

- a) Supporting the music department with general administrative tasks including, but not limited to: printing and organising choir tours/trips
- b) Compiling the monthly service and music list
- c) Reviewing the cathedral diary for accuracy relating to music department bookings.

General

1. Attend and participate in training courses as directed.
2. Maintain confidentiality at all times.
3. Uphold and have sympathy for the cathedral's vision and values.
4. Ensure awareness and observance of Truro Cathedral's policies and procedures.
5. This job description will be subject to regular review and amended if necessary to meet the changing needs of the cathedral.

Person Specification

Office Administrator

Skills & knowledge required	• Good communication skills with a welcoming, friendly, non-judgmental and approachable manner, with a positive disposition and willingness to engage with all customers, visitors and team
-----------------------------	---

	members. • Ability to work as part of a team and with a flexible approach. • Experience of administration and office working in a fast-paced environment. • Good time management including meeting deadlines and diary management. • Confident in the use of IT, in particular Word, Excel and Outlook • Commitment to the values and mission of a faith-based organisation.
--	---

Terms & Conditions

Job Title	Volunteer Music Administrator
Hours of Work	Two days per week Flexible shifts to suit volunteer availability
Line manager	Director of Music Assistant Director of Music Volunteer Manager
Place of work	Cathedral and Cathedral offices
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
Smoking	The cathedral operates a no smoking policy
Health & Safety	All team members 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	Safeguarding – Everyone Matters – Everyone’s Responsibility Truro Cathedral strives to be trauma-informed and is committed to developing safer policies, cultures and practices. 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. 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.