

PORTSMOUTH CATHEDRAL

Job Description

Education Assistant – Education Outreach 'Pop Up Cathedral'

Part-time, temporary six month contract 10 hours per week

Hourly rate: £9.61 (£17,500 FTE)

7.5% employer contribution plus 1% employee contribution

Introduction

For centuries Portsmouth Cathedral, the Cathedral of the Sea, has watched, listened and helped the people of Portsmouth navigate the passage of time. It has witnessed wars and peace, famous marriages, been bombed and rebuilt and remains a building of greatness and simple enduring beauty. More than this it is a vibrant and lively community which has a positive impact on the lives of people in its own parish, the City and Diocese of Portsmouth. The Cathedral is a distinctively spiritual and prayerful space, into which everyone is welcome to come; a Christian community committed to promoting social justice, equality and compassion.

Dating back to 1180 the original chapel dedicated to Thomas of Canterbury became a parish church in the 14th century and a cathedral in the 20th century. The Cathedral is at the heart of the life of the Diocese of Portsmouth which covers south-east Hampshire, Portsmouth and the Isle of Wight. In addition to the many diocesan services and events which are held throughout the year, the Cathedral is used for special services for the City, charities, the Royal Navy and local schools. Educational workshops and visits are offered through an evolving outreach programme and the Cathedral and its community facilities are used by many local and regional organisations.

As a staff member here you join a dedicated team of clergy and lay personnel, both employed and volunteers, who seek to deliver the highest standards of Christian community and service through our daily services and in acting as a venue for exhibitions, concerts and visits.

Brief Overview:

The Education department welcomes many schools and hundreds of young people to the Cathedral each year. We run a variety of curriculum-linked education workshops and activities for primary and secondary pupils. We seek an Education Assistant to work on the Cathedral's new outreach project – the Pop-Up Cathedral.

Pop-Up Cathedral Project

With the increasing cost of coach hire prohibiting schools travelling to the Cathedral, we have a new project to take the Cathedral to schools instead! A large pop-up gazebo will be driven to schools, erected on the field or car-park and classes will be able to visit in turn and take part in a range of activities. The activities will be linked to the National Curriculum, the RE syllabus, or focus on a bespoke topic in discussion with teachers prior to the visit.

You Will:

- Learn about the Cathedral's history and the people who work here
- Develop your presentation skills
- Gain experience in supporting children & young people to learn new skills; acquire knowledge; share an experience
- Have the opportunity to share creative ideas and the support to implement them

The Role would suit

- Individuals that are potentially looking into careers within teaching or event management
- Those wanting experience in presenting to a range of audiences
- Those wanting experience working for a historic building/ environment

1. Responsible to:

The Education Officer

2. Role Purpose:

- To assist in the preparation and running of workshops and activities in a Pop-Up Cathedral at schools across the Diocese of Portsmouth, during term time only, working with and reporting to the Education Officer.
- To record and manage bookings and all administration work relating to the outreach project.
- To assist with publicising the Pop-Up Cathedral project

3. Specific Duties:

- To visit schools and other sites, set up the Pop-Up cathedral and run activities
- To prepare resources for workshops and activities (may involve all or a combination of: designing craft activities, photocopying, cutting out, collating worksheets, arranging displays, designing new workshop ideas and sourcing new resources)
- To introduce and lead activities for children
- To support children in taking part in the workshops & activities
- To demonstrate and explain craft activities
- Assist with the development of new resources, attend planning meetings with school staff
- Co-ordinate bookings and manage all administration for the Pop-Up Cathedral
- Lead and co-ordinate a team of volunteers to support the activities

4. Supervision

You will meet regularly with the Education Officer.

5. Training and Induction

Training will be provided and will include an introduction to the Cathedral, working with children and Health & Safety training. You will be supported and mentored, with regular opportunities to share feedback and receive further coaching or training where required.

6. Staff Meetings/Communications

Attend staff and other meetings, including with external organisations, as appropriate.

7. Location

The post is based in the Cathedral and Cathedral Offices but will require the post holder to travel to schools across the Diocese using their own or public transport as necessary. Expenses for travel will be reimbursed.

8. Policies

Adhere to all policies, handbooks and guidelines of Portsmouth Cathedral as appropriate.

9. Hours

The total hours over the project are 260 based on 10 hours per week worked across agreed days Monday to Friday but with flexibility to work longer hours in some weeks, less in others, as the project requires. Core working hours are between 9.00am-5.00pm.

10. Annual Leave

Annual leave entitlement is based on 25 days plus two 'given' days over Christmas and New Year, applied flexibly to provide cover, and in addition all statutory public holidays.

11. Sickness

Absence from work due to sickness should be reported on the first day of illness (or as soon as possible) to the Education Officer. Self-certification is required for all absences up to seven consecutive days. A medical certificate is required following that.

12. Safeguarding – Disclosure and Barring Service

Portsmouth Cathedral is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Appointment is subject to the satisfactory completion of the appropriate enhanced Disclosure and Barring Service check and training. This will be dealt with confidentially.

PERSON SPECIFICATION

Essential Qualities

- Good communication and interpersonal skills
- Strong organisational and administrative skills
- Confidence and willingness to explain and demonstrate ideas to children
- Presentation skills
- Team working skills and the ability to relate to people from all ages and backgrounds
- Ability to be flexible and adaptable
- Creative and proactive
- A demonstrable enthusiasm for heritage, history and Portsmouth Cathedral
- Valid driving licence

Desirable Qualities

- Experience of working with children in or with schools, although training & support will be given.
- Empathy with the beliefs and values of the Christian Faith and the aims and objectives of the Church of England.
- Experience of working with volunteers
- Willingness to drive a small hire van