



This is the application pack relating to our vacancy for **General Office Assistant**. It includes details of the job description, a brief background to the post and some information about the Cathedral. There is also an application form and instructions on how to apply.

If you need any further information to help your application, please contact Pam Miller at the Cathedral Office on 01872 245006.

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Job Description

Department: **Chief Executive**

Job title: **General Office Assistant**

Responsible to: **Chief Executive**

Supervisory responsibility: **None at present**

Key relationships:

Internal: Chief Executive and the Cathedral team

External: Cathedral Community and all visitors to the Cathedral Office

Main purpose of the job

To manage the work of the General Office and general assistance across departments

Main duties and responsibilities

1. Handling General Office enquiries either by telephone or by answering the door

2. Management of print machines, printing and prioritising work load
3. Issuing car park permits and generally monitoring requests for car parking
4. Maintenance of the cathedral web site and responses, on line shop and press releases
5. Departmental assistance in the form of printing, mailing, database entries, production of posters, flyers etc.
6. Mailing and management of the post and franking machine
7. Booking school visits and group tours to the Cathedral
8. Other specific tasks as agreed between departmental line managers

Key conditions of work

<i>Contract</i>	Permanent part-time.
<i>Pay</i>	£6.18 per hour
<i>Holidays</i>	25 days pro rata
<i>Hours</i>	Daily 9 – 1.15 p.m. or 1 – 5.15 p.m.
<i>Place of work</i>	The usual place of work is the Cathedral Office, 14 St Mary’s Street, Truro
<i>Pension</i>	The Cathedral has a designated Stakeholder Pension Provider. Furthermore after the completion of one year’s service you may join the Church Workers Pension Scheme. This is a contributory scheme.
<i>Smoking</i>	We have a no smoking policy, details of which are available on request.

Equal opportunities

The 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.

The Person Specification

Essential criteria

1. Experience in office administration
2. A high level of computer literacy; particularly in the use of Windows and major word processing, spreadsheet and database software, design tools.
3. Excellent organisation and administrative skills with the ability to self-motivate; in particular, excellent time-management skills
4. The ability to prioritise multiple tasks and competing deadlines
5. The ability to initiate and establish office systems
6. Flexible, adaptable, able to work on own initiative, with a positive can-do attitude
7. Commitment to Equal Opportunities and environmental efficiency practices

Desirable

1. Experience/understanding of the structure and workings of the Church of England
2. Experience of a charity/funded working environment
3. Experience in working with volunteers
4. Experience in website maintenance

Background to the post

The General Office functions at the heart of the Cathedral Office. The welcome and help that visitors receive when entering the office can have an overall effect on their perception of the Cathedral and all it stands for. The work that is undertaken in the Cathedral Office underpins and supports all that happens in the Cathedral and it is important that this work is carried out in a professional and competent manner.

Truro Cathedral – present and future

Compared with many cathedrals Truro does not have a long history. A parish church has stood in the middle of the city since the 12th century and one aisle of that is incorporated into the present building, which dates from the late 19th century.

However Truro Cathedral does lie at the heart of a bustling city. There is no mediaeval close to separate it from everyday life. Just beyond the west doors lies the commercial and shopping centre, which has the effect of making access to the Cathedral easy.

Truro Cathedral provides an oasis of peace and calm where those who enter can be still, light a candle, write down a prayer request, browse in the shop or take refreshment in the restaurant. It is the mother church of the Diocese of Truro, as well as being a building used by the whole community.

This is an opportunity to join an organisation bustling with new ideas and plans for its outreach and mission to the County of Cornwall and beyond.

How to apply for this vacancy

Please complete the application form supplied. It is important to note the instructions in section 5. Your application will be assessed according to your fit against the essential criteria shown in the person specification and then the desirable criteria. Remember that you can include not only experience gained in paid employment or self-employment, but also relevant experience and skills gained in voluntary work, domestic/family duties etc. We cannot consider a CV as an application, although supporting materials can be accepted.

We actively encourage the submission of this application by email. If you are completing the application form on paper, please use black ink to help us photocopy it; add whatever supplementary forms you see fit.

If you are completing the form electronically, please take whatever space is necessary for your replies; you can add any supplementary files as attachments. Please save files as RTF (Rich Text Format).

Please send your completed application to:

pamela@trurocathedral.org.uk

Or by post to:

Pam Miller

Personnel Officer

Truro Cathedral Office

14 St Mary Street

Truro TR1 2AF

Closing date for applications: 5pm Thursday 29 November 2007
NB: Shortlisting for this post will be on Friday 30 November 2007
Interviews will be held on Thursday 6 December 2007

Application form – General Office Assistants

1. Personal details

Name:

Address:

Do you require a work permit for employment in the UK? (Y/N)

Phone: (daytime)

Phone: (evening)

Can we contact you at your daytime phone number? (Y/N)

E-mail:

Are you available for interview on notified dates? (Y/N)

If successful, how soon would you be able to start?

Where did you see this post advertised?

2. Education/training

Please fill in all your relevant education and training in full, including the establishment where you obtained qualifications. Include details of non-accredited short courses. Use a separate sheet if necessary

College/School etc

Subject/training

Level

Date gained

3. Current employer

Name and address:

Position/s held:

Full time or part time?

Date employment commenced:

Present salary:

Number of days absent in the past year due to illness or health problems:

Brief outline of duties/responsibilities:

4a. Previous employment experience and details

<u>Dates</u>	<u>Name/address of employer</u>	<u>Brief description of duties and reason for leaving</u>
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4b. Any voluntary experience that may be relevant:

5. Your skills and experience:

Please use this section to comment on your qualifications to meet our person specification. **Please supply separate sheet/s** using precisely the same headings as in the person specification including both essential and desirable criteria.

Please note that applicants who cannot fulfil all the essential criteria will not be short listed.

6. References

Please supply details of two referees. One should be from your current or most recent employer. The other should be an independent professional rather than personal contact.

Please tick here if you do not wish us to take up references with your employer before the interview:

Referee name

Job title/contact details

Relationship to applicant

1.

2.

Declaration

I certify that the information I have given on this application form is accurate and correct to the best of my knowledge. I consent to Truro Cathedral checking any of the details on this form. I understand that the supply of inaccurate or incorrect information, or omission of any material information from this application form, may result in the withdrawal of any offer of employment, or termination of employment.

Signed

Date

Thank you for taking the time to complete this application



Truro Cathedral

Equal Opportunities Monitoring Form

Truro Cathedral aims to be an Equal Opportunities employer and in particular aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of age, race, colour, ethnic or national origins, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs or cultural heritage.

You are not under any obligation to complete this questionnaire, but it will help us with the task of monitoring how accessible our advertising and recruitment is.

This page will be separated from your application form on receipt and not linked in any way to it. The information it contains will be used for statistical purposes only. You may choose to answer only some of the questions.

Post applied for:

Please tick the appropriate box in answer to the questions below

Gender Female Male

Age Less than 25 25-34 35-44 45-64 65+

How would you describe your race or cultural heritage?

African Asian European

Cornish Other

If 'other', please specify

Do you have a health problem or disability? YES NO

If 'yes', are you registered disabled? YES NO

Please specify how you found out about the position for which you are applying:

Thank you for your assistance.