



Enhancing life, learning and heritage

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Patrons

The Archbishop of Canterbury

Lady Mary Halborow DCVO

Lord Myners of Truro

The Hon Evelyn Boscowen

Sir David & Lady Brewer

Sir Richard Carew Pole

Michael Galsworthy

Sir Tim Rice

Daphne Skinnard

Rick Stein

James Williams

Ellen Winsor

Dear Applicant

Development Coordinator

Thank you for your interest in the new, part-time post of Development Coordinator at Truro Cathedral. I am pleased to enclose the following:

1. General information about the Cathedral and the *Inspire Cornwall* project and appeal
2. Job Description
3. Terms and Conditions
4. Person Specification
5. Application Form

The closing date for applications is noon, Monday 13 February.

If you would like to discuss the post before you apply and or/visit the Cathedral, please telephone my PA, Mrs Julie Brigden, in the first instance on 01872 245006.

I look forward to receiving your completed Application Form with Curriculum Vitae and Covering Letter.

Yours sincerely

Alan Wallace
Chief Executive

Partner Organisations

Cathedral & Church Buildings
Division of the Archbishops'
Council

Cornwall College

Cornwall Council

Devon & Cornwall Police

The Diocese of Truro

English Heritage

Friends of Truro Cathedral

Heritage Lottery Fund

Royal Cornwall Museum

Totally Truro

Truro City Council

Truro & Penwith College

University College Falmouth



Truro Cathedral
Charity Exemption No. X7943



Development Coordinator

Job Pack

General Information

...about the Development Coordinator Post

Truro Cathedral has established this exciting new Executive Office position to fulfill a need for creative development now and in future.

The part time post has been established to assist the Cathedral, a vibrant member of the Cornish and national communities, to reach its strategic objectives to better serve the thousands of people who worship and visit each year.

Initially, it is anticipated the Development Coordinator will work in cooperation with the Cathedral's Chief Executive, Chapter and Development Consultant, to complete phases 2 and 3 of its *Inspire Cornwall* appeal. (Please see below for further details about *Inspire Cornwall*.) The post holder will also move on to assist the Cathedral to raise necessary funding for other capital projects as well as on-going revenue. Tasks will include *assisting* to research potential donors, create development materials and communications, organise events, draft reports and keep accurate records.

This new post has been designed initially to be *primarily administrative* but with opportunity for advancement.

The post holder will have the opportunity to forge this new role at the Cathedral and to adapt it as needs and circumstances change.

...About *Inspire Cornwall*

Inspire Cornwall, the Cathedral's £4 million development project, was launched in May 2009. This ambitious three-phased project is designed to inspire the community through nature, education, music, art and heritage.

The Cathedral has successfully raised £2.4 million towards the overall target and completed phase one, the restoration of the Victorian Central Tower and Spire. It is currently raising the remaining funding for phase 2, the restoration of its beautiful Edwardian Old Cathedral School. Once restored, the OCS will be open to the community for the first time. It will also be the site of an exciting, much-needed music rehearsal and art exhibition space. The third phase will develop the Cathedral Green as an open community space at the heart of the city.

Inspire Cornwall has attracted wide-spread support from high profile national, regional and local organisations, individuals and donors.

...About Truro Cathedral

Truro Cathedral provides an oasis of peace and calm where those who enter can be still, light a candle, write a prayer request, attend daily services, browse in the shop or take refreshment in the restaurant.

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Truro Cathedral, with its stunning three Gothic-style spires including the iconic Central Tower and Spire, stands at the heart of the city and the county.

The Mother Church of the Diocese, the Cathedral's main foundation stone was laid by the Duke of Cornwall (later King Edward VII) in May 1880 and the structure completed in the Gothic Revival Style in 1910. *It was the first new Anglican Cathedral to be built in the United Kingdom for over 650 years, since the creation of Salisbury in 1220.*

The glass at Truro Cathedral is the largest stained glass project ever made. It also has some of the finest Victorian stained glass to be found anywhere in the world. All the Cathedral's windows were donated by benefactors so were completed as and when donors came forward. The last window was inserted in 1938.

The Cathedral is also noted for its strong musical tradition. For example, it has the most extensive organ recital series of any cathedral in the country with over 30 such concerts performed from March to October.

Today, Truro Cathedral is a living community of faithful people, worshipping and praying together. Our key objectives are to:

- *inspire holiness by celebrating the greatness of God through worship*
- *express the peace of God through prayer, contemplation and quiet reflection*
- *share the creative action of God through education, music and art*
- *proclaim the saving love of God through mission and outreach*
- *be a witness to the generosity of God through welcome and hospitality.*

Truro Cathedral's 170,000 annual visitors are attracted by the Cathedral's services, concerts and other events; but they also come to find calm, peace and spiritual refreshment amidst the noise and pressures of everyday life.

Cathedral Management

Chapter forms the governing body of the Cathedral. It sets policy, direction and key objectives, approves strategy and the annual budget, monitors performance and oversees all Cathedral activities. It is also responsible for appointing key personnel. Chapter is chaired by the Dean, as Head of Foundation. The three Residentiary Canons (Precentor, Missioner and Pastor) are all members of Chapter, together with three non-Residentiary Canons, of whom two are lay and one is ordained.

The Cathedral Executive is chaired by the Dean. Membership comprises the Canons Precentor, Missioner and Pastor, and the Chief Executive. Its role is strategy formulation, action and delivery on behalf of the Cathedral Chapter.

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The Cathedral Council is an advisory body, acting as a “critical friend” to the Cathedral Chapter. It receives and considers the annual budget and audited accounts. It supports the work of the Cathedral: spiritual, pastoral, evangelistic, social and ecumenical, reviewing and advising upon the direction and oversight of that work by Chapter.

Cathedral Staff

Canon Perran Gay	Acting Dean and Canon Precentor
Canon Philip Lambert	Canon Missioner
Canon Lynda Barley	Canon Pastor
Alan Wallace	Chief Executive
Julie Brigden	PA to the Dean and Chief Executive
Lindy Skitch	Property and Events Manager
Ellen McKessock	Accounts Manager
John Williams	TCLAccounts Assistant
Christopher Gray	Director of Music
Luke Bond	Assistant Director of Music
Colin Reid	Communications Officer
Kirsten Norfolk	Worship Department Administrator
Anne-Marie Rickard	General Office Assistant
Sarah Hughes	Education and Interpretation Officer
Jane Hook	Restaurant and Catering Manager
James Barker	Shop Manager
Stephen Rose	Head Verger

The team is small and all members are flexible in their approach to ensure that the needs of the Cathedral are met and that everything functions smoothly.

Information Technology

Microsoft Office applications are used for general administration, with extensive use of Outlook for email and diary management. The successful candidate will need to be fully conversant with Microsoft Office applications.

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How to apply for the post of Development Coordinator...

Truro Cathedral requests all applicants complete the enclosed application form ***and*** send a two page only Curriculum Vitae, with a covering letter stating why they are suited to the post and what they can contribute.

Covering letters, CVs and completed application forms can be:

emailed to chiefexecutive@trurocathedral.org.uk

or

posted to Mr Alan Wallace, Chief Executive, Truro Cathedral, 14 St Mary's Street, Truro, TR1 2AF.

The closing date for applications is Monday 13 February 2012 at 12.00pm.

Interviews will take place the afternoon of Tuesday 28 February 2012.

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).**

Interviews will consist of: an introduction to the Cathedral and the post of Development Coordinator, a tour of the Cathedral and its Offices, a short ICT Test, and an interview.

Once an appointment has been made, the Cathedral will those who made a formal application.

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Truro Cathedral/ Development Coordinator Job Pack/4

TRURO CATHEDRAL

Development Coordinator

Job Description

Job Title:	Development Coordinator
Responsible to:	Chief Executive
Hours of Work:	Initially 2.5 days per week (7 hours per day; days to be determined in consultation with the Cathedral's Chief Executive. The Development Coordinator may be required to attend events out of hours from time to time.)

The successful candidate will establish this new post at Truro Cathedral and be responsible for the following:

Inspire Cornwall and future capital/revenue appeals

- **assisting** the Chapter and Chief Executive to complete development for the Cathedral's *Inspire Cornwall* capital appeal, i.e. phases two and three
- **completing** other projects that Chapter defines
- **assisting** to research prospective donors, etc.
- **administering** applications to prospective donors, including grant making trusts, wealthy individuals and organisations and development databases
- **assisting** to create fundraising materials for approaches to prospective donors
- **helping** to organise and attend receptions for patrons, network members and past and prospective donors
- **keeping** comprehensive and accurate records of development activities, including development applications
- **assisting** to update and revise the development sections and pages of the Cathedral's website, including gathering testimonials, organising video spots, etc.
- **helping** to employ social networking sites (e.g. Facebook, Twitter) to communicate development news, events, etc.
- **liaising** with the Cathedral's Communications Officer to ensure relevant development news, events, etc. are publicised
- **assisting** to draft regular development reports for the Chapter and Chief Executive (as well as patrons and network members) and present such reports as required.

General duties

1. To support the smooth running of the Cathedral Office
2. To support the Dean and Chief Executive at all times
3. To attend and participate in training courses as directed
4. To take part in the Annual Appraisal/Review System
5. To adhere to HR Policy contained within the Staff Handbook
6. To undertake any other reasonable tasks, relevant to the post

TRURO CATHEDRAL

Development Coordinator

Terms and Conditions

Post: Development Coordinator

Department: Chief Executive Office

Key Conditions of Work

Salary: between £10,500 and £12,500 per annum pro rata (£21,000 and £25,000 full time) depending on experience to start as soon as possible after 1 March 2012

Holidays: 12.5 days per annum pro rata (25 days full time)

Hours: 2.5 days per week; 7 hours per day; some out of hours work may be required from time to time

Probation: The post will be subject to a three month probationary period, during which time either party may give the other one month's written notice

Reporting to: The Chief Executive on a daily basis

Place of work: The usual place of work is Truro Cathedral Office, 14 St Mary's Street, Truro, with some opportunity for home-working

Admin Support: The Development Coordinator will be responsible for his/her own administration, including all related word processing and other computer tasks, researching, filing and telephoning

Pension: After three months satisfactory service, the successful candidate will be eligible to join the Church Workers Pension Scheme. This is contributory: Employer 6%, Employee 3%

Smoking: The Cathedral operates a no smoking policy

Medical: The appointment will be subject to the completion of a Medical Questionnaire

CRB: The appointment will be subject to satisfactory enhanced clearance from the Criminal Records Bureau

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.

TRURO CATHEDRAL

Development Coordinator

Person Specification

Experience

Essential

- at least three years' experience in administration
- knowledge of, and expertise in, Microsoft Office, the internet and social networking

Professional qualities

- excellent verbal and written communication skills
- excellent administrative and organisational skills with the ability to ascertain priorities and act on them
- excellent time management skills
- ability to be a self-starter and share responsibility for strategic and tactical development projects
- sufficient maturity to relate to colleagues and people from all walks of life
- willingness to work happily and cooperatively as part of a team
- persistence and perseverance
- stamina
- punctuality
- reliability
- humour

APPLICATION FORM: **DEVELOPMENT COORDINATOR**

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

Dates

Name/address
of employer

Brief description of duties
and reason for leaving

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 Job Description and Person Specification.

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 give my consent to Truro Cathedral to check 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 an offer of employment or termination of employment.

Signed

Date

Thank you for taking the time to complete this application.