



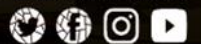
YORK  
MINSTER

Experienced Joiner



APPLICATION  
PACK

YORKMINSTER.ORG





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# ABOUT YORK MINSTER



## Introduction to working at York Minster

York Minster means so many different things to so many people! Everyone who joins our team is amazed at the range of skills needed here and the friendliness of the clergy, staff and volunteers. One recent new starter commented on how relaxed and unstuffy we are. We are a world of contrasts from the spectacle of a Royal visit through to the one to one pastoral care given to a grieving visitor. We calmly offer a daily cycle of services whilst also opening our doors to sightseers, concert goers and local people just wanting to catch their breath in a busy world.

We are the seat of the Archbishop of York, the Cathedral and the Metropolitan Church of St Peter in York – York Minster as it is better known – is the mother church of the Northern Province and the Cathedral for the Diocese of York. It is a centre for Christian life in the North of England. York Minster has been a place of prayer and pilgrimage for over 1,400 years and worship is still at the heart of our life. York Minster's Choir of adult Vicars Choral and boy and girl choristers is world renowned. The Choir's mastery of the English choral tradition is one of the Minster's crowning glories. Staff describe a 'tingle down the spine' as you hear voices soaring to the rafters or the majestic roar of the organ.

The Minster itself is a gothic masterpiece in stone and stained glass, a magnet that draws people to visit the City of York and a defining symbol of the ancient "capital of the North". Even long serving staff describe literally stopping in their tracks at times as the sun illuminates the intricate stained glass or spotlights the stonework. Each year around 650,000 people from all over the world come to explore the Minster, and visitor surveys find a high level of satisfaction from their experience. It is one of the centres of York's lively cultural and intellectual life, hosting many concerts, lectures and exhibitions.

The Stoneyard's craftsmen and women are immensely skilled and knowledgeable about both the church building and the Precinct Properties; a fine Library is run in partnership with the University of York; there are two cathedral shops and a team of staff and volunteers who manage the floor of the Minster and work to ensure that all our visitors receive a warm welcome.

York Minster is more than 800 years-old and its gothic architecture is subject to a complex and ongoing cycle of repair, restoration and conservation. Whilst the York Minster Fund provides some financial security, the Minster relies on funds raised from visitors to ensure that the building is properly maintained. It receives no regular income from the Government.



# MISSION STATEMENT



We don't ask staff whether they have a personal faith or not. All we ask is that you respect our mission and feel aligned to our values:

## **Our Mission Statement**

Living Christ's Story through our prayer, hospitality, service and stewardship.

## **Our Values**

- **Trust**
- **Wisdom**
- **Courage**
- **Humility**

## **Organisation, Management and Governance**

The Minster is governed by the Chapter, chaired by the Dean and comprising executive members - Residentiary Canons - and non-executive members, Lay Canons. The day-to-day operation of the Minster is overseen by the Senior Executive Team comprising both lay professional staff and the residentiary clergy.

York Minster has completed registration with the Charity Commission in line with the Cathedral Measure 2021 and is now under the joint regulation of the Charity Commission and the Church Commissioners.

The Minster receives no regular income from the Government or the Church of England (less the stipends of three clergy), and relies on monies raised from visitors to ensure that the building can be properly maintained for future generations.

## Experienced Joiner

37.5 hours per week

£27,820.39 per annum

We have a full time, permanent role for an Experienced Joiner within our thriving Works department.

Working closely with two other Joiners, an Apprentice Joiner, as well as other trades, you will contribute to ensuring the Cathedral and its Precinct are maintained and cared for to the highest standard. This might mean repairing sash windows or installing a kitchen in a listed property, repairing or conserving timber within the Cathedral, or designing and building props for the Visitor Experience team.

It's an exciting time to join the Works department as York Minster embarks on the construction phase of the Centre of Excellence for Heritage Craft Skills. For our Joinery team, this means a brand new workshop and machines, as well as a commitment to team development and joinery and conservation best practice.

Completed forms should arrive no later than **9am on Tuesday 24 October 2023**. Interviews will take place on Tuesday 7 November 2023.

*Please note this role requires a Disclosure and Barring Service (DBS) check at enhanced level.*



# JOB DESCRIPTION



<b>Job Title:</b>	<b>Experienced Joiner</b>
<b>Department:</b>	<b>Works</b>
<b>Reporting to:</b>	<b>Head of Precinct</b>
<b>Managing:</b>	<b>None, but supervision of Apprentice Joiners</b>
<b>Core Purpose:</b> To deliver the highest standard of joinery across York Minster and Precinct.	
<b>Accountabilities</b>	
<u>Planning and delivery of joinery works</u>	
Plan and deliver joinery works, including reactive and planned maintenance works, first and second fix joinery, to the highest standard.	
Assist the Head of Precinct with resource planning.	
Work with external contractors to agree their remit and to ensure their works meet the standard expected.	
Contribute to the production of risk assessments, method statements and other Health and Safety or project planning documentation.	
Understand and be aware of the system of permissions required for works; Fabric Advisory Committee, Chapter, Cathedral Fabric Commission for England, Scheduled Monument Consent, Listed Building Consent, Planning Permission and Building Regulations.	
<u>Team working and leadership</u>	
Be responsible for the care, maintenance and security of workshops, plant, tools and equipment.	
Support Apprentice Joiners and share knowledge within the team.	
Communicate with and support other trades.	
<u>General</u>	
Work professionally in public and domestic settings.	
Be an effective problem solver.	
<u>Personal Development</u>	
Undertake training required for your role or agreed as appropriate for future development.	
Contribute to supervision and performance management arrangements by your line manager such as 1-1 meetings and interim/full year appraisal (PDR) reviews.	

# JOB DESCRIPTION



## **Any Other Duties**

This Job Description gives an overview of your responsibilities. It does not form part of your contract of employment and you may be required to undertake other duties that it is reasonable to ask of you given your knowledge, skills, experience and level of training.

## **Health & Safety**

Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. You must immediately raise any concerns concerning your health, safety or welfare at work to an appropriate person.

## **Safeguarding**

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Minster. You will be required to understand and follow our policies and procedures including reporting concerns, undertake designated safeguarding training, diligently perform safeguarding duties specific to your role and follow good practice in relation to your own behaviour and conduct.

## **Equality, Diversity & Inclusion**

We are striving to provide a warm and inclusive welcome to our staff, volunteers and visitors. As a values led organisation, we see our legal obligations as a starting point and are on a journey to ensure all our staff can be their authentic selves at work. We expect all staff to support this commitment as we seek to create an environment in which they feel empowered and equipped to challenge any inappropriate language, behaviours or ways of working that they witness.

# PERSON SPECIFICATION



<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	<b>ESSENTIAL (E) DESIRABLE (D)</b>	<b>MEASURED BY: A - Application form I – Interview</b>
<b>Supporting Our Values</b>  Respect for the Christian ethos and mission of York Minster  Active support for our values of Trust, Wisdom, Courage and Humility	E  E	A/I  I
<b>Education/Qualifications/Training Courses</b>  Joinery Qualification NVQ level 3 or equivalent.  Literacy and Numeracy skills Grade C (4) or above or equivalent.  Site Supervisors’ Safety Training Scheme Certificate (SSSTS).  <u>Important Note</u> – we welcome applicants who have equivalent levels of education/qualifications/training or who have followed vocational or alternative routes to gain similar levels of knowledge.	E  E  E	A/I  A/I  A/I
<b>Knowledge &amp; Experience</b>  Experience of planning and delivering joinery works, including reactive and planned maintenance works, to the highest standard.  Experience of following architect’s / engineer’s drawings.  Experience of working in historic buildings under Listed Building Consent or Scheduled Monument Consent.  Experience of working within a multi-skilled team.  Experience of working in public settings.  Experience of resource management.  Experience of working with external contractors.  Experience of developing risk assessments, method statements or other Health and Safety or project planning documentation.	E  E  E  E  E  E  E	A/I  A/I  A/I  A/I  A/I  A/I



# PERSON SPECIFICATION



<p><b>Competencies</b></p> <p>Four or more of the below</p> <ul style="list-style-type: none"> <li>• Conservation joinery</li> <li>• First / second fix joinery</li> <li>• Carving</li> <li>• Wood machinist</li> <li>• Window repairs</li> <li>• Rigging / staging</li> <li>• Lock repairs</li> <li>• Kitchen fitting</li> <li>• Have a working knowledge of another trade; example painting, tiling</li> </ul>	<p><b>E</b></p>	<p><b>A/I</b></p>
<p><b>Special Features</b></p> <p>Physical fitness to cope with the physical demands of the role including working at heights.</p> <p>Personally flexible and prepared to support other departments.</p> <p>Full, Clean Driving License.</p>	<p><b>E</b></p> <p><b>E</b></p> <p><b>D</b></p>	<p><b>A/I</b></p> <p><b>A/I</b></p> <p><b>A/I</b></p>

## Salary

The salary for this role is £27,820.39, plus contributory pension scheme where applicable.

## Working Patterns

The role is 37.5 hours per week, primarily working Monday to Friday, 7.30 – 15.30, but there is some flexibility with this.

## Annual Holidays

The FTE holiday entitlement is 25 days per annum plus 8 public holidays. If a member of staff is required to work on a public holiday, they will be entitled to the equivalent time off on an alternative day, to be agreed with their Line Manager.

## Pension Scheme

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the occupational Staff Pension Scheme. The Chapter of York will contribute to a contributory pension scheme with the Church Workers Pension Scheme including Life assurance at three times salary. Employee contributions are 3% and automatic enrolment will be made unless the employee chooses to opt out. The contribution made by The Chapter of York is 10.25%.

## Staff Discount

All employees receive a 10% discount on purchases from the York Minster Gift Shop and discounts from various shops and cafes within the vicinity of the Minster Precinct. A Cash Health Plan has been introduced providing lump sums towards dental, physio, optical costs, membership of the PerkBox discount platform, virtual GP access and an EAP.

## Parking

Free parking is available subject to availability.





# EQUALITY STATEMENT



Chapter aims to provide equality and diversity to all in employment, and aims not to discriminate on grounds of social economic group; gender; race; colour; nationality; ethnic or racial origin; carer responsibilities; sexual orientation; disability; age; appearance; religious or political belief; trade or union activity; or any other conditions, or requirements which cannot be shown to be justified. The same commitment also applies to discrimination based on association with someone who possesses any of these characteristics, and to discrimination based on the perception that someone possesses such a characteristic.

To ensure that Chapter's Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employee' and applicants' racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equality and diversity.





# HOW TO APPLY



Please complete the Application, Confidential Declaration and Equality & Diversity forms in full that are available as a link on our online Jobs page [yorkminster.org/jobs/](https://yorkminster.org/jobs/) and send to:

[jobs@yorkminster.org](mailto:jobs@yorkminster.org)

Completed forms should arrive no later than **9am on Tuesday 24 October 2023**. Interviews will take place on Tuesday 7 November 2023.

*If you are invited for interview you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, medical clearance and a Disclosure and Barring Service (DBS) check at enhanced level.*

