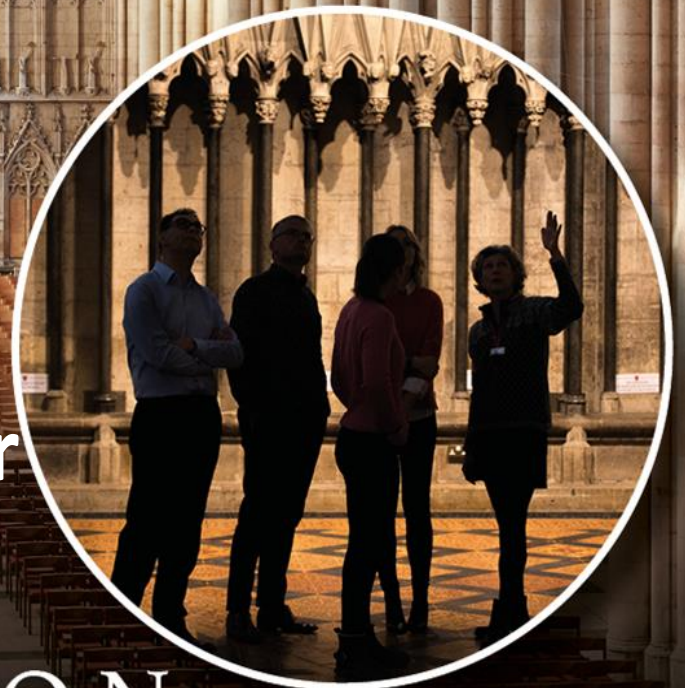




YORK
MINSTER

Collections Manager



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, and 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

To deliver innovation, welcome everyone and offer outstanding experiences as part of our living tradition, where faith is nurtured.

Our Vision

To inspire everyone to experience God's love through our welcome, worship and work.

Our Values

- **Integrity** – *We behave ethically, honestly, and professionally, take accountability, and consider the impact of our actions both short term and long term.*
- **Purpose** – *We are focused on achieving our objectives in a responsible way and delivering innovation and excellence in our welcome, worship and work.*
- **Humility** – *We are grounded and respectful in all that we do, ensuring everyone's unique contribution is valued and that we constantly seek to develop and share learning.*
- **Compassion** – *We are thoughtful in our attitudes and behaviours, so that everyone is listened to, treated with kindness and feels safe.*

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.

Collections Manager

35 hours per week

3-year fixed term contract

£30,000 per annum

An experienced Collections Manager is required, to support the scoping, and, if approved, development and delivery of the project to enhance and expand the Old Palace site to create a cultural hub at the heart of the Minster Precinct for the significant museum, library and archive collections, exhibition galleries and a learning centre.

This is an exciting opportunity for a collections professional with demonstrable experience of collections care, documentation and management to recognised professional standards, including proven project management experience of storage development projects.

The successful candidate will survey the museum, library and archive collections in order to establish current and future storage needs, including space requirements, environmental conditions, security and access. They will contribute to collections management across a range of areas, and undertake registrar duties in relation to documentation and location control.

The Old Palace redevelopment is at a scoping stage, and subject to formal consents and approvals. The site, which is currently the home of the York Minster Library and Archives, lies within the Minster Precinct, on the north side of Dean's Park, beneath the city walls. The project is a core part of York Minster's Neighbourhood Plan, adopted by City of York Council in 2022. It links to the Conservation Management Plan, providing public access and secure, environmentally controlled conditions to meet the Chapter of York's duty of care towards its collections, in accordance with the Care of Cathedrals Measure 2011 and the standards of Museum Accreditation and Archive Service Accreditation.

It is envisaged that this major capital development will include new museum galleries, a learning centre for schools, a library and archive reading room and research facilities, flexible community and events spaces, collections stores, and potentially a small garden café and retail facilities. York Minster's Collections consist of over 300,000 items in the fields of library, archive and manuscript material, archaeology, stained glass, textiles, furniture, monuments and statuary, silver, worked stone, 'treasures' and other miscellaneous material. The collections are of local, national and international interest and significance, cover a period of 2000 years, from the Roman occupation of the site onwards, and are intrinsically connected to the history and heritage of York Minster.

JOB DESCRIPTION



Job Title:	Collections Manager
Department:	Collections & Interpretation
Reporting to:	Head of Collections & Interpretation
Managing:	Collections Volunteers
Financial/Budgetary responsibility: Delegated responsibility for managing designated project budgets	
Core Purpose: To support the scoping and, if approved, development and delivery of the project to enhance and expand the Old Palace site to create a cultural hub at the heart of the Minster Precinct for the significant museum, library and archive collections, exhibition galleries and a learning centre. To care for York Minster's collections and manage them to high professional standards.	
Accountabilities	
Project Development and Delivery	
<ul style="list-style-type: none">• As part of the museum project team, work closely with the Head of Collections & Interpretation, Director of Works & Precinct, Curator, Archivist, Minster Librarian, Head of Events and Participation and other staff, consultants and contractors to support scoping and, if approved, development of the new Museum and Learning Centre.• Survey the museum, library and archive collections in order to establish current and future storage needs, to appropriate professional standards including space requirements, environmental conditions, security and access.• Scope options for on-site and off-site storage, including the fit-out of stores.• Support the Head of Collections in reviewing and brokering potential partnership opportunities for shared storage facilities with other local museum and heritage organisations.• Identify temporary storage for the building decant phase and means of access to the collections during this period, including retrieval services for users of the library and archive collections.• With the Curator, oversee the decant of the Old Palace ahead of the capital works.• Manage permanent and temporary store moves and collections moves within and without the Minster Precinct.• Contribute to the development of the new museum galleries, including specifications and standards, themes, interpretation and object selection.• Make arrangements for the conservation, where appropriate, of items for display.• Liaise with and support the project team and contractors and consultants working on the Old Palace redevelopment project, including on spatial analysis, security, environmental conditions, audience and stakeholder evaluation, business case, sustainability, relationship to the Minster and Precinct and any other areas as required.• Contribute to work to determine the future of the current museum galleries in the Undercroft and Treasury.	

JOB DESCRIPTION



Collections Management

- Support the Head of Collections & Interpretation in the management of the collection to meet the Care of Cathedrals Measure 2011, Arts Council England Museum Accreditation Scheme and The National Archives Accreditation Scheme.
- Support the Head of Collections & Interpretation and the senior Collections team in the implementation of procedures and plans to care for, catalogue, conserve, develop and manage York Minster's collection including items on the cathedral inventory to professional standards, including SPECTRUM.
- Undertake registrar duties in relation to collections management, documentation standards and procedures and location control, ensuring that all collections items are safely and securely held, managed and are traceable and identifiable at all times.
- With the Curator and Archivist, develop and enhance collections management procedures and manage data, terminology control and standards on the CALM cataloguing system.
- Research and contribute to the development of engagement and interpretation methods including digital engagement.
- Contribute to collections-related emergency preparedness and disaster recovery plans.
- Maintain up-to-date knowledge of York Minster, its history and purpose. Undertake any collections-based research relevant to the fulfilment of duties.
- Facilitate public access to and engagement with the collections, including through support for collections-based events and seminars and marketing opportunities.
- Undertake any other collections care and management duties as required.

Operational Excellence

- Collaborate effectively with colleagues in other Minster departments, to support the ongoing work and mission of the Minster.
- Participate in relevant internal groups, committees and meetings.
- Manage students and volunteers working on particular projects or collections where appropriate.
- Undertake appropriate procurement of goods and services, managing contractors or freelancers.
- Contribute to fundraising, including grant applications.
- Contribute to policy development and strategic planning in the department.
- Hold alarm responsibility for collection stores, display areas and the Old Palace.
- Ensure compliance with relevant legislation and statutory codes of practice, as advised.

Personal Development

- Undertake training required for your role or agreed as appropriate for future development.
- Ensure that professional skills are regularly updated through participation in training and development activities.
- Contribute to supervision and performance management arrangements by your line manager such as 1-1 meetings and interim/full year appraisal (PDR) reviews.

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-

JOB DESCRIPTION



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.

Equity, 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



REQUIREMENTS The post holder must be able to demonstrate:	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A - Application form I – Interview
Supporting Our Values Respect for the Christian ethos and mission of York Minster Active support for our values of Integrity, Purpose, Humility, and Compassion.	E E	A/I I
Education/Qualifications/Training Courses Educated to Degree level or equivalent in a related subject. A post graduate qualification or equivalent professional experience in Museum or Heritage Studies or a related subject. <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	A/I A/I
Experience Substantial experience of collections care and management to recognised professional standards. Proven experience of managing and delivering a collections storage development project. Demonstrable experience of the implementation of SPECTRUM documentation procedures and location control. Demonstrable project management experience. Knowledge of Museum Accreditation, Archive Service Accreditation and / or the Care of Cathedrals Measure. Experience of working with the multiple disciplines of museum, library and archive collections. Experience of delivering preventative and overseeing remedial conservation.	E E E E D D	A/I A/I A/I A/I A/I

PERSON SPECIFICATION



<p>Evidenced experience of working with consultants and contractors.</p> <p>IT skills, including competence with Microsoft Office Packages.</p>	<p>D</p> <p>E</p>	<p>A/I</p> <p>A/I</p>
<p>Competencies</p> <p>Imaginative and flexible approach to problem solving.</p> <p>Excellent spoken and written communication skills, including presentation skills.</p> <p>Adept at managing multiple priorities simultaneously and to key deadlines.</p> <p>Take personal responsibility to deal with challenges and opportunities.</p> <p>Good team player, able to work within a multi-disciplinary team.</p> <p>Excellent collaborative skills which support the development of positive relationships.</p> <p>Self-motivated, and committed to best practice.</p> <p>Sensitive to York Minster as a living place of worship.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Special Features</p> <p>Some evening or weekend working may occasionally be required.</p>		

Salary

The salary for this role is £30,000 per annum, plus contributory pension scheme where applicable.

Working Patterns

The role will be for 35 hours per week, usually working 5 over 7 days. This is a three-year fixed term contract.

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.

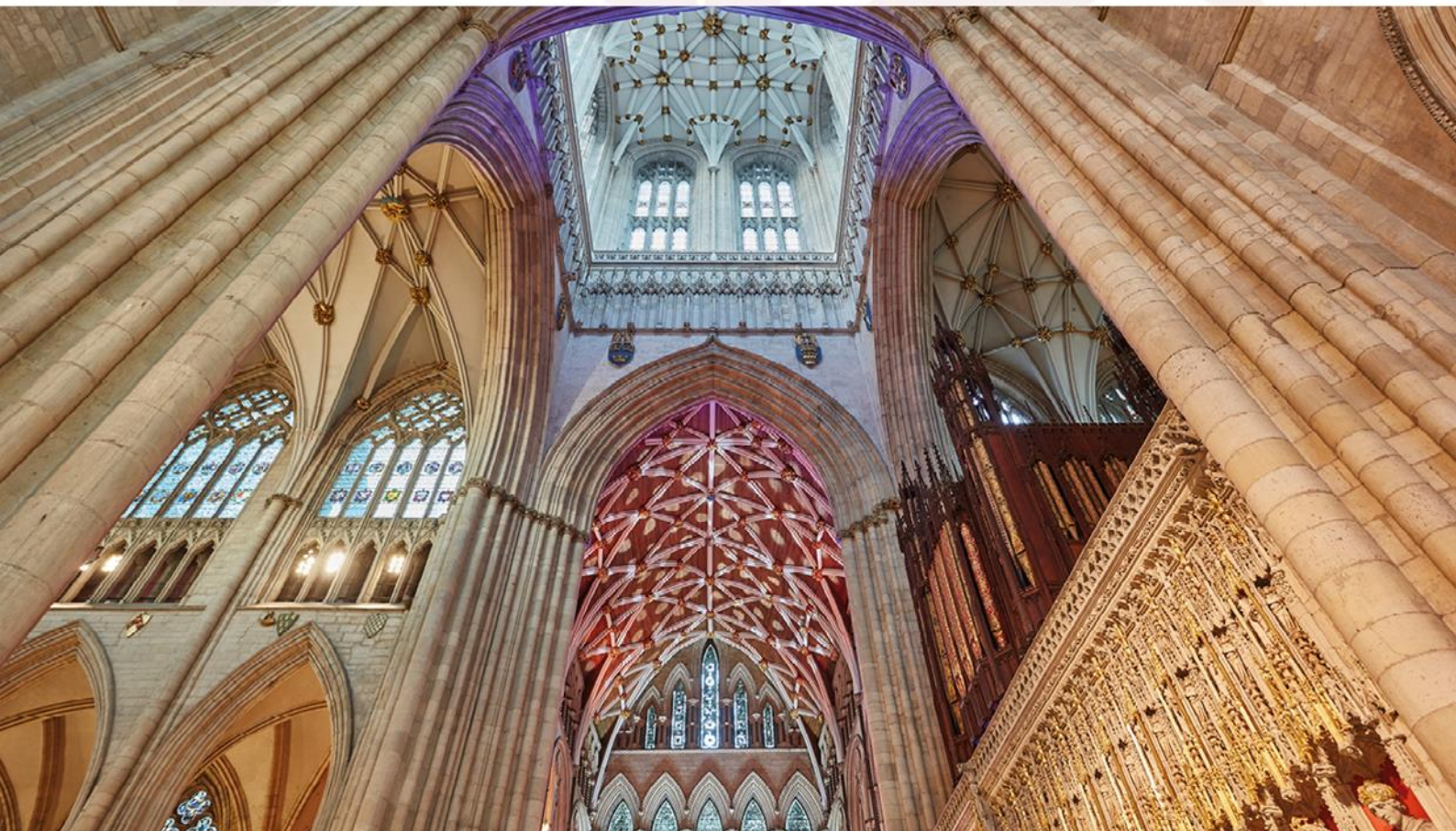


EQUALITY STATEMENT



Chapter aims to provide equity 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 equity 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/ and send to:

jobs@yorkminster.org

Completed forms should arrive no later than **9am on Friday 19 April 2024**. Interviews will take place on **Friday 10 May 2024**.

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.

