



YORK  
MINSTER

Museum Trainee



APPLICATION  
PACK

YORKMINSTER.ORG





# CONTENTS



- **About York Minster**
- **Mission Statement**
- **The Role**
- **Job Description**
- **Person Specification**
- **Working for Us**
- **Equality Statement**
- **How to apply**





# 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**

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

## **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.

## **Museum Trainee**

**A fixed term role for one year, beginning September 2024**

**35 hours per week**

**£23,842 per annum**

A Museum Trainee is sought for York Minster. York Minster's museum, library and archive collections consist of over 300,000 items, with the artefact collections ranging from stained glass, silver and furniture to archaeology, sculpture, stonework, textiles and social history material. The Minster is home to an Accredited Museum, the Undercroft Museum; the largest Cathedral Library in the country with over 90,000 volumes; and archival records and manuscripts dating back a thousand years. In 2019, the Minster welcomed over 700,000 visitors, of all faiths and none.

The post is designed for people at the beginning of a career in heritage.

It is suitable for a recent graduate of a postgraduate Museum Studies or equivalent course, or person with equivalent professional experience. This is a fixed-term role for one year; an excellent developmental opportunity which will provide hands-on experience and training in collections care and management, exhibitions and displays and collections-related public engagement.

This post would suit someone committed to learning; a motivated individual with a good awareness of the principles of collections care and museum services, keen to develop their professional experience. They will work within the friendly and supportive Collections & Interpretation team, and contribute to collections management, displays, visitor welcome and public engagement.

*Please note that this role is subject to a Disclosure and Barring Service (DBS) check at enhanced level.*

**Completed forms should arrive no later than noon on Friday 24th May 2024. Interviews will take place on Friday 28 June 2024.**



# JOB DESCRIPTION



**Job Title: Museum Trainee**

**Department: Collections and Interpretation**

**Reporting to: Curator**

**Managing: N/A**

**Core Purpose:** To support the care of, administration of and access to York Minster's museum collections, as part of the Collections and Interpretation team.

## **Accountabilities**

### Collections Management

- Assist with the maintenance of museum collections and services to SPECTRUM and Museum Accreditation standards, including collections management and care, supporting acquisitions and loans, and marking and labelling objects.
- Undertake Inventory cataloguing and documentation work and update Inventory records to ensure they are current, including any location changes or changes to object condition.
- As delegated by the Curator and the Collections Officer, support the work of Inventory and Collections volunteers, ensuring accuracy and consistency of work.
- Support the audit and renewal of loan agreements for the extensive holdings of parish silver, including updating documentation.
- Support preventative conservation procedures, including checking pest traps and monitoring environmental conditions.
- Assist with collections store moves, including handling and packing of items and location control.

### Collections Access

- Contribute to exhibitions and displays, assisting with development and installation.
- Contribute to other forms of public interpretation in the Minster and its Precinct, potentially including interpretative hoarding on scaffolding for building works.
- Contribute to collections access projects, for example gathering information for a project to augment 'The King's Book of York Heroes 1914-1918', a contemporary record of those who fell in the First World War, with names discovered since.
- Support collections-based events and seminars, increasing public access and research engagement. Assist the Head of Collections and Interpretation, Librarian, Archivist and other staff with the identification and delivery of appropriate material.
- Deliver public access to the Old Palace through the reception desk duties, as part of a rota system (approximately 1 day per week). The Old Palace is the home of the archives, library and curatorial offices.
- Occasional Reading Room duties as part of the helpdesk rota e.g. to cover staff annual leave or illness.
- Respond to user enquiries, including image licensing.
- Contribute to social media postings on York Minster's collections and exhibitions.

# JOB DESCRIPTION



- Maintain up-to-date knowledge of York Minster, its history and purpose. Undertake collections-based research relevant to the fulfilment of duties.

## Other Duties

- When requested, attend the daily meetings and other briefings in the Minster, and represent the Collections team on appropriate internal groups as directed, including delegation for other team members in case of absence.
- Collaborate effectively with colleagues in other Minster departments, to support the ongoing work and mission of the Minster.

## Personal Development

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.

## **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.

## **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



<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 Integrity, Purpose, Humility, and Compassion.	E  E	A/I  I
<b>Education/Qualifications/Training Courses</b>  <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent experience in a relevant field.</li> <li>• Postgraduate Museum Studies or other relevant professional qualification, or equivalent professional experience.</li> </ul> <p><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.</p>	E  D	A/I  A/I
<b>Knowledge &amp; Experience</b>  <ul style="list-style-type: none"> <li>• A demonstrative enthusiasm and commitment to working in museums and heritage.</li> <li>• Knowledge of collections management procedures.</li> <li>• Experience of documentation work.</li> <li>• Experience of contributing to exhibitions and displays.</li> <li>• Experience of handling historic collections.</li> <li>• Experience of welcoming the public and answering enquiries.</li> <li>• IT skills, including competence with Microsoft Office.</li> </ul>	E  E D D E D E	A/I  A/I A/I A/I A/I A/I A/I
<b>Competencies</b>  <ul style="list-style-type: none"> <li>• A welcoming attitude demonstrating a positive approach to all.</li> <li>• High level of accuracy in written work.</li> <li>• Good team-player, able to work within a multi-disciplinary team.</li> <li>• Good communication skills.</li> <li>• Self-motivated, and committed to best practice.</li> <li>• Ability to effectively plan and organise work.</li> <li>• Committed to Continuing Professional Development.</li> </ul>	E E E E E E E	A/I A/I A/I A/I A/I A/I A/I



## **Salary**

The salary for the role is £23,842 per annum, plus contributory pension scheme where applicable.

## **Working Patterns**

This is a fixed term one-year training post. The role is for 35 hours per week, working 5 over 7 days.

## **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.



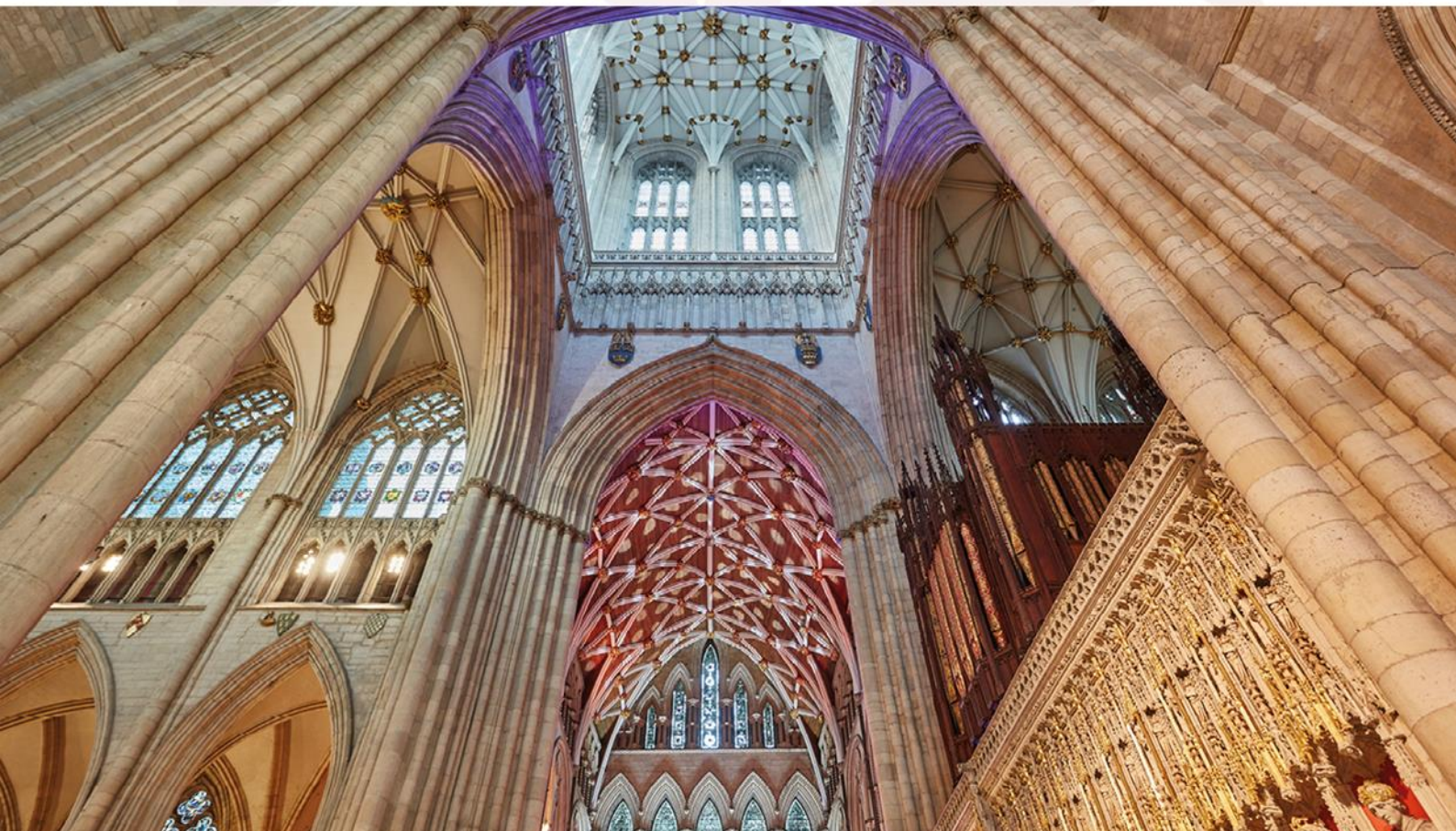


# EQUALITY STATEMENT



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 **noon on Friday 24th May 2024**. Interviews will take place on **Friday 28th June 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 and, a Disclosure and Barring Service (DBS) check at enhanced level.*

