

# Application Pack

Head of Bell Tower  
February 2017

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# About York Minster



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 its life. York Minster's Choir of adult Songmen and boys and girls from the Minster School is world renowned. The Choir's mastery of the English choral tradition is one of the Minster's crowing glories.

York Minster 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". Each year around 600,000 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 Minster community is diverse with over 200 members of staff and almost 500 volunteers. 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.

The 14 bells in York Minster are widely regarded by experienced change ringers as some of the best sounding bells in the country. The Head of Bell Tower will be responsible for the recruitment and development of a skilled band of York Minster Bell Ringers to lead change ringing for Sunday services and for other special services and occasions in York.

The carillon – the first in an English cathedral and one of only a few in Great Britain -- has 35 chiming bells. Created in 2008 by the addition of 24 bells to a previous chime of 11, it is played from a baton keyboard with pedals and can play quite elaborate music (and occasionally imitate change-ringing!). The carillon is played daily before evensong and is also used before other services and at special events, as well as being used as a recital instrument.



With the arrival of the Dean, The Very Reverend Vivienne Faull, in December 2012, the Chapter team and senior lay team were appointed. A strategic plan covering the years 2015 – 2020 has been developed in consultation with over 1000 people: the plan is approved and endorsed by Chapter and the Archbishop and has been shared with many and varied stakeholders.

**Mission:** York Minster invites everyone to discover God's love through our welcome, worship, learning and work.

**Purpose:**

- to play an active role, across the Diocese of York and the Northern Province of the Church of England supporting the work of the Archbishop, sharing our skills and knowledge and working with communities and partners to further our mission;
- to inspire people, through the story of Jesus Christ, through our worship, prayer and music and through the heritage and history of York Minster, onto a journey of personal and corporate transformation;
- to engage all our community in a participative and consultative way;
- to put learning and the transformation of ourselves and of others at the heart of all we do;
- to manage our business successfully, covering our costs and generating the funding necessary to further our mission and to sustain the Minster.

**Values:**

- Courage
- Trust
- Wisdom

**Organisation, Management and Governance**

The work of the Cathedral is carried out by staff and volunteers, yet the '*corporate body*' responsible for the management of the Cathedral is the Chapter of York which is advised by the Cathedral Council and the College of Canons.

The Chapter is responsible for all aspects of the day-to-day management of the Cathedral. Chapter comprises the Dean, four Residentiary Canons, and currently four Lay Canons.

The Senior Leadership Team, led by the Chapter Steward, comprises the Dean and the Residentiary Canons and the Directors. The Team meets every six weeks to review performance against business plan and strategic objectives and to discuss permission requests.

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

## Head of Bell Tower, York Minster

Fixed term appointment £7000 pa

Experienced Bell Ringers are invited to apply for the role of Head of Bell Tower at York Minster. The successful applicant will help us to recruit and establish our new band of volunteer Bell Ringers. Initially a 12 month fixed term appointment (to be reviewed within 12 months), this is expected to require an average 10 hours per week.

York Minster is the Cathedral Church of the Diocese of York and the Metropolitan Cathedral for the Northern Province of the Church of England. It is a masterpiece in stained glass and stone, with foundations rooted in the nation's earliest history. Today, as a working cathedral, we invite everyone to share God's love through our welcome, worship, learning and work. Our values are courage, wisdom and trust.

The ring of 12 bells in York Minster are widely regarded by experienced change ringers as some of the best sounding bells in the country. The Head of Bell Tower will be responsible for the recruitment and development of a skilled band of York Minster Bell Ringers to lead change ringing for Sunday services and for other special services and occasions in York.

The post holder will be required to:

- Lead transformation to create a band of Bell Ringers by introducing a volunteer culture for all Bell Ringers and Carillonners that aligns with the mission of York Minster
- Encourage a 'Minster Standard' in everything we do, including during the ringing of full 12 bell peals at agreed times
- Build and maintain strong communications with individual volunteer bell ringers, volunteers and paid staff
- Work effectively with colleagues throughout the Minster Community in particular the Precentor, Succentor, and the coordinator of volunteer Carillonners (who have established rota arrangements in place)
- Identify needs and liaise with the Stoneyard for maintenance of the bells and the Bell Tower
- Welcome visitors to the Bell Tower and make arrangements for visiting bands to ring
- As well as the recruitment and induction of the volunteer bell ringers, the role will focus on training, learning and maintaining quality, safety and standards of conduct and behaviour.

The role will average 10 hours a week including practice (currently Tuesday evenings) ringing on Sundays (9.30-10.30am) and special services and festivals. Attendance during office hours will be required at least six times a year for training. Initial induction for the role will occur over three days.

Information about the role and how to apply can be found at [www.yorkminster.org/about-us/jobs](http://www.yorkminster.org/about-us/jobs)

Applications should arrive no later than **Sunday 26 February 2017 at 5pm**. Interviews will be held on **Saturday 11 March 2017**.

<b>Job Title:</b>	<b>Head of Bell Tower</b> <b>(Fixed term appointment for 12 months initially)</b>
<b>Department:</b>	<b>Music and Liturgy</b>
<b>Reporting to:</b>	<b>Canon Precentor (or his /her deputy)</b>
<b>Supervisory Responsibility:</b>	<b>Volunteer Bell Ringers</b> <b>(to increase up to maximum of 36 in 12 months)</b>
<b>Financial/Budgetary Responsibility:</b>	<b>Operating budget of £2000</b>
<b>Job Purpose:</b>	<p><i>York Minster invites everyone to discover God's love through our welcome, worship, learning and work.</i></p> <p>To provide line management and co-ordination, ensure specialist technical support and instruction is available to the Bell Ringers' volunteer band and to deliver training and supervised practice so that high quality bell ringing is delivered for Sunday and special services for the Chapter of York. Introduce policy and procedure for the bell tower to ensure safeguarding, health and safety and security legislation is embedded in the practice of bell ringing in the Minster Tower.</p>
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"><li>• Take responsibility for establishing a band of volunteers to provide safe and successful ringing of the 12 bells (Tenor of 60cwt) for change ringing for statutory services and festivals and future development of bell ringing at York Minster</li><li>• Create, role model and manage a change of culture and transform expectations of behaviours within the Band and in relation to other groups in the Minster and the wider bellringing community.</li><li>• Develop and enhance the team culture and skills of the Volunteer Bell Ringers to ensure an inclusive and diverse approach to welcome and encourage people to learn bell ringing, particularly young, ringers</li><li>• Actively enable the Volunteer Bell Ringers to participate in the life of the Minster</li><li>• Develop cordial and effective relationships with bell ringers at other churches, both locally and nationally, to facilitate the teaching of ringers and the encouragement of bell ringing generally.</li><li>• Build effective relationships with other volunteer coordinators, managers and clergy</li><li>• Advise and demonstrate appropriate techniques, safe operation of equipment to Bell Ringers, possibly through delegation</li></ul>

- Recruit Volunteer Bell Ringers and deliver a comprehensive development programme to teach bell ringing techniques and equip all volunteers with the knowledge and skills to function as a safe and inclusive team
- Contribute to the recruitment of a Leader and or Teacher of Bell Ringing and their deputies
- Develop procedures and implement them consistently for all individual visitors and visiting Bands
- Ensure safe working practices are always adhered to, so operational and maintenance procedures of the bells and other equipment are met through liaison with the works department, including health and safety adviser, regarding material and equipment, and maintenance of the tower itself
- Manage the bell ringing budget and agree with the Works department any purchasing requirements for maintenance of the Tower and bells
- In liaison with the HR and Volunteering Manager and in accordance with the Chapter's Volunteer Policy, carry out inductions for all new Bell Ringers, and regular mandatory training for all Bell Ringers
- It is the responsibility of the Head of Bell Tower to ensure Chapter Safeguarding (of Young People and Vulnerable Adults) policy is understood, implemented and complied with by all members of the Band.

**Additional responsibilities:**

- Any other duties as may be reasonably required
- Ensure that the highest standards of professional performance are maintained
- Promote equal opportunities in the work of the team
- Ensure compliance with relevant legislation, statutory codes of practice and Chapter policy as advised
- Participate in the arrangements for development review and appraisal
- Ensure that professional skills are regularly updated through participation in training and development activities, including safer recruitment and safeguarding as well as Induction.

**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 (volunteer and paid staff) 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.

**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. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role.

This offer of employment is subject to satisfactory references, medical clearance and, a Disclosure and Barring Service (DBS) check at enhanced level.

**Living Wage**

The Chapter of York is an accredited living wage employer.

# Person Specification



*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.*

<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	<b>ESSENTIAL (E)</b> <b>DESIRABLE (D)</b>	<b>MEASURED BY:</b> <b>A - Application form</b> <b>I – Interview</b> <b>T – Test</b> <b>P - Psychometrics</b>
<b>Absolute Integrity and Values</b>  <b>The Minster exists to proclaim the Christian faith, so the appointee needs either to have or to be able to develop an understanding of the Church of England, its ethos, structures and mission, work comfortably and in sympathy with the worship and mission of the cathedral and be willing to engage in all aspects of the Cathedral's life.</b>	E	I
<b>Education/Training</b> <i>(Academic, vocational/professional and other necessary training)</i>  A good standard of general education (City & Guilds NVQ level 3 and above) A recognised teaching qualification or equivalent teaching experience	E  D	A  A
<b>Knowledge &amp; Experience</b> <i>(e.g. report writing, IT skills, Microsoft Office)</i>  Experience in the safe operation and maintenance of equipment A good level of administration skill and able to work to an high standard, in accuracy and finish, with essential IT skills Proven experience and knowledge of theoretical and practical aspects of change ringing and good practice techniques to a professional standard Experience of working within groups as a manager of people, recruiter or a co-coordinator of volunteers, to deliver a timely service Experience of working with volunteers and an understanding of the motivation to ring. The ability to use this knowledge to enable a group to improve together. A sound knowledge of Health & Safety regulations and procedures A sound knowledge of safeguarding and a willingness to regularly update knowledge of safeguarding and safer recruitment. Some knowledge of budgeting and cost control	E E E E E E E E E	A/T A/I A/I A/T A/I A/I A/I A/T A/I I

<p><b>Competencies</b> (e.g. communication, interpersonal, decision making, problem solving, team player, values diversity)</p> <p>Change agent Leader Communication (verbal and in writing) Interpersonal Organisation Tact and diplomacy Willing to challenge behaviours Enthusiasm Flexibility Actively encourages Diversity &amp; Inclusion</p>	<p>E E E E E E E E E E</p>	<p>I/T I/T I I/T I I/T I/T I I I/T</p>
<p><b>Special Features</b> (e.g. Travel required)</p> <p>Willingness and ability to network and maintain strong relationships within the church, specifically the Minster and with volunteer Bell Ringers including those in other churches both locally and nationally Attendance at bell ringing practice in the Tower on Tuesday Evenings and before Sunday and special services, wherever possible Reasonable level of fitness to climb one hundred steps and higher on occasion</p>	<p>E E E</p>	<p>I/T I I/T</p>

## **Salary**

The salary is £7000 per annum depending upon experience, plus contributory pension scheme.

## **Working Patterns**

The role is an average 10 hours per week (probably to including Sunday ringing between 9am and 10am and bell ringing practice one evening each week (currently Tuesday evenings), this post may require the successful candidate to work different hours that suit the needs of the Chapter of York, including evening and weekend work.

## **Annual Holidays**

The holiday entitlement is 25 days per annum plus 8 bank holidays, holidays are given pro-rata for part time staff. If a member of staff is required to work on a bank 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, operated in conjunction with the Church Workers' Pension Fund. Contributions will be payable by the member of staff concerned at 3% of basic salary, and the balance of 6% by Chapter who will also pay 0.5% for life cover of 2 times salary. Staff will be supplied with further details upon commencement. The Chapter may amend the pension scheme at any time.

## **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.

All staff will receive access to a comprehensive Staff Handbook as part of their induction that sets out all terms and conditions as well as employment policies and practices at York Minster.



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; care 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 and Equality & Diversity forms in full and send to:

Victoria Imada  
Church House  
10 – 14 Ogleforth  
York  
YO1 7JN

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

Applications should arrive no later than **Sunday 26 February 2017 before 5pm.**  
Interviews will be held on **Saturday 11 March 2017 in York.**

*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, where appropriate, a Disclosure and Barring Service (DBS) check at enhanced level.*

