



RIPON
CATHEDRAL

ROLE DESCRIPTION

FACILITIES MANAGER (CATHEDRAL CLERK OF WORKS)

PART TIME (£18,800 FOR 2 DAYS PER WEEK, 14 HOURS)

VISION AND STRATEGY

Growing God's Kingdom is the vision and strategy of the Chapter of Ripon Cathedral. Jesus' own teaching and ministry show that the kingdom was central to his mission, as does his instruction to pray for its coming on earth as in heaven. This includes promoting fullness of life for all people. As Jesus said, according to St. John, 'I came that they may have life, and have it in its fullness'. The cathedral takes the safety of everyone within the cathedral very seriously and expects that everyone will work within the cathedral's safeguarding policy. In particular, the cathedral expects anyone who becomes aware of a safeguarding risk or of actual abuse, to report it immediately in accordance with the cathedral's safeguarding procedures.

BACKGROUND

Ripon Cathedral is one of three cathedrals in the Diocese of Leeds, supporting the mission of the Bishop of Leeds. The cathedral was founded in 672AD by St. Wilfrid and from that time has been a house of prayer and worship, welcoming pilgrims and visitors. At the heart of today's cathedral is St. Wilfrid's Anglo-Saxon crypt, the oldest built fabric of any cathedral in England.

The Chapter of the Cathedral are stewards of the ancient heritage of both the institution and Cathedral Church, which stands within a landscape of the highest sensitivity and importance within the City of Ripon. Chapter also own and manage a range of other buildings of varying importance in their heritage, which are vital for the operational mission and financial sustainability of the institution. The wider estate is a Scheduled Monument within a Conservation Area.

PURPOSE AND CONTEXT

The Facilities Manager (Cathedral Clerk of Works) role will be instrumental in supporting the cathedral's development, ensuring the Cathedral and wider estate is well maintained and is compliant with all current Health & Safety legislation and serving the needs and operations of Chapter to best effect.

The post is located within Ripon Cathedral, which is a place of Christian Worship and Mission within the Church of England. The person appointed will be required to respond positively to this ethos.

The person appointed will be employed by the Cathedral Chapter, on whose behalf the Chief Operating Officer provides overall management for all contracted employees.

The Line Manager for the post is the Chief Operating Officer.

The role will require well-judged engagement and consultation with other stakeholders and advisors, including the Cathedral Architect, Archaeologist and Health and Safety advisor to Chapter.

DUTIES AND RESPONSIBILITIES

The Facilities Manager (Cathedral Clerk of Works) will:

- Oversee, with reference to the Quinquennial Inspections and in consultation with the Cathedral Architect, the maintenance and repair of fabric and equipment to enable safe working, legal compliance, and best practice at Ripon Cathedral, within the context of the Care of Cathedrals Measure (CCM) and other regulation.
- Plan maintenance across the Cathedral and estate – monthly, annually and over a 3–5-year period, directed and supported by the Cathedral Architect.
- Take responsibility for compliance checks, arranging inspections and maintaining records (boilers, electrics, PAT tests, fire safety, lightning, access systems), reporting to the ‘responsible people’.
- Within budgets available, develop and deliver a PPM (Planned Preventative Maintenance) programme; and an FM (Facilities Management) programme. Reactive Maintenance processes to be developed in the context of PPM and FM.
- Manage day to day budgets and programmes for regular maintenance with clear reporting to and working with the Chief Finance Officer.
- Where instructed and subject to well defined roles and responsibilities – to be agreed with other advisors to Chapter, including the Cathedral Architect – to assist with the management and delivery of projects to budgets and programme deadlines.
- Where externally contracted works are procured, to prepare and agree documentation suitable and proportionate for the scope envisaged, ensuring Quality Assurance and formal approvals are secured with relevant stakeholders (i.e. Chapter and Cathedral Architect or Archaeologist).
- Undertake line management of the maintenance staff team.
- Liaise with Cathedral Architects about fabric matters both on a day-to-day basis and during time restricted projects.
- Liaise with the Local Authority who maintain and manage the closed churchyard.
- Follow and promote all Cathedral policies on H&S, Fire Risk Management, Safeguarding, equal opportunities, diversity and inclusion.
- Sustain and develop capacity and relationships with suppliers and specialist tradespeople.
- Compile reports regarding estates and property for presentation at sub-committees and Chapter including tracking and reporting progress on Quinquennials annually.
- Manage energy use (i.e. keeping meter readings; developing and then implementing power and energy management policy – i.e. in relation to lights and heating) and in conjunction with Cathedral Architects make recommendations for further energy efficient and environmental improvements.

General

- To be accountable for own development through the appraisal process seeking out opportunities to learn new skills.
- To communicate effectively with other employees, office holders, retired clergy, volunteers and supporters of the cathedral.

In addition, all employees are expected to work within the terms of their contract of employment and adhere to the Cathedral's policies and practices.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your post and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

COMMON DUTIES AND RESPONSIBILITIES:

Health and Safety

Under the Health and Safety at Work Act 1974, whilst at work the postholder must take reasonable care for his/her own health and safety and that of any other person who may be affected by his/her acts or omissions. In addition, the post holder must co-operate with the Cathedral on health and safety and not interfere with or misuse anything provided for his/her health, safety and welfare.

Confidentiality

The post holder must comply with Ripon Cathedral's policies and procedures regarding the sharing of confidential and personal data.

Safeguarding

Ripon Cathedral is committed to safeguarding. If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Chapter lead for safeguarding. Safeguarding is everyone's responsibility.

Equality, Diversity & Inclusivity

Ripon Cathedral is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. Our equality policy includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

PERSON SPECIFICATION

This section outlines the requirements and qualities the post-holder needs to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have to do the job; that is the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have to do the job or those which can be trained to do; that is the job can be done without those qualities. The table below also identifies how the criteria will be assessed.

A: Application Form

I: Interview

A & I: Application Form & Interview

Ref:	Criteria	Essential / Desirable	A /I
	EXPERIENCE		
1.0	At least 5 years relevant experience as a Buildings/Facilities Manager/Clerk of Works or Building Surveyor with specific reference to the maintenance of historic buildings.	Essential	A
2.0	Experience of maintenance of historic buildings and compliance and protective legislation related to heritage.	Essential	A/I
3.0	Experience of construction project administration including budgets, programmes, and interpretation of drawings.	Essential	A/I
4.0	Experience of facilities management systems including establishing computer-aided FM systems (CAFM).	Essential	A/I
5.0	Experience of managing teams/individuals in the context of building maintenance.	Essential	A
6.0	Experience of contract management and roles and responsibilities within contract running.	Essential	A/I

	KNOWLEDGE		
7.0	Knowledge for enabling energy management and carbon resource reduction.	Desirable	A/I
8.0	Working knowledge of the Church of England or a willingness to learn about and understand the work and mission of the Cathedral.	Desirable	A&I
9.0	Practical knowledge of Health and Safety issues in relation to buildings and maintenance work. CITB SMSTS certificate or equivalent	Essential	A/I
	SKILLS / APTITUDES		
10.0	Flexible, able to prioritise and initiate own workload proactively and maintain confidentiality.	Essential	A&I
11.0	Confidence to manage competing demands in a calm and efficient manner.	Essential	A&I
12.0	Site Management Qualifications	Desirable	A
13.0	Well organized with attention to detail.	Essential	A
14.0	Health and Safety Certification	Essential	A
15.0	Competent in the use of Microsoft Office (Word/Excel/Teams) and MS Projects.	Essential	A
	PERSONAL ATTRIBUTES		
16.0	Able to demonstrate empathy for the work of Ripon Cathedral and alignment with the values.	Essential	A&I
17.0	Enthusiastic with a professional, positive, proactive, flexible and helpful attitude.	Essential	I