

Lichfield Cathedral

Job Description

Effective Date: 1st January 2010

Post Reference: A7

Job title	EDUCATION AND OUTREACH OFFICER (EOO)
Salary	£17,154
Salary Point	19
Operational Manager	Chancellor
Staff Manager	Administrator
Hours	35 hours per week

Key Tasks

- To be responsible for ensuring the quality of visits, tours and events, connected with the work of the Canon Chancellor
- To provide secretarial support to the Canon Chancellor as required
- To assist the Canon Chancellor in implementing the Education and Outreach Strategy

Further Tasks

- To provide administrative support to the Canon Chancellor for key projects as required
- To manage enquiries and bookings relating to tours, visits and events which involve guides, or have an educational element
- To liaise with the Liturgy and Music Officer on the availability of dates and times of tours, visits or events
- To ensure that bookings for tours, visits and events are carried out in accordance with the agreed procedure
- To assist the Administration Assistant in the setting of rooms and facilities required at the Visitor Study Centre
- To attend the Events Committee and Diary Meetings as required, with specific responsibility for reporting on education and outreach priorities
- To ensure appropriate risk assessments are in place and circulated in connection with visits, tours and events and involving guides or having an educational element
- To support Guides and Welcomers as required by the Canon Chancellor

- To liaise with the Executive Assistant - Dean on potential new Guides and Welcomers and recruit guides for forthcoming visits, tours and events
- To liaise with the Executive Assistant - Dean to help maintain accurate records of Guides and Welcomers
- To provide secretarial and administrative support for the Canon Chancellor (including correspondence, preparing papers for meetings, diary management and photocopying etc)

Person Specification

- Experience as a Personal Assistant is preferred
- Literate, numerate, meticulous, able to communicate well in written and spoken English
- Excellent IT skills
- Excellent organisational skills – able to prioritise
- Able to act decisively
- Able to maintain confidentiality
- Experience of office administration
- Experience of keeping detailed records, and to retrieve information as required
- Able to work under pressure
- The ability and confidence to deal effectively with the public and other external contacts
- Committed to the Cathedral's Christian ethos, vision and ministry