

Cathedral Site Manager

APPLICANT BRIEFING PACK

January 2025



ABOUT THE CATHOLIC DIOCESE OF PORTSMOUTH

Our Diocese

We are the Diocese of Portsmouth, governed by the Bishop of Portsmouth, Bishop Philip Egan. We belong to the One, Holy, Catholic Church, which is led by the Bishop of Rome, Pope Francis.

The Diocese of Portsmouth

Our Diocese is spread across five counties on England's South Coast, and the Channel Islands. We are the local Church for the whole of Hampshire, Berkshire, the Isle of Wight, Jersey, and the Bailiwick of Guernsey as well as the Southern Part of Oxfordshire and the Eastern part of Dorset.

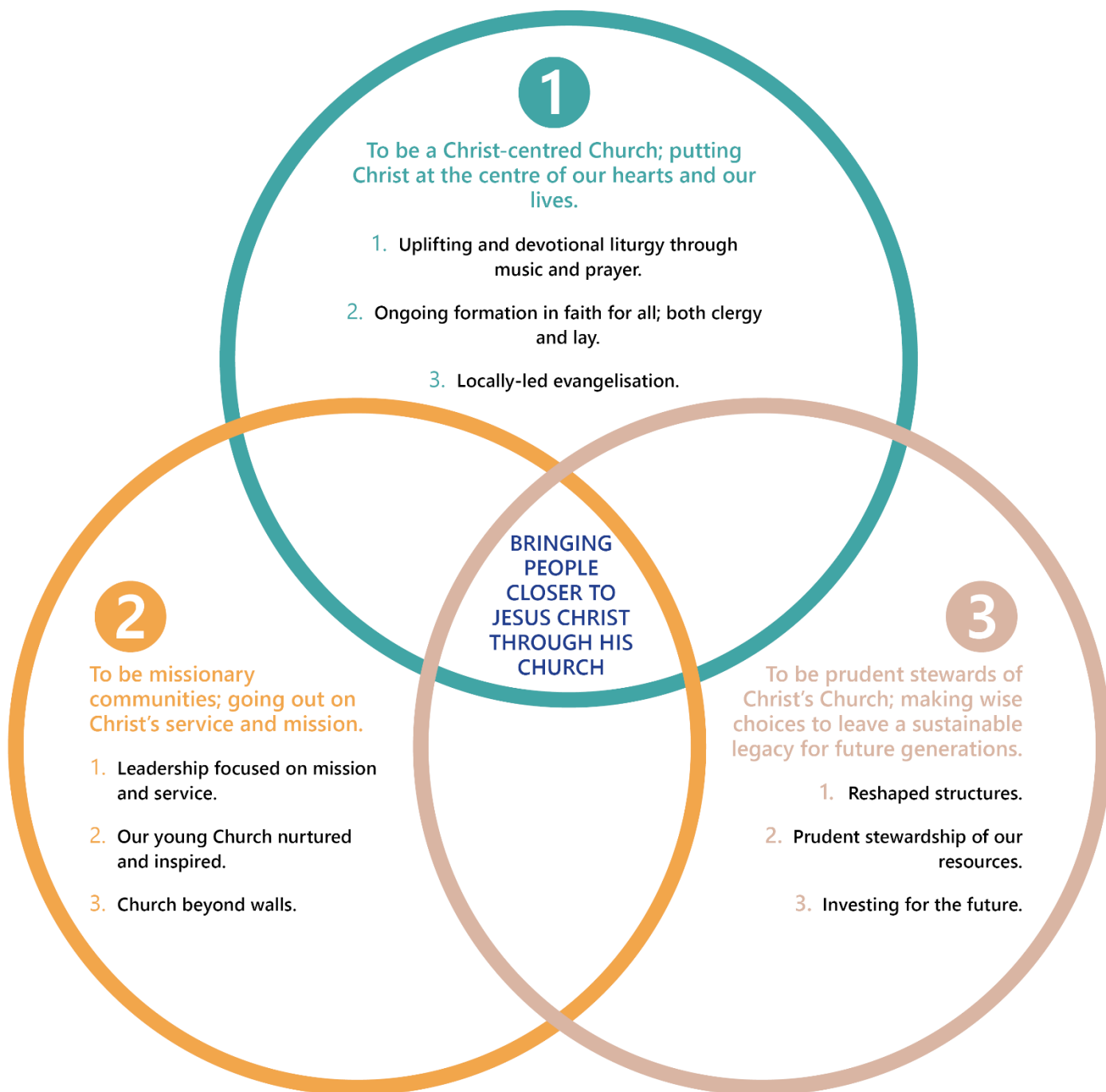
We are made up of 87 Parishes in 24 Pastoral Areas, for a total of 136 Churches. We have 115 priests, 40 Deacons, 35 houses of religious brothers and sisters, and a Catholic population of more than a quarter of a million.

We belong to the province of Southwark, which covers the whole south coast from Kent to Cornwall. Our Metropolitan is the Archbishop of Southwark. Our province also includes the Archdiocese of Southwark, the Diocese of Arundel and Brighton, and the Diocese of Plymouth.



Ten-Year Mission Plan

You Will Be My Witnesses in summary



Role Purpose

This role requires a proactive Cathedral Site Manager who will be responsible for a range of activities to manage effectively the St. John's Cathedral site, in compliance with the Catholic Diocese of Portsmouth policy and Health & Safety legislation.

- You will support the Cathedral Dean to maintain the safe and smooth management of the entire St. John's Cathedral site, which is located in Portsmouth City Centre.
- The site includes the Cathedral church, halls, a retail unit, offices, a residential building, grounds, and car park.

If you are a motivated professional with a passion for maintaining high safety and seek the opportunity to manage a National Heritage England, Grade II listed building and site to compliance standards, we would love to hear from you.

In this role, you will be supported by the wider Diocese Estates Team and will have the opportunity to develop your knowledge through training.

Some out-of-office hours may be required on an ad hoc basis. The role is based at St. John's Cathedral site, Bishop's House, Bishop Crispian Way, Portsmouth, PO1 3HG.

Responsibilities

Key accountabilities:

- Overall Cathedral site management.
- Site security.
- Car park management.
- Repairs and maintenance: to attend to basic repairs and/or to arrange contractors to attend and to provide access for them.
- Inspect contractual work when completed and forward invoices to the Dean for approval.
- Maintenance of Cathedral site grounds and gardens.
- Fire safety checks, testing and monitoring.
- Site inspection and management of actions.
- Site services management.
- Budget management.
- Management of Statutory Inspections: to arrange, manage and monitor.
- Site management of cleaning contractors.
- General Ad-hoc tasks to support the Cathedral Dean and Cathedral clergy within the scope of this role.

Experience & Skills Required

Competence, expertise & Knowledge e.g.

Essential:

- Experience in a similar role/environment.
- Positive approach to customers and clients, with strong communication and people management skills.
- Proactive with independent working skills, ability to multi-task, prioritise and plan to meet deadlines.
- PC literate, including good experience with MS Office, emails and electronic filing, competent managing financial transactions.
- Awareness of Health & Safety and safe methods of working.

Desirable:

- IOSH Certificate or working towards an IOSH Certificate.
- Experience of construction projects.
- Experience and understanding of the Catholic faith and parish structures.
- Empathy with the Catholic faith and willingness to learn the vocabulary and understand the Catholic year and its impact on Health and Safety issues.



Salary, Benefits & Location

This role will be working **37.5** hours per week.

Salary: Up to £30,000 per annum.

Free on-site parking

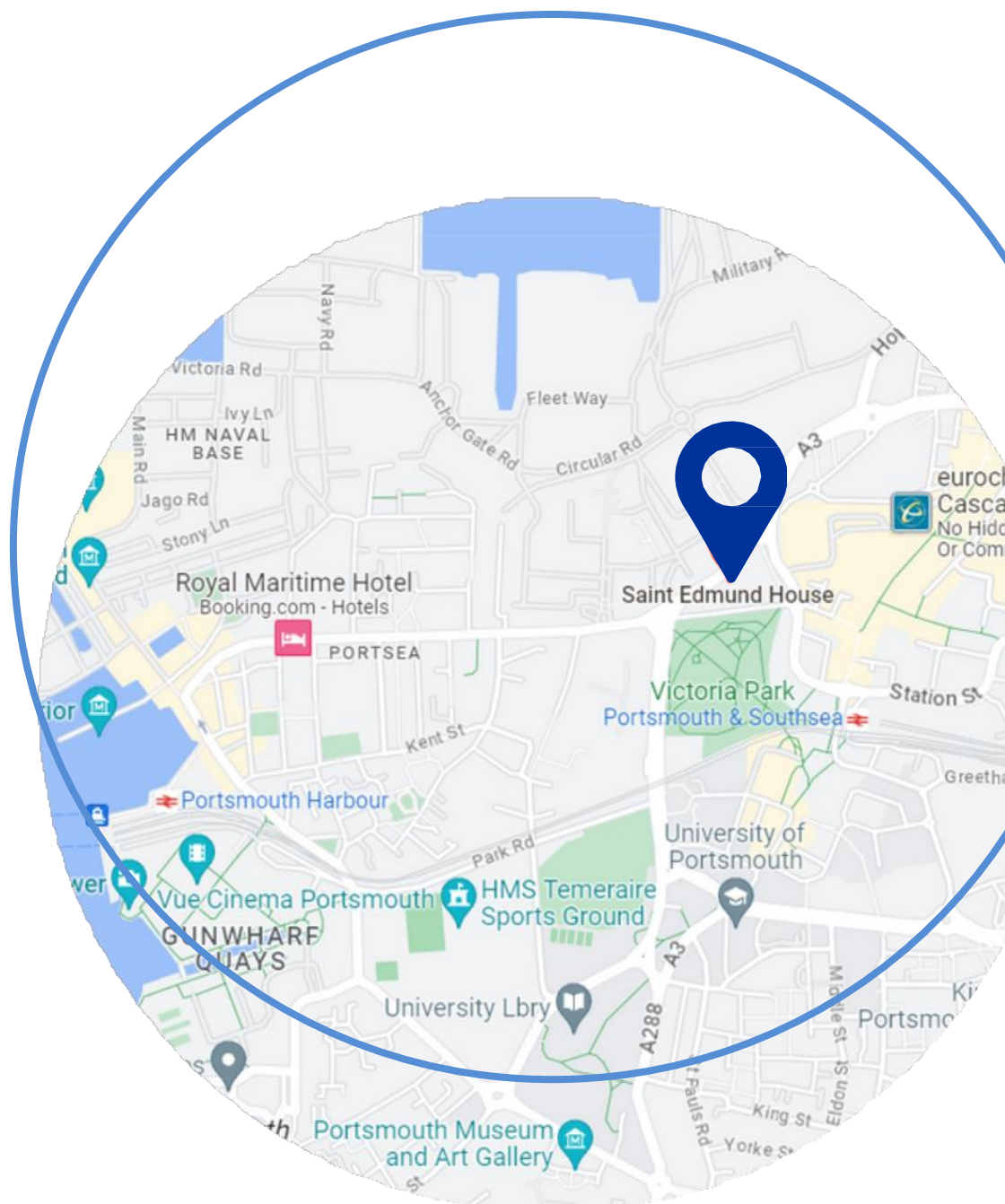
25 days holiday plus bank holidays

Life Assurance with Unum

Contributory pension scheme with Scottish Widows

Head Office

St Edmund House
Bishop Crispian Way
Portsmouth
PO1 3QA,
United Kingdom



Application Information

For an informal discussion or more information about this role, please contact recruitment@portsmouthdiocese.org.uk

Please send an up to date CV outlining your experience and suitability for the role to recruitment@portsmouthdiocese.org.uk

Early applications for this role are recommended, as applications will be reviewed and evaluated upon receipt.

Closing date for applications: Friday 14th February 2025.

Interview Information

You will be notified as soon as possible, should we wish to progress your application by inviting you to an interview.

Interviews will be held in person at St. Edmund House, Bishop Crispian Way, Portsmouth, PO1 3QA and will include a site tour and practical question task.

Appointment

Any offer of employment to work at the Catholic Diocese of Portsmouth is conditional upon receipt of satisfactory references and completion of pre-employment checks.

Please note you must have a valid UK Right to Work, as the Catholic Diocese of Portsmouth does not offer UK Visa Sponsorship

