



Application Pack

Schools and Learning Officer (2-year fixed term)

February 2026



WORCESTER
CATHEDRAL

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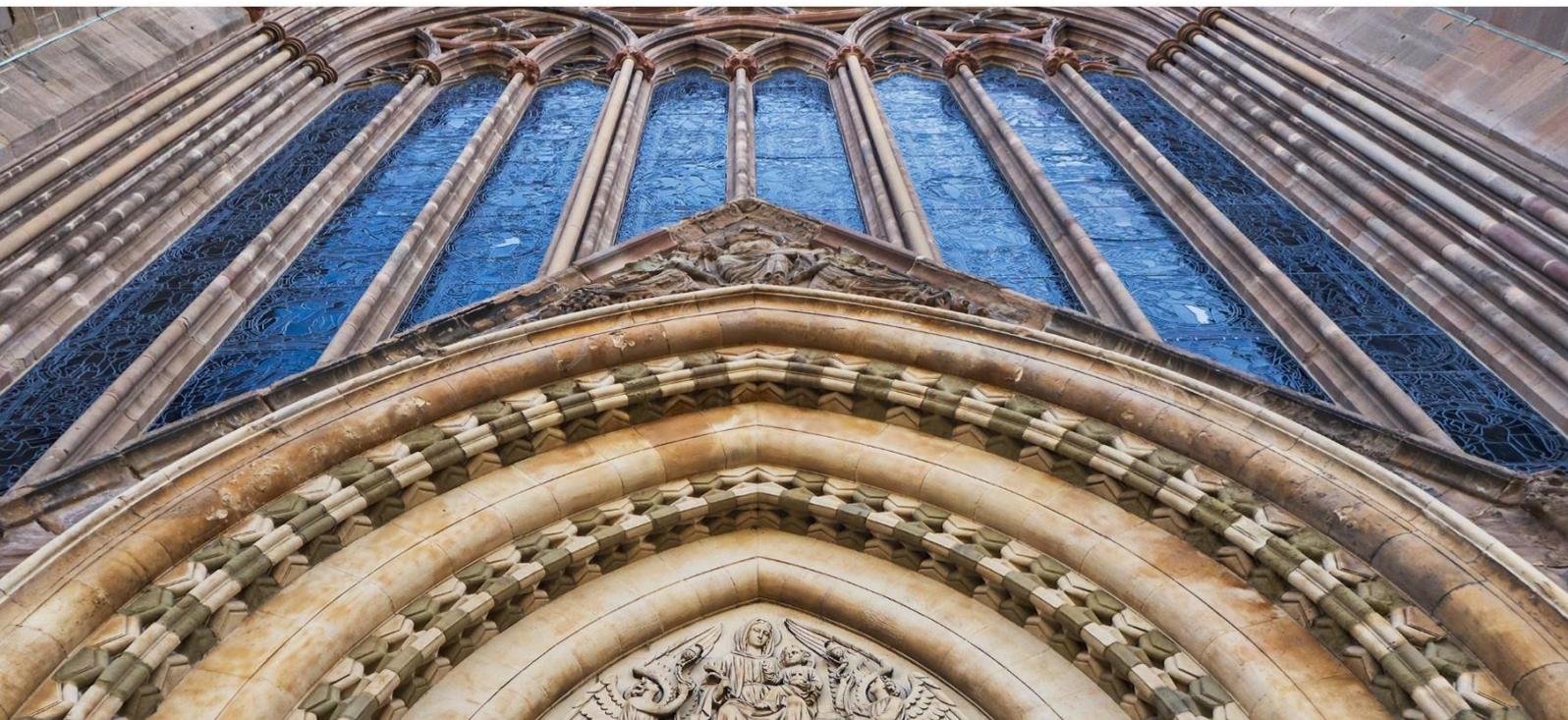
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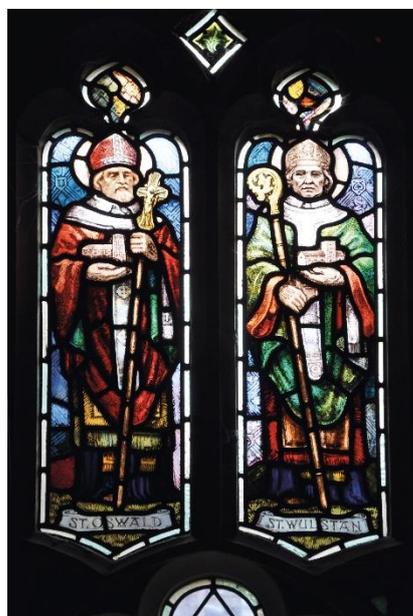
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About Worcester Cathedral



Worcester Cathedral is a magnificent sight as it rises majestically above the River Severn. Worcester has been the seat of a bishopric since the Seventh Century, and the Cathedral was served by monks until the Reformation. St Oswald and St Wulfstan were among the bishops. Since the eighteenth century, the Cathedral has been famous for its part in the annual Three Choirs Festival, the oldest choral festival in existence. Today the Cathedral is the centre of a vibrant community of clergy and laypeople, offering the praises of God each day, serving the city and diocese of Worcester, and attracting visitors from all over the world.

Cathedrals are unique and wonderful spaces, providing welcome and inspiration to pilgrims, visitors and future generations. They are integral to their local communities (never more so than during the coronavirus pandemic) but also recognised nationally and globally as key heritage sites.

Our Cathedral community is diverse with over 70 staff and 200 volunteers. We are rightly proud of the tremendous heritage and number of partners we work with across the Cathedral and City to provide a warm welcome to our visitors, to promote learning about the history of the Cathedral, attend our many events and activities and to participate in the worship and music that is at the heart of our Cathedral.





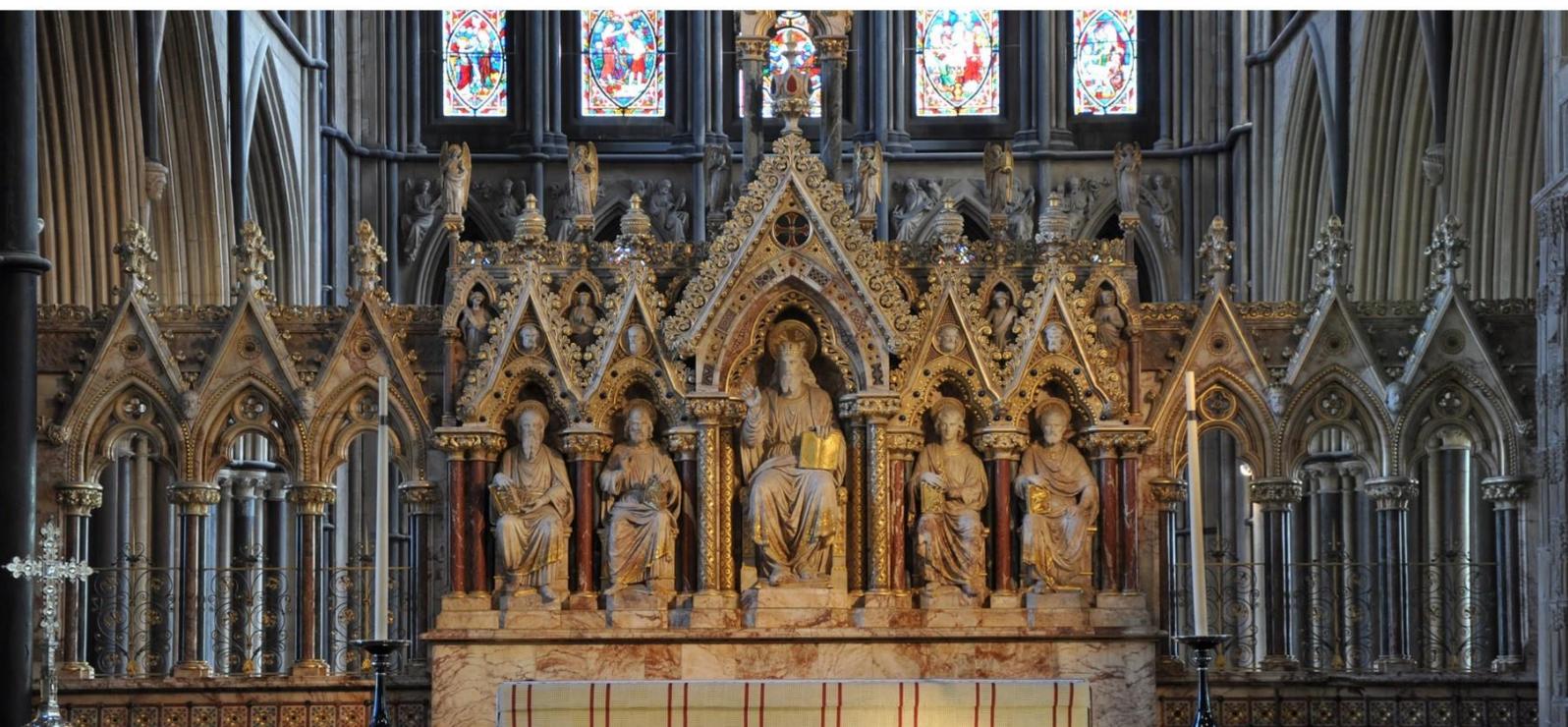
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Management and Governance

The governance of the Cathedral is the responsibility of the Chapter, which comprises residentiary canons and lay canons with professional expertise and is chaired by the Dean. The Chapter is responsible for strategy, oversight and financial sustainability and meets monthly. Under the current Constitution and Statutes, there are four main committees that have delegated tasks from Chapter, including the Safeguarding Committee, the Finance Committee, the Congregational Committee, and the Nominations Committee. In addition, there are other standing groups, such as the Fabric Advisory Committee (required under the Care of Cathedrals Measure).

The Senior Executive Group (SET) is responsible for the day-to-day management of the Cathedral, operating under the oversight of the Chapter to further the objects of the Chapter and to implement its strategic and operational aims, vision and priorities. Together with the COO through this meeting the Dean and Residentiary canons exercise their executive role in the leadership of the Cathedral through their supervision and encouragement of senior members of staff. In addition, a Senior Management Group (SMG) comprises of the wider team of senior lay staff and clergy in their executive functions. This group is concerned with management, delivery, and collaboration and provides a forum for sharing current work and looking ahead to forthcoming activities and projects.

The Cathedral is blessed with a committed and skilled workforce, who are deployed to such diverse functions as welcome, events management, education, worship, finance, fundraising, stonemasonry, estates management and maintenance, music, communications, library collections and archaeology. In addition, the Cathedral's central function also supports the retail and catering operations of Worcester Cathedral Enterprises Ltd and the management of St Oswald's Hospital almshouses.



The Role



Schools and Learning Officer (fixed term contract for 2 years)

We are seeking an enthusiastic and highly organised Schools and Learning Officer on a 2-year fixed-term contract to join our team and help share the life, stories and beauty of the Cathedral with learners of all ages.

Working in the inspiring surrounding of this historic and welcoming Cathedral, you will lead the delivery of engaging school visits, workshops and learning experiences. You will create inclusive and memorable opportunities for learning that invite curiosity, reflection and discovery, ensuring that every visit feels purposeful, enriching and well supported.

You will act as the main point of contact for schools, liaising with teachers to plan visits, respond to enquiries and tailor experiences to a wide range of learning needs. Alongside delivery, you will manage the administration that underpins the programme, including bookings, scheduling, risk assessments, evaluation and general record-keeping.

A key aspect of the role is coordinating and supporting a committed team of volunteers, helping them feel confident, valued and equipped to contribute to learning activities. You will work collaboratively with colleagues across the Cathedral to ensure that school visits are well integrated into the wider life and rhythm of the building.

This role would suit someone who enjoys working with people, balancing creative, visitor-facing delivery with strong organisational skills. In return, you will have the opportunity to work in a beautiful and meaningful Cathedral environment, playing an important role in supporting lifelong learning and welcoming schools into this remarkable place.

Job Description

Job title:	Schools and Learning Officer
Department:	Welcome, Learning and Engagement
Reporting to:	Canon Librarian
Hours of work:	30 hours per week (0.8 FTE), during term time only. Flexibility around working these hours can be discussed at interview.
Salary:	£21,000 per annum (FTE £35,000)

Main duties and responsibilities:

- To coordinate, plan, and deliver the Cathedral's offering to schools, including workshops, tours, and other forms of experiential learning.
- To coordinate, encourage, and work with the Learning Team volunteers to deliver school and learning visits.
- To oversee the training and recruitment of Learning Team volunteers, working in conjunction with the Canon Librarian, Visitor Engagement Team and the Cathedral Safeguarding Officer.
- To build and sustain relationships with schools and other key partners to encourage repeat visits.
- To tend to the administration of school visits and other learning visits; booking, liaising with schools and partners, ensuring compliance with safeguarding and other legislation.
- To collaborate with a wide range of cathedral staff and teams, to 'share the space' well, and to plan for shared work.
- To build and sustain relationships with the Diocesan Board of Education, to increase shared work, especially in relation to Church Schools.
- To work with the Visitor Engagement Team to develop resources to enrich the experience of families and children when they visit.
- To integrate provision for SEN across the curriculum and wider activities.
- Emphasis on working with schools that reflect disadvantaged and diverse communities.
- To assist the Community Engagement Officer in creating a diverse programme of workshops and activities for community groups and holiday activity days, linking creatively with Christian Faith and the specific history of this place. The Community Engagement Officer leads on family activities and will be a key relationship for this post.

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- For a candidate with relevant interests and experience, there will also be an opportunity to work with the Canon Librarian and Welcome & Engagement Manager to revise the curriculum, with an increased focus on celebrating what is specific to Worcester Cathedral.

Health & Safety

Under the Health and Safety at Work Act 1974, 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.

Safeguarding

This role requires an enhanced DBS check.

The Cathedral is committed to safeguarding and promoting the welfare of children and adults at risk who visit our premises and precinct. All staff and volunteers are expected to actively demonstrate a commitment to a culture of safeguarding by:

- Understanding and adhering to cathedral safeguarding policy and procedures.
- Maintaining professional boundaries and demonstrating behaviour that prioritises safety and wellbeing.
- Taking responsibility for identifying and promptly reporting and safeguarding concerns in line with the policy and procedures.
- Undertaking safeguarding training and fulfilling any specific safeguarding duties required in their role.
- Actively contributing to an environment where everyone feels safe, valued and empowered to raise concerns without fear of reprisal.

Cathedral ID badges must be worn at all times while on duty. Badges are for use by the named individual only.

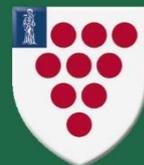
Person Specification

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 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.

PERSON SPECIFICATION		
Key Criteria	Essential	Desirable
Qualifications and Experience	<p>PGCE/QTS/PG Cert/PG Dip or a relevant teaching background</p> <p>Proven ability to facilitate creative and inspiring sessions with schools across all age groups and learning needs</p> <p>Demonstratable experience in developing experiential learning programmes</p> <p>Experience of curriculum development and strategic planning</p>	Experience of working with volunteers
Skills and Abilities	<p>Curiosity and imagination, and the communication skills (written and spoken) to spark imagination to others</p> <p>Proven ability to work collaboratively, with diverse teams</p> <p>Ability to work alone and with others, prioritise, and deliver under pressure</p>	<p>Thinking theologically, or with open curiosity about faith</p> <p>Attention to beauty and the shaping of physical space</p> <p>Ability to develop strategy and vision</p>

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	<p>Ability to work within a shared vision and communicate the cathedral's ethos to others.</p> <p>Strong skills in Microsoft Office, and willingness to learn and use tools which support good teamwork and communication</p>	
<p>Work-related Personal Qualities</p>	<p>An understanding and enjoyment of symbol and depth of meaning - to help children 'read' the building, be curious about the library, and better understand faith.</p> <p>Willingness to be flexible in response to the cathedral's needs (e.g. – engaging in the whole-cathedral plan for Christmas)</p> <p>The capacity to translate key themes and ideas into age-appropriate language and activity</p>	<p>Knowledge of and curiosity about Christian Faith</p>



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Salary

The salary is £21,000 per annum (£35,000 FTE)

Working Patterns

This post is for 30 hours per week (0.8 FTE), term time only. Flexibility around working these hours can be discussed at interview.

Annual Holidays

The holiday entitlement is 25 days per annum plus 8 bank holidays and 4 discretionary Cathedral additional leave days, or pro rata for part time.

Pension scheme

All eligible members of staff will be automatically enrolled into the occupational Staff Pension Scheme, operated by Royal London. Contributions will be payable by the member of staff at 4% of basic salary and a 5% contribution by the Chapter. There is also death in service cover offered to all staff. The Chapter may amend the pension scheme at any time.

Staff discount

All employees will receive a 10% discount on purchases in the Gift Shop and Café within the Cathedral.

Employee Assistance Programme

All employees and their immediate family have access to a range of confidential support through our commissioned employee assistance programme.





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How to apply

Application forms for the post of Schools and Learning Officer should be emailed to:

jobs@worcestercathedral.org.uk

Alternatively, you can post them to:

Jodie Brookes
People Administrator
The Chapter Office
The Old Palace, Deansway
Worcester, WR1 2JE

The closing date for the job is Friday 6th March at 5pm.

Interviews are expected to take place week commencing 23rd March.

Should you have any queries about this post, please don't hesitate to contact Kimberly Bohan (Canon Librarian) at kimberlybohan@worcestercathedral.org.uk.





The Chapter Office
Worcester WR1 2LA
Enquiries: 01905 732900
www.worcestercathedral.co.uk



Worcester Cathedral is fully committed to Equal Opportunity policies.