



Application Pack

Ref: WA345

**Deputy Director (Public Programmes),
Westminster Abbey Institute**

Salary £55,065 per annum

**Full-time – Permanent
40 hours per week**

Advert Date: 5 August 2024

Closing Date: 8 September 2024, 5pm

Westminster Abbey

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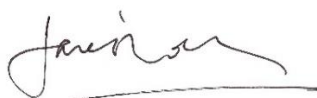
A Letter from the Chair of the Institute Steering Group

This is an exciting time for Westminster Abbey. Having fully recovered from the significant challenges posed by the Covid pandemic, with refreshed confidence following the success of the major State events which took place here in 2022 and 2023, and having celebrated Westminster Abbey Institute's tenth anniversary with a major congress at Jesus College, Cambridge, the Institute has a key role in delivering significant components of the Abbey's mission over the coming years.

The Institute has developed an enviable reputation in its first decade, and we have recently appointed a new Director to lead and shape its future strategy. Our priorities include developing the Institute's diverse and talented Fellowship community, enhancing our parliamentary and institutional engagement, and expanding our public programmes. We're now looking for three Deputy Directors to each oversee one of these areas and to support the Director in this vital work.

We live in challenging times for public servants, with the values the Institute seeks to promote and nurture under constant pressure. The need, indeed longing, for the vision the Institute offers is both evident and tangible, and the Deputy Directors will each play a significant role in growing the Institute's reach and impact. We place a high value on collaborative working, so, alongside the contribution of their own creativity and commitment, the Deputy Directors can count on stimulating colleagues and the distinctive resources of Westminster Abbey as they enable the Institute to have a positive, lasting impact on the public life of this nation and beyond.

I am delighted that you are interested in exploring this opportunity to contribute to the life of the Abbey at a significant moment in its long history and at a pivotal stage in the Institute's development. Working at the Abbey can be richly rewarding, and you would be part of a dynamic team. If you are excited by the possibilities and feel you have the capabilities and experience to make a difference, we would very much like to hear from you. Thank you for your interest.



The Reverend Canon Dr James Hawkey
Canon Theologian



About Westminster Abbey



Above all else, the Abbey is a church, a place of prayer and praise and holy ground at the heart of the nation. It is also a treasured part of Britain's heritage and a leading venue for tourism. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great women and men from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians.

Neither a cathedral nor a parish church, Westminster Abbey (or the Collegiate Church of St Peter in Westminster, to give it its correct title) is a Royal Peculiar under the jurisdiction of a Dean and Chapter, and with direct accountability to the Sovereign. This relationship with the Sovereign dates back to the origins of the Abbey over a millennium ago, but its current form stems from the Charter granted to the Abbey by Elizabeth I on 21st May 1560.

The Dean is the Abbey's head of house and Ordinary. The four Canons of Westminster and the Dean comprise the Dean & Chapter, the governing body of Westminster Abbey. The Dean and Canons are also members of the Strategic Board of the Abbey. They are supported by the Receiver General and Chapter Clerk, who is head of the lay administration of the Abbey.

The Dean & Chapter forms the core of the Collegiate body, which includes the High Steward and High Bailiff of Westminster (currently the Duke of Buccleuch and Sir Ken Olisa) and their deputies, the Minor Canons, certain senior lay members of the Abbey staff, key advisors, senior staff of Westminster School and the Harris Federation, the Lay Vicars, the choristers and the forty-eight King's Scholars of Westminster School.

We are a welcoming community, though also complex and multi-faceted, with around 600 highly committed clergy, employees and volunteers. We have deep respect for the heritage of which we are the custodians, whilst we evolve continuously to meet the opportunities of the future. In recent times this has included the creation of new departments to focus on transforming our digital presence and delivering a significantly expanded programme of public and community engagement. In addition, our newly created Employee Engagement Forum and Social Engagement programme are helping us to support and develop our staff and volunteers.

The Dean and Chapter of Westminster defines our Mission in these terms:

- To offer daily divine workshop to Almighty God and resource the Church in this vocation;
- To serve the Sovereign;
- To proclaim the Gospel to the nation and Commonwealth, celebrating the distinctive witness of the Christian faith and engaging with the public square;
- To provide a safe, welcoming and inspiring environment for all who come to the Abbey;
- To care for the precious resources entrusted to us: our people, partnerships, buildings, heritage and money.

Following the State Funeral of Queen Elizabeth II and the Coronation of King Charles III and Queen Camilla, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. We attract over a million visitors from around the world every year, and our summers and peak periods are incredibly busy. However, we receive no regular income from the State, the Church of England or the Crown, and rely almost entirely on income from visitors.



The Westminster Abbey Institute

Westminster Abbey Institute aims to nurture and revitalise moral and spiritual values in public life and service. It seeks to replenish and sustain public servants of all faiths and none, and to celebrate and animate public service as a force for good. The Institute draws on Westminster Abbey's resources of spirituality and theological learning, rooted in its daily worshipping life and broader Christian tradition, to convene discussion, nourish reflection and inspire regeneration.



In its first ten years the Institute has established a strong identity and reputation, with a highly successful fellowship programme and a rich offering of public lectures and seminars, tailored workshops for MPs and public service institutions, and regular publications. The Abbey Board is committed to building on this excellent foundation to broaden and deepen the Institute's impact on public life.

The Institute seeks to break new ground in often challenging contexts. It represents the Abbey in very significant fora and speaks with the authority of the Dean and Chapter. Consequently, every aspect of its work has to be of the highest possible standard and in harmony with the distinctive voice the Abbey has in national life and in the life of the national church.

The Role of the Deputy Director (Public Programmes)

The Deputy Director (Public Programmes) will be responsible for designing and curating Westminster Abbey Institute's public programmes. We have a good foundation to build on, and a track record of curating seasons of public programmes exploring issues of ethics and morality in public life, through lectures, seminars, dialogues and debates.

We're now looking to build on these foundations and to think creatively about our long-term strategy, linked to the role, voice and shape of our public offer. We want to grow our audiences, expand our digital and online presence, diversify our content and innovate our delivery formats. We also want our programmes to be joined up across, and reflect, the Institute and Abbey's wider work. The Deputy Director (Public Programmes) will work closely with the Deputy Director (Fellowship), and the Deputy Director (Parliamentary and Institutional Engagement), as well as with colleagues across the Abbey to ensure an integrated approach, and to enhance the Abbey's work and ministry in the public square.

This is an exciting time to join the team at Westminster Abbey Institute. This newly created role plays a key role in delivering the Institute's emerging strategy for *Renewing faith in public life* through leading, shaping and growing the public-facing aspects of our work. The Deputy Director will support the Director in developing the strategy for this work, and will be responsible for designing and curating our future public programmes. We make no assumptions about what our future offer looks like – this role will help us explore, test and innovate.

Job Description

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| JOB TITLE: | Deputy Director (Public Programmes) |
| DEPARTMENT: | Westminster Abbey Institute |
| POST REPORTS TO: | Director, Westminster Abbey Institute |
| DIRECT REPORT(S): | The postholder will have a dotted line responsibility for the Programme Officer and the Institute Assistant(s), providing guidance and support in the absence of their line managers. |
| KEY RELATIONSHIPS: | <p>Internal: Institute Team; Steering Group Members and other colleagues across the Abbey.</p> <p>External: Council of Reference; Fellows; other senior public servants and officials; relevant research institutes and university departments.</p> |
| JOB SUMMARY: | The postholder will lead on public programmes on behalf of Westminster Abbey Institute. This newly created role is pivotal to delivering the Institute's emerging strategy for <i>Renewing faith in public life</i> , with responsibility for developing the Institute's outreach and public facing programmes. |
| BACKGROUND: | <p>Westminster Abbey is both a place of daily worship and one of the UK's leading visitor attractions, welcoming over one million visitors each year. A diverse and lively community work at the Abbey, comprising approximately 300 employees and a greater number of volunteers.</p> <p>Westminster Abbey Institute aims to nurture and revitalise moral and spiritual values in public life and service. It seeks to replenish and sustain public servants of all faiths and none, and to celebrate and animate public service as a force for good. The Institute draws on Westminster Abbey's resources of spirituality and theological learning, rooted in its daily worshipping life and broader Christian tradition, to convene discussion, nourish reflection and inspire regeneration.</p> |

MAIN DUTIES AND RESPONSIBILITIES [undertaken through engagement with, and under the guidance and support of, the Institute's Steering Group]

Programme design, delivery and review

Leading the design and delivery of the Institute's public facing programmes in line with its emerging strategy for *Renewing faith in public life*, ensuring programmes are highly relevant to the UK's public service context from an ethical and moral perspective and reflect the Abbey's desire for stronger integration across its work and ministry in the public square.

Expanding the reach of the Institute's public programmes and public-facing activity, growing new and existing audiences across the depth and breadth of the Institute's work in the public square.

Researching and proposing content for public events, drawing on insights from academia, think tanks, social and political commentators, and from the Institute's Fellowship, institutional and audience-development work.

Developing an innovative approach to public programmes that includes trialling new formats and developing specifically digital elements/approaches.

Developing the Institute's approach to thought leadership, sensitively building its public profile in line with the Abbey's voice and role in public life, working closely with the Abbey's Communications & Digital team to identify opportunities and ensure a consistent, integrated approach.

Identifying and embedding opportunities for integration across the Abbey's work and ministry in the public square, its social and community engagement, and any new activity it may undertake in line with its strategic priorities.

Developing a strategic approach to building relationships, identifying potential thought and delivery partnerships for undertaking work on ethics in public life, in the UK and across the Commonwealth. Leading all aspects of the day-to-day management of public programmes and events, ensuring that logistical arrangements contribute to the overall delivery of a high-quality programme and experience for participants.

Introducing a systematic approach to programme evaluation and review, incorporating participant and contributor feedback, along with developments in the public service/ethics landscape; maintaining accurate records to enable effective monitoring and evaluation of programme activities.

Managing all stages of planning, set-up and implementation of new and existing programmes to ensure they are delivered effectively, to time and budget, and to the highest quality expected of Westminster Abbey.

Across all strands of work, supporting the development of multi-year, responsive approaches that address lessons learned, trends in public service, and audience needs; working closely with potential speakers, thought leaders and industry experts to create diverse, compelling and relevant programmes.

Communications, engagement and relationship management

Building effective relationships with members of the Institute's Steering Group, Council of Reference, Fellowship community and external/partner organisations to inform the design, development and review of a diverse range of public programmes, ensuring the Institute's public facing work reflects the varied needs and interests of the intended audiences.

As a senior member of the Institute team, working collaboratively with colleagues across Westminster Abbey to support the delivery of shared objectives, make a contribution to the Abbey's wider work, and proactively seek opportunities for knowledge exchange.

Building relationships externally and keeping up to date with the key issues, challenges and opportunities pertaining to the Institute's work in the public service sphere.

Leading proactive engagement with external and internal stakeholders in order to continuously improve delivery, thinking critically about programme design, impact, and ways of working.

Contributing to updating the content and design of the Institute pages of Westminster Abbey's website, working closely with the Abbey's Communications & Digital team to develop powerful case studies and additional content such as podcasts and videos that engage new and existing audiences, and showcase the Institute's work in the public square.

Operations and resource management

Responsibility for all aspects of programme budgeting, including annual forecasting, expenditure, monitoring and reporting.

Managing the budget within available resources, ensuring that all payments are reviewed, approved and processed in a timely and accurate manner.

Contributing to the Institute's annual budget review and business planning processes.

Effectively delegating work to the Programme Officer and Institute Assistants and supporting the monitoring and management of their performance; undertaking formal line management responsibilities as required.

General and wider contribution

Deputising for the Institute Director as required, internally and externally.

Representing, and acting as an Ambassador for, the Institute and Abbey internally and externally.

Carrying out other tasks and responsibilities commensurate with the role as requested by the Institute Director.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main priorities and typical areas of activity of the post-holder.

These activities are subject to change over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.

Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks (including the relevant level of criminal record check) on staff and volunteers and require them to complete relevant safeguarding training. This post requires a basic level criminal record check.

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.

Essential

Education/Training/Qualifications

- Educated to post-graduate degree level or equivalent in a relevant field.

Knowledge / Experience

- Experience of developing and curating public facing programmes/outreach in a relevant field, building new audiences and/or growing an organisation's public profile.
- Experience of undertaking academic/public research to shape public programmes; knowledge and understanding of issues of ethics and morality in public life.
- Demonstrable experience of working successfully in a programme or project management environment in a relevant field, with experience of delivering a portfolio of projects.
- Proven track record of designing effective programmes to achieve strategic objectives, analysing user needs and requirements and developing solutions.
- Demonstrable experience of effective programme or project evaluation and analysis of data to inform future developments/recommendations.
- Experience of successfully engaging stakeholders at multiple levels to shape programmes, inform content, and steer overall approaches.
- Experience of working within and across team boundaries to achieve shared outcomes and promote a culture of collaborative working.
- Knowledge and understanding of the public service context in which the Institute works.
- Deep sympathy with the Christian faith and traditions as practised at the Abbey; understanding of how these might integrate with, and inform the Institute's approach to, its public-facing work for all faiths and none.

Skills

- Excellent programme design, demonstrated through the ability to translate strategic objectives into meaningful content via engaging formats.
- Effective project and programme management, with the ability to deliver multiple projects concurrently to time, budget and quality.
- Research, evaluation and analysis, with the ability to make practical recommendations from high-level observations/trends, and to undertake detailed programme evaluation to inform ongoing development.

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- Excellent interpersonal skills, with the ability to build relationships at all levels, to bring people with you, to listen/adapt in response to feedback, and to sustain engagement over time.
 - Excellent organisational skills, with the ability to plan effectively, manage and prioritise a varied workload, work under own initiative and demonstrate excellent programme planning and delivery.
 - Excellent oral and written communication skills to promote engagement and discussion with key stakeholders and audiences, and to deliver high-quality programme materials and communications/reporting.
 - Effective team working, with the ability to contribute to a stimulating work environment where new ideas, continual improvement, and learning from others is encouraged.
 - A collaborative mindset and approach, working proactively with colleagues to support the Institute and Abbey's work in the public square.

Personal Attributes

- Proactive and collaborative.
- Solutions and delivery-focused, able to respond creatively to challenge and opportunity.
- Commitment to Westminster Abbey's values and to supporting EDIB (Equity, Diversity, Inclusion and Belonging).

Desirable

- Experience of working in the public service and/or ethical context in which the Institute works, and/or with its public service audience.
- Understanding of Westminster Abbey's role, its place in public life and its potential to contribute to the public good.

This Job Profile will be kept under review and may be amended by the Dean & Chapter from time to time. Any proposed changes will be discussed with the postholder.

Working for us

Employment Status and Probation

This post is permanent and is subject to a six-month probationary period.

Salary

The salary will be £55,065 per annum and is paid on the last Friday of each month. Salary is reviewed annually.

Working Hours

40 hours per week. In this post, the successful candidate will be expected to take a flexible approach and work additional hours as circumstances demand, which will include some evenings and weekends. The postholder is eligible to claim time off in lieu (TOIL) for additional hours worked in accordance with the Overtime Policy and will not be eligible for overtime payments.

Annual Holidays

Abbey employees receive a full-time holiday entitlement of 31 days per annum, including recognised public holidays, from commencement of employment.

Training

On-site training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

Pension Scheme and Life Assurance

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

Staff Discount

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from our catering outlets.

Season Ticket Loan

A season ticket loan is offered after satisfactory completion of the probationary period, repayable over 10 months.

Medical Insurance

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.

Equality Statement, Safeguarding and How to apply

Equality Statement

The Dean and Chapter aims at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring Form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a relevant level of criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which may include a medical assessment.

How to Apply

Please complete our application form, as CVs **will not** be accepted.

You are also advised to read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements. As well as your previous work experience (including a **full** career history of all employment), tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please email your completed application to: applications@westminster-abbey.org.

Applications should arrive no later than 5pm, Sunday 8 September 2024.

Shortlisted candidates will be invited for interview on Tuesday 24 September 2024.

We regret that, due to the large number of applications we normally receive, we may only be able to contact you and/or provide feedback if you are invited to attend an interview. We appreciate your interest in our work at Westminster Abbey.