



CHESTER CATHEDRAL

Collections Officer Part Time (22.5hrs)

Overall purpose of the Job

Chester Cathedral is seeking to recruit a **Collections Officer** to assist with the creation of opportunities for engaging with its historic collections.

Reporting to the **Collections Manager**, you will support Chester Cathedral with the exploration of pilot projects relating to its collections in preparation for an NLHF application for 'Project Discovery'. This Project seeks to improve the physical visibility of Chester Cathedral in the city and access to the Cathedral's collections and heritages.

Chester Cathedral has over 20,000 heritage items in a range of formats, ranging from medieval manuscripts, liturgical textiles, plate, and art. Our collections - library, objects, and archive - are an important record of local and national heritage but have so far not been fully catalogued or researched, meaning their full significance is unknown.

This is a part time, fixed term role for 5 months which invites candidates to respond to small projects and deliver exciting results to demonstrate the impact of unlocking collections.

Key responsibilities will include:

You will work will focus on cataloguing specific areas of our collections, bringing together a variety of data sets into newly established catalogues and follow collections management policies and procedures to ensure a best practice approach. You will design pilot projects to translate some of these data sets into different types of finding aids, interpretation, and/or exhibitions, and carry out evaluation of these projects. You will work with the Collections Manager to support an existing volunteer team and seek out opportunities for coordination as well as development.

In addition to these core tasks, you will also assist the Collections Manager to deliver training to Cathedral staff and volunteers as part of our Culture of Care principles, and support with research enquiries from the public and researchers, particularly encouraging research interest from our partners at partner organisations.

You will be encouraged to embrace the fast pace of life at Chester Cathedral and engage with the aims of delivering short-term, isolated projects which demonstrate the power of unlocking collections.

By the end of the role term, you will have worked with the Collections Manager to achieve:

- select areas of collections cataloguing
- the creation or improvement of select public finding aids
- improved efficiency in existing and new collections project, including those fuelled by volunteers
- tested options for translating collections data to engagement methods
- quantitative and qualitative reports indicating areas of success/areas for improvement to assist Chester Cathedral in planning for future work

Capabilities and Skills

The ideal candidate will be able to demonstrate:

- Under-/postgraduate Degree or equivalent qualification/experience of collections management in a heritage context

- Appropriate qualifications and experience in keeping of special collections
- Experience delivering public finding aids
- Experience delivering engagement activities in a heritage setting
- An understanding of heritage/collections management best practice, particularly applied in a living heritage context
- Experience of communicating effectively and appropriately in written form with a variety of internal and external stakeholders
- An ability to work independently
- Excellent verbal and written communication skills
- An understanding of the mission and values of the Church of England
- A desire to work as part of a team
- An understanding of the structures and processes relating to Church of England cathedral and listed buildings
- Experience delivering training to small groups

Supervision and support can be offered to those in their early career who are wanting to learn and develop their skills. This could also be an interesting and fulfilling role for those looking for a change in their career path.

Learning and Safeguarding

You will be willing to:

- Participate in all relevant training offered by the Cathedral and remain up to date with best practice and new initiatives.
- Complete all required safeguarding training.
- Attend training courses and meetings as required, staying informed of legislative changes and opportunities for personal development.
- All employees and volunteers must complete basic safeguarding and Action Counter Terrorism training.

Culture

Chester Cathedral is a place for everyone. We aspire to welcome and reflect the diverse community we serve, building a culture rooted in **Love, Grace, and Welcome**. We aim to create an environment where staff are empowered, engaged, and able to contribute to the Cathedral's growth and evolution.

We are committed to **equality, diversity, and inclusion** for all staff and volunteers. We celebrate difference and encourage everyone to be themselves at work.

The safety and care of all who come into contact with the Cathedral is central to our values. The protection of young people and adults at risk is integral to everything we do and is a priority for all roles within the Cathedral.

We follow safer recruitment practices. All staff and volunteers must complete mandatory safeguarding training, with enhanced DBS checks required for those working with children and/or adults at risk.

Working Pattern

This is a **part time** role.

Hours: 22.5hrs per week, including occasional evening and weekend work as required.

Remuneration

- **Salary:** £15,736.50
- **Holidays:** 28 days including bank holidays (pro rata for part time)
- **Birthday leave:** Have your birthday off on us
- **Pension:** 5% matched contribution plus an additional 5% non-contributory

This job description does not form part of your contract of employment.

