

# We are

# hiring

## Liturgy Administrator

Be part of the story

Welcome to Winchester Cathedral! This is truly a great and glorious place, inspiring awe and wonder. Winchester Cathedral contains a unique heritage of the life of the English nation and its stones tell stories of Kings and Queens, statesmen and politicians. But here too you can also find the loving labour and imprint of monks and pilgrims, writers and artists and working men and women. Be part of the story which spans over 1,000 years.

### About the role

An exciting opportunity has become available for a part time Liturgy Administrator to join us at the Cathedral on a 12 month fixed term contract, working 15hrs a week, on a salary of £10,300 per annum (£25,750 FTE).

The postholder will be based within the Chapter Office and will be line managed by the Head of Chapter Office on a temporary basis whilst recruitment for a Precentor is underway. Once appointed, the postholder will report to the Precentor. The role will work closely with the Succentor, Canon Treasurer and Custos, providing essential administrative support to the Succentor, in the first instance. Day to day tasks and priorities will be directed by the Succentor, Canon Treasurer and Custos, supporting the effective planning and delivery of liturgy.



### About Winchester Cathedral

Winchester Cathedral is called to renew, inspire and unite people in faith, hope and love. We live by our values of openness, excellence and kindness in all that we do.

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## About what you will be doing

The successful candidate will be able to thrive in a busy and demanding environment. This is a varied role that supports the vital work of preparing worship materials and involves working with a wide range of people to ensure deadlines are met and resources are provided in a timely and efficient manner.

Other key duties include;

- Supporting liturgy coordination and ensuring deadlines are met.
- Putting together simple Orders of Service with guidance and according to known templates
- Formatting and typeset other Orders of Service after drafting and editing by the Succentor
- Photocopying large runs of Orders of Service according to deadlines
- Engaging and co-ordinating with the members of the Music Department in ensuring correct information is in Orders of Services
- Assisting with Worship Rota completion
- Providing general office support to the Succentor – managing phone calls and email inbox as appropriate.
- Liaising with The Chapter Office on Life Events/Occasional Offices.
- Ordering office stationary
- Maintaining an efficient electronic filing system including records and databases, ensuring GDPR compliance at all times
- Empathy for the vision, mission and values of the Cathedral, and a commitment towards Safeguarding, Equality, Diversity and Inclusion are a requirement for this role

## About your experience

We aspire to share our empathy for the vision, mission and values of the Cathedral with all of our employees and volunteers; showing commitment towards Safeguarding which is a requirement for all of our roles. In addition to this we are passionate about promoting a positive culture of equality, diversity and inclusion in which staff and volunteers can reach their full potential.



“I love coming to work here every day. The Cathedral is a very special place, and the warmth of staff and volunteers mean that I always feel at home as I walk around the building and Inner Close. I am very lucky that, in my role, I work with lots of people across different departments and specialisms, all of whom share the same care and dedication to making the Cathedral the wonderful and welcoming place it is.”

Eleanor Swire – Curator and Librarian

In addition, the ideal candidate will possess the following qualifications, experience, knowledge and skills:

- *Essential – Commitment towards Safeguarding, Equality, Diversity and Inclusion*
- *Essential - Empathy with Cathedral's vision, mission and values (Openness, Excellence and Kindness)*
- *Essential - Administrative experience in a busy and demanding environment*
- *Essential - Excellent organisational and time-management skills*
- *Essential - Strong communication skills, both written and verbal*
- *Essential - Ability to work independently and as part of a team*
- *Essential - Good attention to detail and problem-solving skills*
- *Essential - Basic proficiency in Microsoft Office – Word, Outlook, Excel and PowerPoint*
- *Essential - Ability to maintain confidentiality and discretion*
- *Essential - Flexible and responsive to change at short notice.*
- *Essential - Willingness to take direction and develop.*
- *Desirable - Knowledge of Microsoft SharePoint/Teams and Zoom*
- *Desirable - Knowledge of the Artifax software data platform ie Cathedral diary*

## About the process

The care and protection of children, young people and adults involved in Cathedral activities is the responsibility of everyone who participates in the life of the Cathedral Community.

Winchester Cathedral is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

All shortlisted candidates will be required to complete an application form prior to interview. Successful candidates will be subject to pre-employment checks, including two satisfactory references, a pre-employment medical and safeguarding training relevant to the role.

Our competency-based interviews are generally in-person and consist of one stage. Depending on the role, they may include a short task or presentation, details of which will be provided in your invitation.

As a 'Thank You' for applying to work with us, we would love to offer you complimentary entry into the Cathedral if you are selected for an interview. Simply request your chosen date to visit when you organise your interview with our HR team.



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The closing date for this role is 19<sup>th</sup> May 2026, and interviews will be held week commencing 25<sup>th</sup> May 2026. To apply, please send your CV and covering letter to [Recruitment@winchester-cathedral.org.uk](mailto:Recruitment@winchester-cathedral.org.uk). If you have any questions regarding this role, please contact Canon Andrew Micklefield - [andrew.micklefield@winchester-cathedral.org.uk](mailto:andrew.micklefield@winchester-cathedral.org.uk)

We are regrettably unable to accept applications from candidates who do not have the right to work in the UK or require sponsorship to work in the UK.

Please follow us on LinkedIn and visit our website to for further details and to view the benefits of working at the Cathedral.

Please let us know if you have any accessibility requirements at any stage of our application and recruitment process.



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