



**Westminster
Abbey**

Application pack



**Deputy Director – Fellowship
(Maternity Cover)**

Salary £57,267 per annum

40 hours per week

Westminster Abbey

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A Letter from the Chair of the Institute Steering Group

Westminster Abbey



Westminster Abbey Institute was borne out of the Abbey's geographical location and its deep-rooted connection to the public square. It seeks to nourish and resource public servants of all faiths and none, and to sustain the moral reserve of all who serve in public life. It is, at its heart, one of the ways in which Westminster Abbey strives to be a good neighbour.

In recent years, the Institute's work and reach has expanded in support of our newly articulated purpose, Renewing faith in public life. Our purpose acknowledges, on the one hand, the Abbey's distinctly Christian faith and tradition that resources the Institute's work, and speaks, on the other, to renewing faith in the value and integrity of public service itself.

The Institute works with public servants of all faiths and none. It seeks to nourish and resource them in the work they do, to offer spaces for reflection on the ethical challenges encountered, and to sustain the moral reserve of all who serve in public life. The Institute's annual Fellows' Programme for emerging senior leaders, and its wider community of 170 Fellows, is key to this endeavour.

Westminster Abbey places a high value on collaborative working, so, alongside the contribution of their own creativity and commitment, the Deputy Director 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.

A handwritten signature in black ink, appearing to read 'James Hawkey', with a horizontal line underneath.

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 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 on 21st May 1560. The Abbey is formally known as the Collegiate Church of St Peter in Westminster, and Minor Canons are appointed by the Dean as members of the College.

We are a welcoming community, but also complex and multi-faceted, with over 600 highly committed employees and volunteers. We have deep respect for the heritage of which we are the custodians, but 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.

Westminster Abbey's mission is:

- To offer daily divine Worship 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.

Values

We have three guiding principles:

- We are a **community**.
- We are sustained by **hope**.
- We strive to be **faithful** in all that we do.

Following the State Funeral of Her late Majesty Queen Elizabeth II and the Coronation of Their Majesties The King and Queen, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. We attract approximately 1.4 million visitors from around the world every year. As we receive no regular income from the State, the Church of England or the Crown, we rely almost entirely on income from visitors.

It is an exciting time to join the Abbey, and we look forward to receiving your application and if successful, welcoming your contribution to the Abbey's history.

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.



Since it was founded in 2013 the Institute has established a strong identity and reputation, with a highly successful fellowship programme, 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 – Fellowship (Maternity cover)

Westminster Abbey Institute's flagship Fellows' Programme works with public servants in, or moving into, leadership roles across public service. Through a mix of seminars and residentials members of the programme are given the opportunity to develop as servant leaders, to gain an integrated understanding of a wide range of public service institutions and their values, and to understand the moral and personal challenges facing those who work in them.

The programme aims to nurture and revitalise moral and spiritual values in public life and service, through:

- Establishing a connected community of public servants committed to the public good, to leading with integrity, and to supporting each other, and those around them, in this endeavour
- Attending to the 'moral muscles' required for public service leadership in a changing and demanding world
- Nourishing and resourcing individuals, in order, over time, to collectively make a positive, tangible difference in their institutions and beyond.

The Fellows' Programme is comprised of five key elements:

- Seminars – insights into public service institutions, mindsets, leaders
- Residentials – time and space to think, pause, and connect
- Mentoring – 1:1 support, advice, guidance
- Group reflection – shared learning, challenge, discovery
- Abbey insights – engagement with the Abbey's people, place, space, approach.

Participants are matched with a mentor from the Institute's [Council of Reference](#) and have the opportunity to meet leaders from across the public service landscape and wider Abbey community. We have over 170 Fellows and are keen to nurture and enrich their connectivity and impact as a wider community.

This maternity cover is key to delivering the Institute's emerging strategy for Renewing faith in public life through leading the ongoing development of its annual Fellows' Programme, and through building a programme of events and activity that sustains, nourishes and connects the wider fellowship community. It sits alongside, and works closely with, the Institute's Deputy Directors with responsibility for Parliamentary and Institutional Engagement, and Public Programmes.

This is an exciting time to be involved in the Institute's work and we are looking for a Deputy Director with the vision, experience and creativity to realise the full potential of our fellowship offer.

Job description

- JOB TITLE:** Deputy Director – Fellowship, Westminster Abbey Institute
- ACCOUNTABLE TO:** Director, Westminster Abbey Institute
- DEPARTMENT:** Westminster Abbey Institute
- KEY RELATIONSHIPS:** **Internal:** Institute team; Steering Group Members and other colleagues across the Abbey.
- External:** The Institute's network of Fellows and Council of Reference members; the Fellows' Council, other senior public servants and officials
- BACKGROUND:** Westminster Abbey is both a place of daily worship, and is 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 around 300 employees and a similar number of volunteers.
- 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.
- JOB SUMMARY:** This role is pivotal to delivering the Institute's emerging strategy for *Renewing faith in public life*. The postholder will lead on supporting the growth and development of a thriving fellowship community.

MAIN DUTIES AND RESPONSIBILITIES:

Programme design, delivery and review

Supporting the Institute's Director in the ongoing design and delivery of the annual Fellows' Programme in line with the Institute's strategy for *Renewing faith in public life*, ensuring the programme provides innovative, thoughtful and responsive content that remains relevant to the UK's public service context from an ethical and moral perspective, and that nourishes and resources participants.

Ensuring that the Fellows' Programme recruitment and selection processes encourage a diversity of applicants and institutional representation.

Overseeing all aspects of the day to day management of the annual Fellows' Programme cycle, from recruitment and selection to programme delivery and Fellows' graduation, 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, contributor and Institutional feedback, along with developments in the public service landscape; maintaining accurate records to enable effective monitoring and evaluation of programme activities.

Supporting the development of the wider, and growing, fellowship community of around 170 members (alumni of the first ten years of the Fellows' Programme); curating events and activities that facilitate and sustain connectivity - with each other and with Westminster Abbey, and that enable an engaged and thriving network; working closely with the Deputy Director, Parliamentary and Institutional Engagement to facilitate Fellows' own engagement in relevant institutions.

Supporting the design and delivery of the Institute's future Congresses, which bring together the Institute's fellowship with members of its Steering Group and Council of Reference to explore key moral and ethical challenges/issues facing public service.

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, Fellows' Council and wider fellowship community to inform the design, development and review of a diverse range of programmes/activity, ensuring they reflect the varied needs and interests of the intended audiences.

Working closely with the Fellows' Council to ensure a streamlined and consistent approach to new fellowship activity.

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 emerging and best practice in respect of building and sustaining fellowship communities, and the key issues, challenges and opportunities pertaining to the Institute's work in the public service sphere.

Leading proactive engagement with external and internal partners in order to continuously improve delivery, thinking critically about content development, 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 with its Fellows.

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.

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.

Qualification / Training

1. Educated to degree level or equivalent in a relevant field.

Knowledge / Skills

2. A deep understanding of relevant issues facing public servants from a moral and ethical perspective, and of how the Institute's fellowship work can offer meaningful, responsive and reflective spaces for engagement.
3. Knowledge and understanding of the public service context in which the Institute works.
4. A deep sympathy with the Christian faith and traditions as practised at the Abbey.
5. Intelligent programme curation, including the ability to listen, engage deeply with, and respond to the evolving public service context, and translate strategic objectives into meaningful content.
6. Effective project and programme management, including delivering multiple projects concurrently to time, budget and quality.
7. Research, evaluation and analysis skills, with the ability to make practical recommendations and conduct comprehensive programme evaluation.
8. Excellent interpersonal skills, with the ability to build and sustain relationships, adapt based on feedback, and engage stakeholders.
9. Excellent organisational skills, including planning, prioritisation, and independent working.
10. Excellent oral and written communication skills, including producing high-quality materials, reporting, and facilitating engagement.
11. Effective team working skills, contributing to a collaborative and positive work environment.
12. A collaborative mindset, working proactively with colleagues to support wider organisational objectives.

Experience

13. Experience of working in the public service and/or ethical context relevant to the Institute, and/or with a public service audience.
14. Experience of working with leadership programmes and/or fellowship/alumni schemes to create meaningful engagement.
15. Demonstrable experience of successfully delivering programmes or projects, including managing a portfolio of activities.
16. Proven track record of designing effective programmes aligned to strategic objectives and user needs.
17. Experience of participatory evaluation and using data analysis to inform improvements and recommendations.
18. Experience of engaging stakeholders at multiple levels to shape programmes and content.
19. Experience of working across teams to achieve shared outcomes and promote collaborative working.

Attributes / Qualities

20. Proactive and collaborative.
21. Solutions- and delivery-focused, with the ability to respond creatively to challenges and opportunities.
22. Commitment to Westminster Abbey's values and to supporting EDIB (Equity, Diversity, Inclusion and Belonging).

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 post holder.

Working for us

Employment Status

This post is temporary to cover a period of maternity leave/parental/other leave of the postholder, who is expected to return to work within 12 months. The temporary employment is expected to end upon the return of the substantive postholder.

Salary

The salary is £57,267 per annum and is paid on the last Friday of each month. Salary is reviewed annually.

Working Hours

These are 40 hours per week. The normal arrangement of working hours is 9am to 5pm Monday to Friday, however the postholder will be required to work hours that suits the needs of the organisation.

Annual Holidays

The full-time holiday entitlement is 33 days per annum, including recognised bank holidays.

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 the Benugo outlets, which serve refreshments.

Season Ticket Loan

A season ticket loan is offered after satisfactory completion of a 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.

Uniform

If a uniform and/or Personal Protective Equipment (PPE) is provided, this must be worn at all times.

Equality statement and How to apply

Equality Statement

The Dean and Chapter aim 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 complete the online Equal Opportunities Monitoring Form along 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

You can apply online via our careers portal. Please note that CVs on their own 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.

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