



**Westminster
Abbey**

Application pack



Deputy Clerk of the Works

Salary £75,000 per annum

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

**Advert Date: 5 September 2025
Closing Date: 29 September 2025**

Westminster Abbey

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A Letter from the Receiver General

This is an exciting time for the Abbey. Following the success of the major State events which took place here in 2022 and 2023, we are pursuing an ambitious programme to develop our mission over the coming years. This involves substantial investments in new building, infrastructure improvement, and restoration across our estate. In addition, we are committed to a substantial long-term programme of improvement in our environmental footprint and wider sustainability.

Successfully tackling these opportunities in iconic, largely medieval buildings within a World Heritage Site is a significant challenge requiring deep expertise, professional discipline, sensitivity, and creativity. The postholder will work closely with leading industry experts including Ian Bartlett, Clerk of the Works, and Ptolemy Dean, Surveyor of the Fabric and the award-winning architect of some of our finest recent building projects. He/she will have access to the best contractors and innovators in the sector as we write the next chapter in a story of continuous organic development in the fabric of the Abbey stretching over more than 750 years.

The Abbey is a glorious place, and extraordinary things happen here. I am delighted that you are interested in exploring this opportunity to join us at a significant moment in our long history. If you are as excited by this agenda as we are, and feel you have the capabilities and experience to make a difference in this vital area of our future plans, we would very much like to hear from you.

A handwritten signature in blue ink, reading "Paul Baumann". The signature is fluid and cursive, with a long horizontal line extending from the end.

Paul Baumann CBE LVO
Receiver General



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.

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 public life;
- 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, buildings, heritage and money.

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 around 1.3 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.

The Role of the Deputy Clerk of the Works

The development, enhancement and preservation of our unique buildings are central to our strategy, and we need to ensure that we have leadership with the capacity and capability to sustain a highly effective Works team and galvanise the energy of the colleagues and external partners required to deliver these ambitious plans. This role will take responsibility for operational management of a complex estate and oversee significant construction and maintenance projects on behalf of the Clerk of the Works, as well as deputising for him as appropriate.



Job description

JOB TITLE: Deputy Clerk of the Works

ACCOUNTABLE TO: Clerk of the Works

ACCOUNTABLE FOR: Works Team

DEPARTMENT: Works

KEY RELATIONSHIPS: **Internal:** The Dean and Chapter, the Receiver General, Surveyor of the Fabric, Director of Finance, Office Manager and Project Coordinator (OMPC), Works Department, Head Conservator and Conservation Department, Events and Security Teams, Gardeners, Heads of Departments and members of Abbey staff, Health & Safety Advisors.

External: Contractors and suppliers.

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 350 employees and a similar number of volunteers.

JOB SUMMARY: This position has the responsibility to support the Clerk of the Works (CotW) for the oversight of all aspects of the Works Department to deliver the highest quality of maintenance of the fabric, plant and overall environment of the Abbey and its precincts; for the management oversight of significant construction and maintenance projects as delegated by the CotW; and for management processes and systems to deliver an effective service to the Abbey as agreed with the CotW. Change management projects will be a significant aspect of this role. There may be occasions when this position will deputise for the CotW in his absence, reporting when appropriate to the Receiver General.

MAIN DUTIES AND RESPONSIBILITIES:

- Responsibility for the oversight of the Works Request System, which is managed by the Estate Manager, supporting them to maintain prompt action on all urgent requests according to the timetable of work agreed for the department by the CotW.
- Oversight of the timeliness and quality of completion of projects in conjunction with the Project Manager, Assistant Project Manager and Project Support Office and members of the Works Department Team.
- Responsibility for resolving any potential challenges/conflicts for project completion within the Works Department Team and, for addressing staff problems or concerns in a timely manner.
- Working with the Estate Manager to develop a long-term plan for preventative maintenance and a five/ten-year asset protection plan in accordance with the Surveyor of the Fabric's current Quinquennial Report (QQR).
- Responsibility for maintaining the Works Department Project Resourcing Plan in accordance with the Abbey Estate Project Prioritisation Plan, as agreed with the Estates, Environment and Projects Group (EEP).

- Ensuring the Works Department Team delivers the required quality of service through the development of effective processes and communication systems. Ensuring stakeholder needs are met or exceeded.
- Ensuring that all stakeholders are kept informed of project progress and timelines.
- Responsibility with the CotW for hiring employees who demonstrate strong functional expertise and creativity to meet the needs of the Abbey, and who demonstrate behaviours aligned to the Abbey Values.
- Promoting the personal development of all team members through training, on-job learning and planned project work, including proper departmental orientation for all new staff, with the aid of the OMPC.
- Conducting annual performance appraisals with direct reports according to the required procedures.
- Developing and actively promoting a culture in the Works Department Team of high-quality customer service, technical skills and health & safety awareness.
- Developing and introducing key performance measures in order to report on activities and manage resources (budget and people) effectively.
- Provide written or oral reports to and for the CotW as required from time to time.

Project Management

- Oversight and responsibility for the effective and timely execution within budget of significant projects executed by members of the Works Department Team and external contractors. These will include construction, development and maintenance projects.
- Responsibility for communicating/liasing regularly with key Abbey stakeholders – including but not limited to EEP, the Receiver General, and Abbey staff/residents with a direct interest – to ensure the smooth implementation of any works within their area.
- Acting when required as Deputy for the CotW.

Governance and Procurement

- Coordinate all monthly reporting documentation required for EEP, including Business Case and Tender Report for the relevant stages of projects.
- Working with the Contacts and Procurement Manager, to establish frameworks for Contractors and Consultancy across the Abbey Estate for both capital project and maintenance works (statutory, cyclical and reactive).

Training

- With the Clerk of Works, to establish a training structure to enable succession in the Works Department with development opportunities for relevant staff to shadow and gain experience of Project Management.

Technical and operational duties

- Demonstrating a full understanding and sensitivity to the Abbey environment, regularly checking the public spaces to ensure that the Abbey's fabric and fittings are well maintained and overseeing any work resulting.

- Proactively checking the quality of the Department's work; acting on any feedback; and effectively responding to, resolving and reporting on problems and complaints.
- Giving continuous focus to the improvement of service delivery.
- Managing all external contractors working in the Abbey precincts and under Works control to ensure projects are carried out to standard and to budget.

Financial Management

- Managing and monitoring the Works Department's operating budget.
- Having and displaying actual knowledge of all Works Department-related service or project contract requirements, and ensuring compliance with contract and reporting requirements.
- Developing and overseeing as necessary the specifications and requirements for service contracts.
- Secure excellent value for money on all Works expenditure, following the Abbey's Financial Standing Orders.

Health & Safety

- In collaboration with the HR Department, promote a safe working environment within the Works Department, providing H&S advice and expertise to the Works Team and wider Abbey community as required and in compliance with regulations.
- Ensure that systems and H&S work processes comply with H&S requirements.
- Ensuring contractors comply with all H&S requirements and the Abbey's specific requirements.
- Attending quarterly meetings of the Health and Safety Committee; and support the Health and Safety Reps within the Works Department.
- Developing and updating a Risk Management System.
- Having an excellent understanding and practical knowledge of CDM 2015.
- Oversight of the coordination of all statutory requirements such as Gas, Electric and Water certification.

The responsibilities contained within this job description are not exhaustive and may be amended from time to time to reflect the changing needs of Westminster Abbey.

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.

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

Qualifications/Training

- HND or higher qualification in trade, construction management, facilities or building management.
- IOSH Managing Safely as a minimum qualification or ideally NEBOSH National General Certificate in Occupational Safety and Health.

Knowledge/Skills

- Extensive knowledge of project management practices, including the RIBA Plan of Work.
- Extensive knowledge of contract administration, ideally JCT.
- Knowledge of safety standards and safe working practices.
- Knowledge of purchasing, inventory controls, supplies and equipment management.
- Strong organisation and strategic planning skills.
- Financial management skills e.g., ability to analyse P&L statements, develop operating budgets, forecasting and capital expenditure planning, pursue value for money.
- Ability to use standard software applications such as Microsoft Office.
- Excellent people management skills and a hands-on management style.
- Ability to take constructive action without relying on directions from others.
- Ability to be innovative and exercise flexibility rather than rigid adherence to procedures in order to accomplish goals.
- Strong communication skills (verbal, listening, writing), including the ability to influence key personnel at all levels.

Experience

- Evident and proven strong statutory compliance experience, knowledge and understanding.
- A demonstrable and extensive knowledge and experience of working on Grade 1 listed buildings of major architectural interest.
- Proven track record of a similar role in a complex heritage and visitor attraction site.
- Significant experience of managing large scale projects, budgets, stakeholder communication and works teams.
- Strong management experience in a complex and demanding environment.
- Strong track record in project management in a similar environment.

Attributes

- A collaborative individual who works well within a team.
- A commitment to support the Abbey's mission and values and an understanding of, and sympathy for, the Christian faith.
- A positive proactive approach.
- An ability to communicate in challenging situations.
- An ability to handle emergencies calmly and effectively.
- Good evidence of leadership management.

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 permanent.

Salary

The salary will be between £75,000 per annum, dependent on experience, 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 8am to 4pm Monday to Friday; however, the postholder will be required to work hours that suit the needs of the organisation.

Annual Holidays

The full-time holiday entitlement is 33 days per annum, including recognised public 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

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 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.

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.