



**Westminster
Abbey**

Application pack



Emergency Planning Manager

Salary £53,000 per annum

Full-time

Closing Date: 11 April 2025

Westminster Abbey

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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.

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 1.4 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.

Letter from the Deputy Receiver General

The Abbey is entering an exciting new chapter. Following the remarkable success of the major State events held here in 2022 and 2023, and with the Abbey Board enhancing our strategic leadership, we are embarking on a bold and ambitious journey to shape the future of our mission.

As a World Heritage site, we understand the vital importance of being prepared for any eventuality. It is essential that our emergency planning and business continuity strategies are not only in place, but are constantly evolving to meet the highest standards. This is why we're creating an important new role at the Abbey. While we already have plans in place for business continuity and the preservation of valuable objects, these need to be updated and refined to reflect the latest best practices. Additionally, we need to establish regular exercises to ensure we are always ready to respond effectively to a range of potential incidents. Coordinating all of this will be at the heart of this new role.

The Abbey's prominent location means we work alongside many stakeholders, each playing a role in managing incidents when they arise. One of the most exciting and challenging aspects of this position will be to forge strong, collaborative relationships with these diverse partners.

We're looking for someone who may be early in their career, with relevant experience and a professional qualification in this field. The Abbey is committed to supporting ongoing development, offering opportunities to grow in this role. What's more, the ability to build meaningful relationships, both inside and outside the organization, will be key to your success.

The Abbey is a truly extraordinary place where history and the present come together in remarkable ways. With major events come new risks, and the ability to manage those risks effectively is paramount.

I am delighted that you are considering this unique opportunity to join us. Please don't hesitate to reach out to our advisers at Capstone if you would like more information.

John Neilson
Deputy Receiver General

Job description

JOB TITLE: Emergency Planning Manager

DEPARTMENT: Security and Emergency Planning

POST REPORTS TO: Deputy Head of Security and Emergency Planning

JOB SUMMARY: This is an exciting opportunity for a new post at the Abbey to deepen our capacity to operate effective emergency planning at this World Heritage site. This will involve developing a strong set of suitable procedures in this area, and co-ordinating a range of exercises each year on different aspects. You will be an independent source of expertise and advice to colleagues on good practice, and develop a suitable network of contacts in relevant external organisations so the Abbey is kept up to date with best practice. As this is a new role it is expected to develop in scope over the next few years

KEY RELATIONSHIPS: **Internal:** Receiver General, Deputy Receiver General, Clerk of the Works, Head of Collections, Heads of Department, colleagues in Security & Emergency Planning

External: Business Continuity and Emergency Planning staff in relevant organisations, Police and Fire contacts, Contractors and suppliers

MAIN DUTIES AND RESPONSIBILITIES:

1. To evaluate and develop the Abbey's existing processes for emergency planning, including salvage of historic objects, and evacuation/invacuation/lockdown protocols, and develop and implement a suite of best in-class procedures with suitable consultation.
2. To co-ordinate and deliver a series of emergency planning and business continuity exercises each year to test varied aspects of the Abbey's resilience procedures, including business continuity, some in collaboration with external parties, e.g. neighbours, Police and Council.
3. To develop a network of contacts in relevant organisations with similar responsibilities, so the Abbey is kept up to date with best practice, with reciprocal arrangements in place where required.
4. To provide advice and deliver training to staff, residents and volunteers on specific issues such as personal evacuation plans and evacuation routes, and be responsible for procurement, storage and maintenance of all related emergency equipment.
5. To take responsibility for emergency communications channels and equipment, and in liaison with the Communications & Digital Department to maintain protocols for messaging to staff, volunteers and visitors in times of emergency, exercising, and testing.

6. As a staff member in the management team of a largely uniformed department, to take responsibility for some tasks linked to the management of the department, including the co-ordination and submission of monthly timesheets and the organisation of staff duty rotas to promote resilience at all times, especially for major events.
 7. Other duties as specified by the line manager from time to time, e.g., road closure messaging, and assisting with accreditation for major events.
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Person specification

This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post.

Qualification/Training:

- A relevant professional qualification such as ISO 22301 or certification as a Business Continuity Professional.

Knowledge/Skills:

- Proven experience in a significant organisation of emergency planning and business continuity, and of training.
- Experience of understanding and mitigating risks in a complex environment.
- Financial management skills relevant to the evaluation of securing value for money.
- An ability to use standard software applications such as Microsoft Office effectively.
- Strong organisational skills and attention to detail.
- Excellent verbal and written communication skills, including the ability to influence key personnel at all levels.
- An ability to build constructive working relations with colleagues of all levels and with internal and external stakeholders.

Experience:

- Experience of understanding and mitigating risks in a complex environment.
- Proven experience in a significant organisation of emergency planning and business continuity, and of training.
- Experience of working in a major architectural and historic environment, especially a major place of worship (Desirable).

Attributes:

- An ability to work independently to deadlines.
- Pro-active and solutions-focused.
- An effective workload planner, and a highly organised, methodical, and accurate individual.
- Highly motivated when working alone and as part of a team.
- A positive proactive approach.
- An ability to communicate in challenging situations.
- An ability to handle emergencies calmly and effectively.
- An understanding of and sympathy for the particular challenges of working in the environment of a high-profile Church, which is in a historic and sensitive setting.

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.

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 an enhanced level criminal record check.

Working for us

Employment Status

This post is permanent.

Salary

The salary is £53,000 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 31 days per annum, including recognised public holidays, rising to 33 days per annum in the fifth year of service.

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 complete 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.

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