



# Application Pack

**Ref: WA343**

**Deputy Director (Fellowship),  
Westminster Abbey Institute**

**Salary £55,065 per annum**

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

**Advert Date: 5 August 2024  
Closing Date: 8 September 2024,  
5pm**

**Westminster Abbey**

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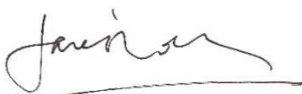
# A Letter from the Chair of the Institute Steering Group

This is an exciting time for Westminster Abbey. Having fully recovered from the significant challenges posed by the Covid pandemic, with refreshed confidence following the success of the major State events which took place here in 2022 and 2023, and having celebrated Westminster Abbey Institute's tenth anniversary with a major congress at Jesus College, Cambridge, the Institute has a key role in delivering significant components of the Abbey's mission over the coming years.

The Institute has developed an enviable reputation in its first decade, and we have recently appointed a new Director to lead and shape its future strategy. Our priorities include developing the Institute's diverse and talented Fellowship community, enhancing our parliamentary and institutional engagement, and expanding our public programmes. We're now looking for three Deputy Directors to each oversee one of these areas and to support the Director in this vital work.

We live in challenging times for public servants, with the values the Institute seeks to promote and nurture under constant pressure. The need, indeed longing, for the vision the Institute offers is both evident and tangible, and the Deputy Directors will each play a significant role in growing the Institute's reach and impact. We place a high value on collaborative working, so, alongside the contribution of their own creativity and commitment, the Deputy Directors 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.



The Reverend Canon Dr James Hawkey  
Canon Theologian



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## About Westminster Abbey



Above all else, the Abbey is a living 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.

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, musicians and artists.

Neither a cathedral nor a parish church, Westminster Abbey (or the Collegiate Church of St Peter in Westminster, to give it its correct title) 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 I on 21st May 1560.

The Dean is the Abbey's head of house and Ordinary. The four Canons of Westminster and the Dean comprise the Dean & Chapter, the governing body of Westminster Abbey. The Dean and Canons are also members of the Strategic Board of the Abbey. They are supported by the Receiver General and Chapter Clerk, who is head of the lay administration of the Abbey.

The Dean & Chapter forms the core of the Collegiate body, which includes the High Steward and High Bailiff of Westminster (currently the Duke of Buccleuch and Sir Ken Olisa) and their deputies, the Minor Canons, certain senior lay members of the Abbey staff, key advisors, senior staff of Westminster School and the Harris Federation, the Lay Vicars, the choristers and the forty-eight King's Scholars of Westminster School.

We are a welcoming community, though also complex and multi-faceted, with around 600 highly committed clergy, employees and volunteers. We have deep respect for the heritage of which we are the custodians, whilst 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. In addition, our newly created Employee Engagement Forum and Social Engagement programme are helping us to support and develop our staff and volunteers.

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The Dean and Chapter of Westminster defines our Mission in these terms:

- To offer daily divine workshop 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 Queen Elizabeth II and the Coronation of King Charles III and Queen Camilla, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. We attract over a million visitors from around the world every year, and our summers and peak periods are incredibly busy. However, we receive no regular income from the State, the Church of England or the Crown, and rely almost entirely on income from visitors.



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## The 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.



In its first ten years the Institute has established a strong identity and reputation, with a highly successful fellowship programme and 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.

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## The Role of the Deputy Director (Fellowship)

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 residential 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. Participants are also matched with a mentor from the Institute's [Council of Reference and Senior Fellows](#) and have the opportunity to meet leaders from across public service and the wider Abbey community. The Fellows' Programme is one of the most well known and successful elements of the Institute's first ten years. We have 150 Fellows across public service and are keen to nurture and enrich their connectivity and impact as a wider community.

This newly created role plays a key role in 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.

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

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# Job Description

<b>JOB TITLE:</b>	Deputy Director (Fellowship), Westminster Abbey Institute
<b>DEPARTMENT:</b>	Westminster Abbey Institute
<b>POST REPORTS TO:</b>	Director, Westminster Abbey Institute
<b>DIRECT REPORT(S):</b>	Westminster Abbey Institute Assistant(s)
<b>KEY RELATIONSHIPS:</b>	<p><b>Internal:</b> Institute team; Steering Group Members and other colleagues across the Abbey.</p> <p><b>External:</b> The Institute's network of Fellows and Council of Reference members; the Fellows' Council, other senior public servants and officials</p>
<b>JOB SUMMARY:</b>	This newly created role is pivotal to delivering the Institute's emerging strategy for <i>Renewing faith in public life</i> . The postholder will lead on supporting the growth and development of a thriving Fellowship community.
<b>BACKGROUND:</b>	<p>Westminster Abbey is both a place of daily worship and 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 approximately 300 employees and a greater number of volunteers.</p> <p>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.</p>

## **MAIN DUTIES AND RESPONSIBILITIES [undertaken through engagement with, and under the guidance and support of, the Institute's Steering Group]**

### **Programme design, delivery and review**

Leading the ongoing design and delivery of the annual Fellows' Programme in line with the Institute's emerging strategy for *Renewing faith in public life*, ensuring the programme remains relevant to the UK's public service context from an ethical and moral perspective.

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

Leading 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.



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Supporting the development of the wider, and growing, Fellowship community of around 150 members (alumni of the first ten years of the Fellows' Programme); designing an ongoing programme of events and activities that facilitate and sustain connectivity - with each other and with Westminster Abbey, and that enable an engaged and thriving network; facilitating 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 aspects of the logistical arrangements.

Researching, designing and implementing new programmes that seek to broaden the Institute's reach and impact with new audiences in public service e.g. extending its Fellowship model to include a new, Fellowship-lite approach that enables greater numbers of public servants, at different stages in their careers, to engage with the Institute's framework and approach.

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 Fellowship 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 stakeholders in order to continuously improve delivery, thinking critically about 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.

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## **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.

Providing effective and developmental line management for the Institute's Assistants, setting clear objectives, supporting with prioritisation, delegating effectively, and undertaking effective monitoring and management of performance.

## **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.

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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. '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**

### Education/Training/Qualifications

- Educated to post-graduate degree level or equivalent in a relevant field.

### Knowledge / Experience

- Demonstrable experience of working successfully in a programme or project management environment in a relevant field, with experience of delivering a portfolio of projects.
- Proven track record of designing effective programmes to achieve strategic objectives, analysing user needs and requirements and developing solutions.
- Demonstrable experience of effective programme or project evaluation and analysis of data to inform future developments/recommendations.
- Experience of successfully engaging stakeholders at multiple levels to shape programmes, inform content, and steer overall approaches.
- Experience of working within and across team boundaries to achieve shared outcomes and promote a culture of collaborative working.
- Knowledge and understanding of the public service context in which the Institute works.
- A deep sympathy with the Christian faith and traditions as practised at the Abbey.
- Knowledge and understanding of issues of ethics and morality in public life.
- Experience of working with leadership programmes and/or Fellowship/alumni schemes.

## Skills

- Excellent programme design, demonstrated through the ability to translate strategic objectives into meaningful content via engaging formats.
- Effective project and programme management, with the ability to deliver multiple projects concurrently to time, budget and quality.
- Research, evaluation and analysis, with the ability to make practical recommendations from high-level observations/trends, and to undertake detailed programme evaluation to inform ongoing development.
- Excellent interpersonal skills, with the ability to build relationships at all levels, to bring people with you, to listen/adapt in response to feedback, and to sustain engagement over time.

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- Excellent organisational skills, with the ability to plan effectively, manage and prioritise a varied workload, work under own initiative and demonstrate excellent programme planning and delivery.
  - Excellent oral and written communication skills to promote engagement and discussion with key stakeholders and audiences, and to deliver high-quality programme materials and communications/reporting.
  - Effective team working, with the ability to contribute to a stimulating work environment where new ideas, continual improvement, and learning from others is encouraged.
  - A collaborative mindset and approach, working proactively with colleagues to support the Institute and Abbey's work in the public square.

#### Personal Attributes

- Proactive and collaborative.
- Solutions and delivery-focused, able to respond creatively to challenge and opportunity.
- Commitment to Westminster Abbey's values and to supporting EDIB (Equity, Diversity, Inclusion and Belonging).

#### Desirable

- Experience of working in the public service and/or ethical context in which the Institute works, and/or with its public service audience.
- Understanding of Westminster Abbey's role, its place in public life and its potential to contribute to the public good.

*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.*

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# Working for us

## **Employment Status and Probation**

This post is permanent and is subject to a six-month probationary period.

## **Salary**

The salary will be £55,065 per annum and is paid on the last Friday of each month. Salary is reviewed annually.

## **Working Hours**

40 hours per week. In this post, the successful candidate will be expected to take a flexible approach and work additional hours as circumstances demand, which will include some evenings and weekends. The postholder is eligible to claim time off in lieu (TOIL) for additional hours worked in accordance with the Overtime Policy and will not be eligible for overtime payments.

## **Annual Holidays**

Abbey employees receive a full-time holiday entitlement of 31 days per annum, including recognised public holidays, from commencement of employment.

## **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 our catering outlets.

## **Season Ticket Loan**

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

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# Equality Statement, Safeguarding and How to apply

## Equality Statement

The Dean and Chapter aims 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.

## How to Apply

Please complete our application form, as CVs **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.

Please email your completed application to: [applications@westminster-abbey.org](mailto:applications@westminster-abbey.org).

**Applications should arrive no later than 5pm, Sunday 8 September 2024.**

**Shortlisted candidates will be invited for interview on Wednesday 18 September 2024.**

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