



Fabric Officer Application Pack 2024

Please email applications (No CVs) to: info@teWKesburyabbey.org.uk
Deadline for applications: 9am Friday 22nd November 2024
Interviews: Friday 6th December 2024



*“Tewkesbury Abbey is one of England’s most beautiful and majestic Churches...
one of our most extraordinary architectural jewels”*

His Majesty the King



Message from the Vicar

For over 900 years Tewkesbury Abbey has been at the heart of our community – as a place of gathering, worship, celebration and remembrance. Down the centuries we have been a Benedictine Abbey, a parish church and a place of refuge in times of flood and war.

Today the Abbey is a thriving parish church with hundreds coming here to worship each week, drawn by our commitment to daily prayer and our traditional choral worship. We are a 'Major church' within the Church of England and we are larger than fourteen of our country's cathedrals. We are also a venue for large civic events, concerts, fairs and festivals working in partnership with the town and borough mayors, the Roses Theatre, Tewkesbury Cultural Consortium and Gloucester Cathedral.

Like many heritage assets within the UK, COVID and lockdown presented us with serious challenges to our organisational sustainability. We are now responding to those challenges with ambitious plans to double our visitor income and numbers within five years. These plans have been agreed and funded by our Parochial Church Council and are being overseen by our trading arm Tewkesbury Abbey Limited.

This summer we applied for a £250,000 grant from a significant national funding body and we are hopeful for a positive response in November. This funding would include £50,000 of fabric reports and investigations which should hopefully lay the groundwork for significant future capital works. We hope that this will lead to one or more larger scale capital bids which could lead to a

ten-year funding relationship to secure the Abbey as a thriving venue, unique heritage asset and global visitor destination.

In February of this year, we hosted Luke Jerram's 'Gaia' installation which was visited by over 20,000 people from across the region. Alongside this and with local partners we also hosted environmental events, a schools programme, concerts and talks. This month we will also host the Luxmuralis immersive projection 'Space' and next February we will be hosting Peter Walker's Peace Doves installation.

As Fabric Officer you will play a key role in shaping and delivering our future plans. As well as day to day oversight of our programme of fabric work, you will work closely with our Head of Operations, Fabric Committee and external contractors on the delivery of our Conservation Management Plan. You will also have a key voice in scoping our next capital works in partnership with our funders. The successful candidate will be a flexible, team player who is looking for an exciting new challenge and the opportunity to deliver the next chapter in the life of the Abbey.

Revd Canon Nick Davies
Vicar of Tewkesbury

Overview

Job Title	Fabric Officer
Salary Grade	£30,000-£34,000 FTE (<i>depending on experience</i>) <i>Pro Rata: £18,000- £20,400 (depending on experience)</i>
Line Manager	Head of Operations
Reporting to Job Holder	N/A
Days and hours	24 hours per week, working days to be agreed. This will include occasional weekends and evenings.
Place of work	Tewkesbury Abbey, Church Street, Tewkesbury, GL20 5RZ
Date of issue	November 2024

Overall purpose of Job

To work together with the Fabric committee and Head of Operations to manage day to day fabric maintenance and repairs across the Abbey estate, to deliver the Conservation Management Plan and to input into the scoping of future capital works.

To provide advice and support to the PCC of St Mary Magdalene, Twyning.

Key responsibilities are:

- To plan, organise and where necessary, deliver Reactive Maintenance (RM) and Planned Preventative Maintenance (PPM)
- To have responsibility for Health and Safety and other Fabric compliance.
- To ensure fabric work is integrated into the wider operational life of the Abbey.
- To resource planning of future capital works

Responsibilities and accountabilities	Nature and Scope of Role
<p>To manage Reactive Maintenance (RM) and Planned Preventive Maintenance (PPM) across the estate</p>	<ul style="list-style-type: none"> • To oversee emergency works, and all RM and PPM to ensure it is completed in accordance with statutory and regulator. • To liaise and coordinate collaboratively with the Abbey stakeholders specifically contractors, to enable works to be planned into the Abbey's diary whenever possible. • To deliver RM and PPM using sustainable approach demonstrating the Abbeys commitment to the Church of England Net Zero Carbon (NZC) targets and the Ecochurch programme. • Regular liaison with the Abbey Architect and, when required, liaison with other architects, the Diocesan Advisory Committee (DAC), Historic England, Local planning authorities, archaeologists and other professional consultants. • To produce tender documents and source contractors. • To draft and apply for planning and Faculty permissions when required. • To undertake structural and environmental monitoring and inspections • To frequently access roof spaces and harness only areas in the delivery of the role's responsibilities including the completion of surveys, checking for damage or accompanying contractors and other authorised personnel. • To provide project management support to the trustees of the Grove Almshouse and Tewkesbury Almshouse Trust for property maintenance, as agreed with your line manager. • To financially manage areas of responsibility within accounting and budget limits set by the PCC.
<p>To have responsibility for Health and Safety and other Fabric compliance</p>	<ul style="list-style-type: none"> • Keeping the Head of Operations informed, manage Health and Safety to include producing all risk assessments and review existing risk assessments annually. • To undertake and record site health and safety surveys. • To manage and maintain records demonstrating estate compliance in accordance with statutory and regulatory requirements on behalf of the PCC. • To lead on Fire risk reviews and plan in Fire Services visits. • In liaison with the Head of Operations, have responsibility for Health and Safety investigations, RIDDOR reporting and liaison with local councils on Health and Safety matters. • To manage and deliver, including the maintenance of appropriate records, Health and Safety induction and ongoing Training requirements. • To liaise with relevant statutory and non-statutory bodies as necessary.

Responsibilities and accountabilities	Nature and Scope of Role
<p>To ensure fabric work is integrated into the wider operational life of the Abbey</p>	<ul style="list-style-type: none"> • To regularly liaise with the Finance team. • To use, monitor and respond to all emails. • To attend weekly operational meetings. • To attend and deliver a report to the Fabric Committee meetings. • To attend other ad hoc project meetings. • To provide technical support for major events and installations. • To be harness trained and comfortable to work at high level: to First Aid trained and to successfully complete all online training. • To be the point of contact for the Abbey's insurance company, including undertaking insurance review, and leading claim. • To be the point of contact for Tag Estate Agent. • To manage maintenance work for Abbey Lodge including survey and renovation work. • To manage grounds staff contracts, including yew hedges and trees. • To liaised with TAL over maintenance, purchase and servicing of Tearoom equipment.
<p>To contribute to the scoping and funding of future capital works</p>	<ul style="list-style-type: none"> • To work with the Development Team to scope and assess future capital projects. • To contribute detailed information for major donor & grant funding applications. • To provide feedback reports on completed capital works for major donor & grant funders.

Generic responsibilities

- The role requires the post-holder to work on some weekends, bank holidays and evenings. Time off in lieu will be given for internal events and over-time may be paid for external events as and when agreed by the Head of Operations.
- To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately.
- To undertake as requested other duties as may reasonably be expected.

Person specification

Attributes	Essential	Desirable
General	<ul style="list-style-type: none"> • A commitment to reflect the inclusive, Christian ethos of Tewkesbury Abbey, in all dealings with volunteers, congregation members and visitors • Excellent administrative skills including attention to detail, excellent time management skills and an ability to work to deadlines. • Good computer skills including Word, Microsoft Office suite Excel and Outlook. • Excellent interpersonal skills and an ability to work creatively and collaboratively with members of the congregation and volunteers and visitors. 	
Qualifications and Training	<ul style="list-style-type: none"> • A thorough understanding of building regulations and legislation, especially as they apply to listed buildings • Have/be willing to undertake basic Health and Safety Training IOSH or an equivalent training in risk assessment and risk management • Historic Building Management experience or qualification • To have knowledge of church life and the culture of the church as an organisation 	<ul style="list-style-type: none"> • Proven experience of managing major projects • Appropriate building profession qualification e.g. Surveyor, Quantity Surveyor, Building Surveyor. • Experience of working in the church, public or charity sector. • Experience in a specialist craft Accredited in building conservation
Skills and Experience	<ul style="list-style-type: none"> • Project Management Skills • Contractor procurement and management skills • Excellent organisation skills and ability to plan and prioritise workloads to meet deadlines • Good attention to detail, and commitment to delivering work to high standards of quality, to time within budget. • Professional and accountable approach to work, with an ability to manage multiple demands and 'customer' needs. 	<ul style="list-style-type: none"> • Experience of working alongside committed teams of volunteers.

Attributes	Essential	Desirable
Skills and Experience (continued)	<ul style="list-style-type: none"> • Good IT skills especially Excel and Microsoft Office. • Excellent financial and record keeping skills able to manage multiple budgets and records. 	
Personal Qualities	<ul style="list-style-type: none"> • Able to work co-operatively and collaboratively with colleagues of different disciplines • Good all-round communication and negotiation skills at all levels including face to face, by phone or in writing. • Able to balance best practices principles with limited financial resources. • Positive and proactive in your approach to solving problems and taking on new challenges • Self-motivated to put your ideas into action and to achieve your best • Respectful of people of all backgrounds and cultures • To have a Flexible and proactive and self-motivated approach, be able to work well in a team and have a can-do attitude, be adaptable and very well organised 	

Safeguarding

Tewkesbury Abbey are 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, to work within the policy and procedures of the relevant safeguarding policy and are required to attend all relevant safeguarding training. Appointment will be made under CofE safer recruitment framework.

Further details can be found here: www.tewkesburyabbey.org.uk/safeguarding

Application

Please apply using the form below and emailing it to info@tewkesburyabbey.org.uk. In section four please outline why you are applying for this role and please use the person specification above to tell us why you are the person best suited for this job.

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