

BRADFORD CATHEDRAL

Education & Visitor Assistant



 THE CHURCH
OF ENGLAND

Diocese of Leeds



Dear Applicant,

Thank you for your interest in the role of **Education & Visitor Assistant at Bradford Cathedral.**

This is an exciting moment in the life of the Cathedral, and I am delighted that you are considering joining us.

Bradford Cathedral has stood at the heart of the city for over 1,400 years. We are a place of prayer and worship, but also a place of encounter, creativity, learning, heritage, music, and civic life. As Bradford continues to grow and change, so too do the opportunities before us as a Cathedral. We believe we have an important role to play in helping people discover hope, belonging, purpose, and community.

Our vision is:

"To weave Jesus into the rich fabric of the city and beyond, ensuring that all can discover who they were created to be and that no one is passed by."

This role sits at the centre of that work.

Ultimately, we are seeking more than a skilled Education & Visitor Assistant. We are looking for someone who will come to know and love this place, who will help us grow, and who will find themselves growing alongside us.

If, having read the information enclosed, you believe that your skills, experience, and aspirations align with this opportunity, I would be delighted to receive your application.

Thank you once again for your interest in Bradford Cathedral. I hope this pack gives you a sense not only of the role itself, but also of the possibilities that lie ahead.

With every good wish,

The Revd Canon Jonathan Triffitt
Dean of Bradford

Role Overview

The Education and Visitor Assistant will work closely with the Director of Education and Visitors, providing a support service focused on the education and visitor experience at Bradford Cathedral.

They will play a key role in ensuring the success of visits and events by supporting the delivery, planning and organisation of workshops and events. They will also provide vital administrative support to the Director of Education and Visitors.

We are looking for an energetic and dynamic person, who will be able to work as part of an enthusiastic team in conveying the unique learning experiences of this sacred, historic and beautiful place.

Key responsibilities

- Assisting the Director of Education and Visitors with the delivery and management of education visits across all key stages and a range of curriculum areas
- Assisting with the delivery of family activities' sessions and group tours, when required
- Assisting with the setting up and packing away of education and visitor activities and events
- Maintaining and updating a stock of resources to support the education and visitor experience
- Assisting in the development and preparation of new education and visitor resources, when required
- Collecting and monitoring feedback from education visits
- Assisting with the creation of leaflets and newsletters relating to visits and upcoming events
- Maintaining the education and visitor experience pages on the Cathedral website
- Working closely with education and visitor volunteers and other staff
- Undertaking any other tasks as may reasonably be required within the time available to support the education and visitor experience
- Adhering to all of the Cathedral's policies and procedures.

- Supporting the Cathedral's commitment to safeguarding, and to widening access and promoting equality, diversity and inclusion.

PERSON SPECIFICATION

Essential

- Experience in a role working with children or young people (e.g. teaching assistant/teacher/youth worker/heritage sector, working with young people)
- Effective communicator, with the ability to present educational and visitor information in an engaging way and to a range of different age groups and cultures
- Approachable and friendly manner and enthusiastic attitude
- Good administrative and organisational skills
- Good general familiarity with IT, especially programs such as Word, Excel and PowerPoint

Desirable

- Experience of collaboration and/or working as part of a successful team
- Ability to be flexible and take initiative when needed

The successful candidate will meet the following criteria:

REQUIREMENTS	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A – Application form I – Interview R – References D- Documentation
Qualifications		
GCSE Maths and English.	E	A/D

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Teaching/teaching assistant/youth worker/ heritage, youth or family engagement qualification	E	A/D
Communication skills, including working with people and being able to present educational and visitor information in an engaging way	E	A/I/R
Demonstrates a good level of organisational skills	E	A/I/R
Good general familiarity with IT, especially word/excel	E	A/I/R
Administrative skills	E	A/I/R
Experience		
Experience in a role working with children or young people	E	A/I/R
Proven ability to work collaboratively with colleagues	D	A/I
Experience of working alone	D	A/I
Knowledge		
A knowledge of safeguarding and a commitment to implement the Cathedral's Safeguarding policies and processes.	E	A/I/R
Ability to sensitively make the Christian faith accessible to those of different faith backgrounds and none	E	A/I

REQUIREMENTS	ESSENTIAL (E) DESIRABLE (D)	MEASURED BY: A – Application form I – Interview R – References D- Documentation
Attitudes		
A willingness to engage and work with the Cathedral's stated purpose, values, foundations and ambitions as outlined in the Cathedral's Vision.	E	A/I
Sympathetic to the aims and objectives of the Church of England	E	A/I
Self-organisation and the ability to balance own workload.	E	A/I

Terms and Conditions

Bradford Cathedral is committed to safeguarding and promoting the welfare of children and all vulnerable people. This commitment is shared by our staff and volunteers.

Reporting: The post holder will be line managed by the Director of Education and Visitors

Place of work: The post is based at Bradford Cathedral.

Duration of Contract: 2 year fixed term contract (potential for extension, subject to funding)

Salary: The salary is £12,400 pro rata per annum (FTE £28,182) which will be paid by credit transfer on or around the 24th of each month.

Hours: This a part-time post – 16.5 hours per week, 9.45am to 3.15pm. The post holder will be required to work Mondays, Tuesdays and Thursdays, though it may be necessary to occasionally work outside of these hours in response to the needs of the Cathedral.

This will be agreed in advance. **Applications for job share are welcome**

Holidays: The holiday entitlement for an equivalent full-time post is 28 days plus bank holidays (a total of 36 days or 270 hours). This entitlement will be applied pro rata to this post meaning 119 hours (inclusive of Bank Holidays) would be available for the year.

Pension: The Cathedral participates in the Church Workers Pension Fund. The Cathedral will pay a 5% contribution to the pension scheme provided you pay a minimum of 3.5% of your salary into the scheme. You will be automatically enrolled unless you decide to opt out.

Notice period: One month

Referees: Names and contact details of two referees will be required.

How to apply

Please apply through the advertisement listed on Church of England Pathways at:

The deadline for applications is Sunday 11th October 2026. Interviews will take place on Thursday 15th October 2026 at Bradford Cathedral.