



Site, Safety and Security Manager

Recruitment Information Pack
October 2025



JOB DESCRIPTION

SITE, SAFETY AND SECURITY MANAGER

Reports to: Head of Property and Operations

Key Relationships: Chief Operating Officer, Chief Finance Officer, Heads of Departments and the Estates Manager of the Diocese

Start date: Immediate

Salary: Commensurate with experience

A large 4 bedroom family home, (located on the Cathedral site), with front and back gardens and ample parking is included as part of the remuneration package. The house is deemed necessary for the performance of duties of this role so will not form a taxable benefit.

Hours of work: 35 hours per week (excluding lunch breaks). This role requires flexibility on the part of the post holder who will be required to be available, out of office hours, to perform the final evening sweep and securement of all buildings on site. The Cathedral is open seven days a week and the post holder will need to be able to work from time to time during evenings, weekends and bank holidays including at significant liturgical services such as at Christmas and Easter.



CHELMSFORD CATHEDRAL



Introduction from the Dean

Chelmsford Cathedral, the Cathedral for the Diocese of Chelmsford, stands at the very centre of the county of Essex. As well as serving the whole of that richly diverse county, it also serves East London. A parish church Cathedral (it acquired Cathedral status in 1914), the building is 15th Century; but its interior, vividly and creatively reordered in the later twentieth century, glows with an evocative clarity of rare colour and warmth.

It has been described as a “jewel box of contemporary art” - from the haunting and sombre external sculpture of St Peter by Thomas Huxley Jones to the green and gold of Mark Cazalet’s Tree of Life mural; from the bright ordered geometry of Beryl Dean’s patchwork at the East end of the Chancel to the stark glass etching of St Cedd in the chapel dedicated to him in the north-west corner.

At the heart of both city and county, the Cathedral is a hub for a rich variety of community activity. It’s a space for refreshment, respite and prayer for hundreds of people every day passing through its grounds. It’s a gathering place for schools, for civic events and services (such as the Justice Service and the Mayor’s annual service), for diocesan occasions such as ordinations; and, of course, the great Feasts of Christmas and Easter, where the intimate space of one of England’s smallest Cathedrals is crowded out. Its congregation is thriving and diverse, with a lively junior church, and its liturgical and musical life is flourishing, with a rapidly growing choir of young choristers (boys and girls) as well as adult singers.

The Cathedral is growing its appetite for curating, hosting and theming a variety of cultural and educational events such as concerts, lectures and exhibitions. It is scoping its potential for social action in a busy city where a variety of need presents itself almost daily. And underpinning all that the Cathedral does are the daily services of prayer, song and communion, praying for a city, county, diocese and world in need of peace and compassion.

A handwritten signature in black ink, likely belonging to the Dean, positioned at the bottom right of the page.

ROLE DESCRIPTION

ROLE PURPOSE

The Site, Safety and Security Manager is an important new role at Chelmsford Cathedral. The role holder will have overall responsibility for the maintenance and security of Chelmsford Cathedral, Churchyard and its wider estate.

CONTEXT

The Site, Safety and Security Manager has a significant role in the overall management of Chelmsford Cathedral's site and estates.

The Key aspects of this are:-

- Managing the maintenance of the Cathedral and its wider site (Cathedral church, site buildings and Churchyard) including the fabric, building services, engineering systems, utilities, security and grounds and the supervision of planned maintenance works;
- Overseeing the management of the Cathedral's wider property portfolio in liaison with the Estate Committee, Chief Officers and Head of Property and Operations.
- Effecting and managing a robust and proactive culture to meet statutory obligations in relation to Health & Safety and other safety frameworks.
- Leading on site security particularly in relation to our public spaces, and liaising with local police and community protection services.
- Driving the Cathedral's efforts to achieve the Church of England's 2030 Carbon Net Zero targets, including reducing its emissions, improving energy efficiency, and promoting environmental stewardship, along with working to retain our Gold Eco Church Award
- Managing, monitoring and reporting, (as required), on the departmental budget and programme delivery.



MAIN DUTIES & RESPONSIBILITIES

SITE

Property Management

- Under the direction of the Cathedral Architect, Chief Operating Officer and Head of Property and Operations, oversee the maintenance and repair works to the Cathedral, Cathedral buildings and other Cathedral properties.
- Oversee the management of external contractors who are operating on site, including managing communications, risk assessments, supervision of workmanship and quality and record keeping;
- Liaise with the Guy Harling's Trustees and Diocese to ensure the day-to-day effective management and utilisation of the Guy Harling's Estate Estates Manager in the best interests of the Cathedral;
- Develop and implement, working alongside the Head of Property & Operations, a strategic maintenance programme for the Cathedral site and property portfolio;
- Ensure compliance with appropriate consents for work on Cathedral properties, whether under the Care of Cathedrals Measure 2011 or other appropriate legislation;
- Assist with the proper operation of the lighting and sound systems for services and events;
- Support and/or supervise the set up/down for Cathedral special services and events. This will include the movement and arrangement of furniture, erecting and dismantling of staging, liaising with other staff and volunteers to coordinate physical effort;
- Identify maintenance and repair needs in the Cathedral and precinct, undertake everyday maintenance checks and tasks and ensure that the Cathedral's maintenance plan is monitored and that tasks are completed in an appropriate and timely fashion;
- Supervise the regular weekly cleaning schedule of all areas of the Cathedral – including non-public areas – to ensure that the highest possible standards of heritage cleaning are maintained;
- Oversee Verger duties to ensure that the Cathedral precinct and grounds are well maintained and kept clean and tidy;

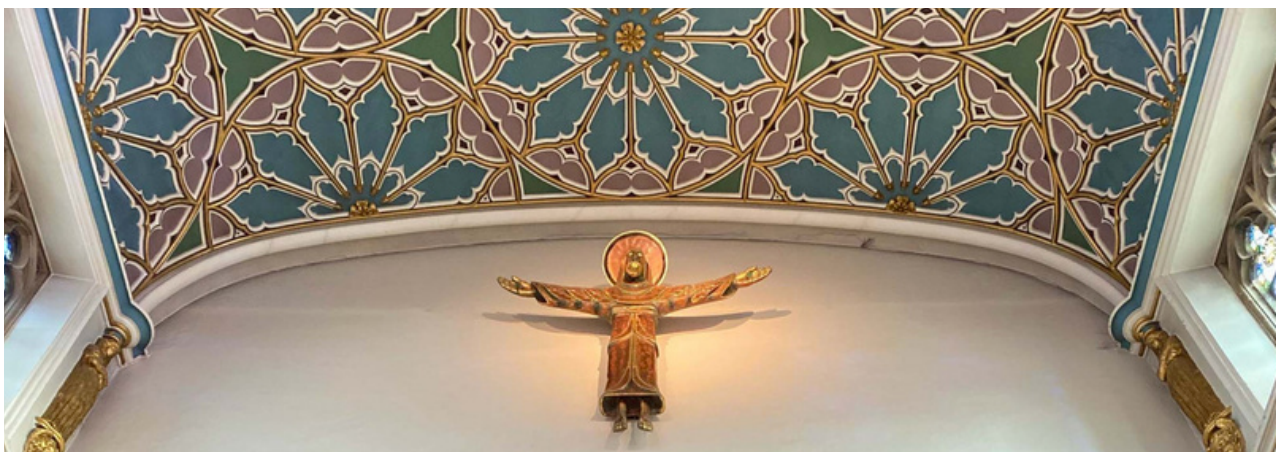


MAIN DUTIES & RESPONSIBILITIES

SAFETY

Health and Safety

- Be the first point of contact for the annual Health and Safety (H & S) audit and subsequent correspondence;
- Assist with compliance requirements following the annual H & S audit, working alongside the Head of Property & Operations;
- Ensure that all relevant legislation, including Health & Safety legislation, is complied with and that appropriate policies and procedures are devised and implemented;
- Ensure compliance with relevant legislation and statutory codes of practice, as advised, e.g. legionella, asbestos, fixed wire and other electrical testing, gas safety, etc.;
- Liaise with external service providers and contractors to schedule and oversee inspections and other works being undertaken in the Cathedral and precinct to ensure safe working and obtain suitable Risk Assessment/Method Statement (RAMS) from all contractors;
- Keep up-to-date on legislation, regulatory practice, and guidance on relevant matters and ensure the Head of Property and Operations is kept advised of changes and their practical consequences for the Cathedral and associated properties;
- Carry out regular routine visual inspections of the Cathedral premises, reporting any potential hazards, where required, and updating the risk register with the relevant departments accordingly;
- Lead on embedding and championing a positive fire safety culture across the site;
- Develop and deliver (personally or using approved external providers) fire safety training (Fire Warden, Fire Prevention, Fire Safety) and ensure that all training is current and adequate;
- Review risk assessments for all contractors, ensuring a hot works permit management system is in place;
- Conduct Fire Risk Assessments for all properties, develop action plans, mitigate risk and collaborate with colleagues to ensure best practice;
- Conduct and observe practical fire safety evacuation drills across the site.



MAIN DUTIES & RESPONSIBILITIES

SECURITY

- Assist with the maintenance of security and health and safety measures within the Cathedral, Chapter House, Cathedral offices and precinct, and, as required, respond to emergency situations, liaising with senior staff and the emergency services;
- Manage, in liaison with the verging team, the site intruder alarms and be the first point of response to them;
- Ensure that the site is locked up and secure each evening;
- Lead on maintaining a safe environment across the site including the churchyard and respond to any immediate issues in a professional manner;
- Able to deal with vulnerable adults in a manner aligned to the Cathedral's values of compassion and respect, whilst maintaining a safe environment for all our visitors;
- Where required, provide a security presence at Cathedral events to ensure the smooth running of those attending.



ROLE DESCRIPTION

Management & People

- In liaison with the Chief Operating Officer and the Head of Property & Operations, manage control and supervise the programme of works (major programmes of conservation and repair, routine maintenance schedules and ongoing properties refurbishment and upgrade). This includes detailed planning and programming of works;
- In liaison with the Chief Operating Officer and the Head of Property & Operations, develop and implement a robust Energy Management Policy incorporating a carbon management plan and waste strategy, to achieve the Cathedral's target of being carbon neutral by 2030;
- Take a leading role in the supervision of the Verger team, including volunteers, to ensure the smooth operation of the Cathedral building at all times;
- Be willing to attend major and VIP events that take place at the Cathedral in a caretaking capacity;
- Maintain positive working relationships with all clergy, staff and volunteers to help with the delivery of the Cathedral's vision and strategy;
- Be aware of, and follow, all of the Cathedral's policies and procedures, including those pertaining to the Safeguarding of all those who visit the Cathedral;
- Oversee the management of external contractors who are operating on site, including all contracts, communications, risk assessments, supervision of workmanship and quality and record keeping.
- Maintain close working relationships with Safeguarding and Pastoral colleagues to ensure seamless Cathedral-wide operation.

Financial

- Produce and manage, alongside the Head of Property & Operations, an annual and three year budget for the Property Department which responds, in particular, to the priorities in the Quinquennial Inspection Report. Ensure that the department operates within that budget;
- Develop and manage a procurement policy alongside the Chief Finance Officer and Head of Property & Operations with certain major supplier contracts and service agreements that reflects the values of Chelmsford Cathedral and ensures value for money and appropriate high-quality work.

ROLE DESCRIPTION

Stakeholder Engagement, Meetings and Committees

- Develop and maintain good working relationships with the Diocesan Property Maintenance and Facilities teams;
- Develop and maintain good working relationships with the local police, emergency response teams, Council's Community Safety team and other social agencies dealing with the public safety, management of vulnerable adults and response to antisocial behaviour in the Cathedral's grounds;
- Attend, as requested, the following meetings:-
 - Estate Committee
 - Safeguarding Committee
 - Sustainability group
 - Business Continuity Group.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.



PERSON SPECIFICATION

Person Specification

- Level 3 Award in Fire Risk management;
- IOSH Managing Safely;
- Experience of conducting fire risk assessments;
- Understanding of how to test policies in practice and monitor and report through KPIs;
- Effective and clear communication skills both written and verbal;
- Strong IT skills;
- Skilled in formal and informal training delivery in an engaging and effective way for a wide range of staff and volunteers;
- Proven organisational skills.

Skills and Competencies

- Ability to work calmly and professionally;
- Experience of dealing with confidential information with complete discretion;
- Provide a warm welcome to all visitors of the Cathedral; including those attending services of worship, events, other activities or meetings, as part of the floor management team.



ADDITIONAL DETAILS

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely, with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of six months and then destroyed. If you are the successful candidate, your application form and cover letter will be retained and form the basis of your personnel record. By submitting your application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Safeguarding

Chelmsford Cathedral is committed to the protection, safeguarding, care and nurture of all children and vulnerable adults within the church community. Our Safeguarding policy complements and is compliant with the Church of England's safeguarding policy statement for children, young people and adults, 'Promoting a Safer Church' (2017). We follow best practice for Safer Recruitment.

Equality, Diversity and Belonging

At Chelmsford Cathedral we believe in a Church that welcomes and serves, celebrates and affirms all people, and does not discriminate on the basis of age, disability, ethnicity, gender, gender identity or sexuality. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone. The Cathedral recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination. Chelmsford Cathedral will seek to promote the principles of equality and diversity in all its dealings and with all its staff and those who act on the Cathedral's behalf are required to adhere to this policy.



APPLICATION

To request an initial discussion about the role with our Chief Operating Officer, Justine Horseman Sewell, please email admin@chelmsfordcathedral.org.uk.

APPLICATION PROCESS

Please complete the Application Form, along with a covering letter, with reference to the role and return to admin@chelmsfordcathedral.org.uk

The deadline for applications is midday, 20 November 2025.

Interviews will be held at Chelmsford Cathedral Offices during the succeeding two weeks commencing 24 November 2025. More information about the process will be provided to the shortlisted candidates nearer the time.

The successful candidate will be offered the post conditionally until all Safer Recruitment checks are completed satisfactorily. This post is offered with a six-month probation period.

ACCESSIBILITY

Should you require any reasonable adjustments to be made for you to attend the interview, please let us know.





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Registered Charity Number 1207270

