



Part-time Co-ordinator of The Friends of Westminster Cathedral

Executive Summary

The Society of Friends of Westminster Cathedral (“The Friends”) is a registered charity (number 272899) founded in 1977. Although it is entirely independent of the Roman Catholic Diocese of Westminster of which the Cathedral is a part, The Friends works closely with Cathedral staff, volunteers and clergy to raise funds for the Cathedral. The original focus of the Friends’ activities was to ensure the future of the Cathedral choir, however, it now provides funds for a broad range of Cathedral needs both through membership fees, special appeals and fundraising events of a social nature.

Job Description

Introduction

The part-time role of Co-ordinator of the Friends requires someone with strong interpersonal and organisational skills who is able to work on their own initiative to implement the plans and actions determined by the Council of the Friends and its sub-committees. The successful applicant will assume responsibility for the day-to-day running of the Friends and must be able to demonstrate competence to deliver the exacting administrative support required for a successful membership organisation. A good communicator, the Co-ordinator will sustain engagement with the membership through personal contact, written and digital channels. Alongside planning and organising fundraising events, they will recruit and enthuse volunteers from among the Cathedral community to assist with running the Friends. Previous experience of fundraising and proven writing skills would be beneficial. The role is based at the Friends’ office in SW1 although some flexible working can be accommodated.

Key Responsibilities: Co-ordinator of The Friends

Organisational and Administrative

- The Friends is primarily a voluntary group and it is important to draw in help from volunteers in carrying out the routine administration whilst remaining responsible for the operations.
- A normal working week will be 20 hours. The post holder may work entirely from the office and by attending meetings and events or on a hybrid basis with home working.
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- It will be necessary to be present in the office for some part of the working week in order to respond on a timely basis to postal and telephone enquiries and to establish and maintain working relationships with members of the Cathedral staff.
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- To oversee an efficient and effective office system (including a filing system) and environment for the support of the work of the Friends.
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- To ensure that the telephone is answered in a warm and efficient manner and that, when absent from the office, the answerphone is checked, ensuring that all messages taken are clearly recorded and passed on promptly.

- The Friends' Council, who are its charity trustees, meets quarterly and the Friends membership meets in the Annual General Meeting. These five meetings each year take place in the evening and the coordinator's duties include attendance.
- To co-ordinate the organising of Friends events with the Events committee.
- The Friends programme of events includes day trips and evening meetings and events in Westminster Cathedral Hall occasionally at the weekend. The Coordinator will ensure that the running of these events is supported either through being present with volunteers or by organising volunteers to run events.
- To oversee the maintenance of details of the membership on the database of the Friends, the Council and its Committees and communicate with these as necessary.
- To manage the monitoring of annual and standing order subscriptions, the sending of timely reminders for late payers and appeals to lapsed members to re-join.
- To monitor appeal revenues for the Friends.
- To work with the Development Committee in developing and implementing a strategy for increasing the membership. The committee members will carry out the majority of the work, but they will require support for example with the provision of printed materials. The strategy may include the establishment of Associated Societies and Associated Parishes, a programme of visits to parishes and by parishes to the Cathedral, university chaplaincies and other organisations, organising a system of parish representatives and writing articles about the Friends to appear in the Catholic media.
- To work with the Development Committee to monitor the achievement of these membership goals.
- To manage all stationery and consumables ordering and supplies, ensuring that the Friends receive best value for money.
- To ensure all office equipment is kept operational, organising repair as needed.
- To be responsible for both first aid and health and safety within the office.

Fundraising

- To formulate ideas for fundraising programmes and to carry them out with the assistance of the Council and volunteers.
- To ensure that all fundraising generates a profit.

Communications

- To assist in preparing, editing and producing regular newsletters and other electronic communications.
- To organise the printing, copying and dispatch of postal mailings to the membership, the aim being to distribute communications electronically where possible but being mindful that some members will still need hard copy communications.
- To co-ordinate with the Cathedral Website manager in order to update the Friends page to maintain the Facebook and Instagram accounts.
- To consider with the Development Committee the growth of communication through social media.
- To assist with the organisation, communication and operation of the Friends AGM, the Annual Report and to liaise with the Treasurer regarding the annual audit and production of accounts.

- To organise the inclusion of the Friends in Diocesan yearbooks and other publications.
- To organise appropriate secretarial support for meetings of the Friends' Council, and other committees, being mindful of the possibility of involving members in helping with this task, particularly for committees.
- To issue notices and agendas, where appropriate, convening these Friends meetings.

Financial

- To support the Friends' Treasurer as necessary.
- To work with the Friends' Treasurer in keeping up to date computerised financial records.
- To prepare cheques for signature and undertake banking as required.
- To review invoices and query/rectify mistakes as required.
- With the Treasurer to pay invoices and other expenditure in a timely manner and file all related documents as required.
- To manage the petty cash and maintain petty cash records.

APPENDIX

Further details of the arrangements for the employment and management of the co-ordinator

The role is based at the Friends' office located in Westminster Cathedral Clergy House, London SW1P 1QW. Line management and support is provided by the Officers of the Friends being the Chairman, Vice-Chairman and the Treasurer. Currently the line manager is the Chairman, but the Friends may appoint the Vice-Chairman as line manager. The Treasurer has a particular role in managing the Co-ordinator's financial responsibilities and in carrying part of the finance work including drawing up the accounts.

The Friends runs its own payroll. It fulfils its responsibility under pension auto enrolment under the NEST scheme. The Friends will pay 5% employer's contribution and deduct a 5% employee contribution, although the employee may opt to contribute more.

The appointment is subject to a six-month probationary period and is for a 12-month period only as the Friends review their operations.