Apprentice Joiner
APPLICATION PACK
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Introduction to working at York Minster

York Minster means so many different things to so many people! Everyone who joins our team is amazed at the range of skills needed here and the friendliness of the clergy, staff and volunteers. One recent new starter commented on how relaxed and unstuffy we are. We are a world of contrasts from the spectacle of a Royal visit through to the one to one pastoral care given to a grieving visitor. We calmly offer a daily cycle of services whilst also opening our doors to sightseers, concert goers and local people just wanting to catch their breath in a busy world.

We are the seat of the Archbishop of York, the Cathedral and the Metropolitical Church of St Peter in York – York Minster as it is better known – is the mother church of the Northern Province and the Cathedral for the Diocese of York. It is a centre for Christian life in the North of England. York Minster has been a place of prayer and pilgrimage for over 1,400 years and worship is still at the heart of our life. York Minster’s Choir of adult Vicars Choral and boy and girl choristers is world renowned. The Choir’s mastery of the English choral tradition is one of the Minster’s crowning glories. Staff describe a ‘tingle down the spine’ as you hear voices soaring to the rafters or the majestic roar of the organ.

The Minster itself is a gothic masterpiece in stone and stained glass, a magnet that draws people to visit the City of York and a defining symbol of the ancient “capital of the North”. Even long serving staff describe literally stopping in their tracks at times as the sun illuminates the intricate stained glass or spotlights the stonework. Each year around 650,000 people from all over the world come to explore the Minster, and visitor surveys find a high level of satisfaction from their experience. It is one of the centres of York’s lively cultural and intellectual life, hosting many concerts, lectures and exhibitions.

The Stoneyard’s craftsmen and women are immensely skilled and knowledgeable about both the church building and the Precinct Properties; a fine Library is run in partnership with the University of York; there are two cathedral shops and a team of staff and volunteers who manage the floor of the Minster and work to ensure that all our visitors receive a warm welcome.

York Minster is more than 800 years-old and its gothic architecture is subject to a complex and ongoing cycle of repair, restoration and conservation. Whilst the York Minster Fund provides some financial security, the Minster relies on funds raised from visitors to ensure that the building is properly maintained. It receives no regular income from the Government.
We don’t ask staff whether they have a personal faith or not. All we ask is that you respect our mission and feel aligned to our values:

**Our Mission Statement**

Living Christ’s Story through our prayer, hospitality, service and stewardship.

**Our Values**

- Trust
- Wisdom
- Courage
- Humility

**Organisation, Management and Governance**

The Minster is governed by the Chapter, chaired by the Dean and comprising executive members - Residentiary Canons - and non-executive members, Lay Canons. The day-to-day operation of the Minster is overseen by the Senior Executive Team comprising both lay professional staff and the residentiary clergy.

York Minster has completed registration with the Charity Commission in line with the Cathedral Measure 2021 and is now under the joint regulation of the Charity Commission and the Church Commissioners.

The Minster receives no regular income from the Government or the Church of England (less the stipends of three clergy), and relies on monies raised from visitors to ensure that the building can be properly maintained for future generations.
Apprentice Joiner

37.5 hours per week

£9.45 per hour

The York Minster Stoneyard is one of the largest in the country and is regarded as a centre of excellence for many traditional crafts and modern trades including masonry, carving, carpentry, plumbing and electrical. A rare opportunity has arisen to train as an Apprentice Joiner on a five-year contract, reviewed annually, working with and learning from some of the most skilled tradespeople in the country.

The apprenticeship includes a programme of part-time study at York College, beginning in September. We are looking for a reliable, enthusiastic individual with a passion for developing joinery skills and the ability to contribute to the work of one of the great cathedrals of the world.

Completed applications should arrive no later than **noon on Monday 17 July 2023**. Interviews will take place in the week commencing Monday 24 July 2023.
<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Apprentice Joiner</th>
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<tr>
<td><strong>Department:</strong></td>
<td>Works</td>
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<td><strong>Reporting to:</strong></td>
<td>Head of Precinct</td>
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<td><strong>Managing:</strong></td>
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**Core Purpose:**

Attend York College to gain Level 2 and Level 3 Architectural Joinery Qualifications (1 day per week) whilst generally assisting with joinery works in York Minster and Precinct (4 days per week).

**Accountabilities**

To work towards and gain Level 2 and Level 3 Architectural Joinery Qualifications through a programme of study at York College.

To assist the Joinery Team with their work in York Minster and Precinct.

To support other trades within the Stoneyard as required.

To maintain the highest professional standards.

**Personal Development**

Undertake training required for your role or agreed as appropriate for future development.

Contribute to supervision and performance management arrangements by your line manager such as 1-1 meetings and interim/full year appraisal (PDR) reviews.

**Any Other Duties**

You may support Joiners with:

Conservation joinery; carving; wood machining; window repairs; rigging / staging; lock repairs; kitchen fitting. You may also be required to provide joinery support to other trades, including Stonemasons, scaffolders, plumbers, electricians and bricklayers.

This Job Description gives an overview of your responsibilities. It does not form part of your contract of employment and you may be required to undertake other duties that it is reasonable to ask of you given your knowledge, skills, experience and level of training.
Health & Safety
Under the Health and Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. You must immediately raise any concerns concerning your health, safety or welfare at work to an appropriate person.

Safeguarding
All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Minster. You will be required to understand and follow our policies and procedures including reporting concerns, undertake designated safeguarding training, diligently perform safeguarding duties specific to your role and follow good practice in relation to your own behaviour and conduct.

Equality, Diversity & Inclusion
We are striving to provide a warm and inclusive welcome to our staff, volunteers and visitors. As a values led organisation, we see our legal obligations as a starting point and are on a journey to ensure all our staff can be their authentic selves at work. We expect all staff to support this commitment as we seek to create an environment in which they feel empowered and equipped to challenge any inappropriate language, behaviours or ways of working that they witness.
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<tr>
<th>REQUIREMENTS</th>
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<tr>
<td>The post holder must be able to demonstrate:</td>
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<td>A - Application form I – Interview</td>
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<td><strong>Supporting Our Values</strong></td>
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<td>Respect for the Christian ethos and mission of York Minster</td>
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<td>Active support for our values of Trust, Wisdom, Courage and Humility</td>
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<td><strong>Education/Qualifications/Training Courses</strong></td>
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<td>3 GCSEs at grade 3 (D) or above.</td>
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<td>Grade 4 or above in English and Maths, Or willingness to work towards Level 2 Functional Skills in these subjects.</td>
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<td>Important Note – we welcome applicants who have equivalent levels of education/qualifications/training or who have followed vocational or alternative routes to gain similar levels of knowledge.</td>
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<td><strong>Knowledge &amp; Experience</strong></td>
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<td>Work experience in Joinery, woodworking or other construction trade.</td>
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<td>General interest in construction, buildings conservation, ecclesiastical and historical buildings.</td>
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<td>Awareness of Health and Safety in the workplace.</td>
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<td><strong>Competencies</strong></td>
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<td>Attention to detail.</td>
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<td>Good written and verbal communication.</td>
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<td>The ability to work as part of a team.</td>
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<td>Flexibility to respond to the needs of the department and helping others where required.</td>
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<td>Reliable.</td>
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<td>Commitment to successfully complete apprenticeship.</td>
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## Special Features

Physical fitness to cope with the physical demands of the role including working at heights.

Personally flexible and prepared to support other departments.

Full, Clean Driving License.

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Salary

The pay for this role is £9.45 per hour for the first year of the apprenticeship, plus contributory pension scheme where applicable.

Working Patterns

The role is 37.5 hours per week, working 4 over 5 days per week. The Apprentice will also attend York College for 1 day per week.

Annual Holidays

The FTE holiday entitlement is 25 days per annum plus 8 public holidays. If a member of staff is required to work on a public holiday, they will be entitled to the equivalent time off on an alternative day, to be agreed with their Line Manager.

Pension Scheme

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the occupational Staff Pension Scheme. The Chapter of York will contribute to a contributory pension scheme with the Church Workers Pension Scheme including Life assurance at three times salary. Employee contributions are 3% and automatic enrolment will be made unless the employee chooses to opt out. The contribution made by The Chapter of York is 10.25%.

Staff Discount

All employees receive a 10% discount on purchases from the York Minster Gift Shop and discounts from various shops and cafes within the vicinity of the Minster Precinct. A Cash Health Plan has been introduced providing lump sums towards dental, physio, optical costs, membership of the PerkBox discount platform, virtual GP access and an EAP.

Parking

Free parking is available subject to availability.
Chapter aims to provide equality and diversity to all in employment, and aims not to discriminate on grounds of social economic group; gender; race; colour; nationality; ethnic or racial origin; carer responsibilities; sexual orientation; disability; age; appearance; religious or political belief; trade or union activity; or any other conditions, or requirements which cannot be shown to be justified. The same commitment also applies to discrimination based on association with someone who possesses any of these characteristics, and to discrimination based on the perception that someone possesses such a characteristic.

To ensure that Chapter’s Equality and Diversity policy is operating effectively (and for no other purpose) we maintain records of employee’s and applicants’ racial origins, gender and disability. Ongoing monitoring and regular analysis of such records provide the basis of appropriate action to eliminate unlawful direct and indirect discrimination and promote equality and diversity.
Please complete the Application, Confidential Declaration and Equality & Diversity forms in full that are available as a link on our online Jobs page yorkminster.org/jobs/ and send to:

jobs@yorkminster.org

Completed applications should arrive no later than noon on Monday 17 July 2023. Interviews will take place in the week commencing Monday 24 July 2023.

If you are invited for interview, you will be asked to produce evidence of your eligibility to work in the UK. Offers of employment are subject to satisfactory references, medical clearance.