****

**February 2021**

Dear Applicant,

Thank you for the interest you have shown in our **Digital Co-ordinator** vacancy. If you would like to apply, an application form and job description are attached. Please note that we require a completed application form and will not be considering CVs.

Chichester Cathedral is a living church and a major visitor attraction welcoming over 250,000 people annually to an institution which has been at the centre of life in Chichester for nearly 1000 years. This special place is a centre for the religious, artistic and cultural life of the community, not only in Chichester but throughout Sussex and beyond, it is also the Mother church of the Diocese of Chichester.

We are seeking a talented Digital Co-ordinator who will enjoy working in this exciting and complex environment. The position is fixed-term (18 months) and full time, though we could consider a part time option of 0.8FTE for the right person. If you have excellent digital marketing and communication skills, and have an understanding of digital content and resource development, we would be delighted to receive your application.

In return we can offer you:

* a salary of £26,000 (pro rate if p/t);
* a defined benefit contribution pension scheme to which you would contribute 2% and the employer contributes 6.5%;
* 34 days annual leave, including bank holidays, with the option of salary sacrificing an additional 5 days leave;
* access to a 24 hour Employee Assistance Programme for you and your family.

|  |  |
| --- | --- |
| **Closing date:** | 5.00pm on Wednesday 24th February 2021 |
| **First interviews:** | Monday 8th March 2021 |
| **Second interviews:** | Monday 19th March 2021 |

Application Form

|  |  |
| --- | --- |
| **Vacancy** | **Digital Co-ordinator**  |
| **Where did you see this vacancy?** |  |

|  |
| --- |
| **Your contact details:** |
| **Name inc title:** |  |
| **Address:** |  |
| **Mobile:** |  |
| **Landline:** |  |
| **Email address:\*\*** |  |

**\*\*** our preferred method of communication is by e-mail

|  |
| --- |
| **Your referees’ details:** Please indicate two people who can provide references and the capacity in which they are known to you. One should be your most recent employer. |
| **Referee Name** | **email address and telephone number** | **Capacity known**  |
| **1.** |  |  |
| **2.**  |  |  |

**NB** References will not be taken up until a job offer has been accepted

|  |
| --- |
| **Rehabilitation of Offenders Act**  |
| Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974? | **Yes** |  | **No** |  |
| If **YES**, please give details below: |
| **Your education and training:** Please include details of your education, including any qualifications, and any relevant training or professional qualifications  |
| **Organisation/Awarding body** | **Education/Qualification** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Your previous employment experience:** Please include all paid and any relevant voluntary experience |
| **Dates** Month & year | **Organisation** | **Role** Brief outline of duties, responsibilities and achievements |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**NB** Please continue on a separate sheet if necessary

|  |
| --- |
| **Your health:****Please note:** health or disability issues are not necessarily a barrier to your working with us but will enable us to provide you with any support if appropriate.  |
| Do you consider that you have a disability or any health issues relevant to your application?? | **Yes** |  | **No** |  |
| Is there anything that we need to know in order to provide you with appropriate support?  | **Yes** |  | **No** |  |
| If **YES** please provide details: |

|  |
| --- |
| **Your Supporting Statement:** how do you feel that your knowledge, skills and experience make you a suitable candidate for this position? Please refer to the job description when completing this section. Continue on a separate sheet if necessary. |
|  |

|  |
| --- |
| **Declaration** |
| I declare to the best of my knowledge and belief that all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement, or any significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and the completion of a medical questionnaire, as deemed necessary by Chichester Cathedral.  |
| **Signature:** |  |
| **Date:** |  |

Please send completed application form to:

* val.timlin@chichestercathedral.org.uk

Closing date: 5.00pm, Wednesday 24th February 2021

|  |
| --- |
| **Data Protection** |
| Chichester Cathedral will use the personal data provide within this document solely forthe purpose of assessing the eligibility of your application for this vacancy. The information given will be shared with Chichester Cathedral employees acting as response handlers and interviewers.  The information will be kept on file for a period of six months after the closing date of the vacancy to allow for any further processes, such as appeals, that may occur.  If you are successful in your application for employment with Chichester Cathedral, your application form will be kept on your HR folder for the duration of your employment.  |