



CHRIST CHURCH CATHEDRAL

FURTHER PARTICULARS

Job title	Education and Pilgrimage Officer
Location	Christ Church Cathedral
Department	Cathedral
Hours	37.5 hours per week, (the possibility of 0.8FTE might be negotiable) starting January 2027 or earlier if possible
Salary	University Grade 7 £39,424 – £47,779 per annum (with a discretionary range to £ 51,983)
Contract type	Permanent
Responsible to	Sub Dean (Line Manager) and Priest Vicar for Education and Pilgrimage (Operational Oversight)
Application deadline	Noon Thursday 10 September 2026
Vacancy reference	EPO TT26
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Human Resources Director. This post is subject to a four-month probationary period

Christ Church

Christ Church is a unique foundation, created in 1546 by King Henry VIII as both a college of the University of Oxford and the Cathedral of Oxford Diocese. The college is one of the largest in Oxford. Its junior members, both undergraduate (over 470) and graduate students (over 250), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant, and mutually supportive environment. The head of both parts of the joint foundation is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about Christ Church may be obtained at www.chch.ox.ac.uk.

Christ Church Cathedral

Oxford's Cathedral has a unique dual role in the Church of England. Christ Church Cathedral is the College Chapel as well as the cathedral church for the Diocese of Oxford, and welcomes worshippers from Oxfordshire, Berkshire, Buckinghamshire and beyond. The site has been a place of worship for more than a thousand years. A monastery was founded here early in the eighth century by St. Frideswide. Records suggest Henry I granted a charter to an Augustinian priory in 1122. Although no evidence of the earlier buildings remains, parts of the 12th-century structure are still visible in the Cathedral today. Wolsey suppressed the priory in 1524, and work began on the building of Cardinal's College – with part of the west end of the church removed to make space for Tom Quad.

After Wolsey's fall, the college was re-designated as 'King Henry VIII's College'. In 1546, the priory church became both the cathedral for the newly formed Diocese of Oxford, and the chapel of the new college of Christ Church, a college of the University of Oxford. Today, the Cathedral is a tourist destination, with over half a million visitors every year, and it is a venue for worship, services, concerts, exhibitions, talks, recordings, and performances.

Role of Education and Pilgrimage Development Officer

This role is designed for someone who has proven experience in delivering and developing educational and/or pilgrimage resources across a range of ages. The role might be an opportunity for a qualified and experienced teacher who has already held responsibility in a school for RE, Spirituality, SIAMS (The Statutory Inspection of Anglican and Methodist Schools) or Collective Worship, or someone who has been part of the Senior Management team of a school who would relish a different sort of challenge. Equally it might suit someone who comes from a Children, Young People, Families and School work background in a church who is looking to diversify and move in a more educational direction. Someone who has a background in pilgrimage or education in a Cathedral or Greater Church setting would also be a suitable candidate

Education in this context refers both to a traditional understanding of the acquisition of knowledge, understanding and evaluation in certain areas of faith, history, culture, ritual and tradition, but also – and more importantly – to a wider concept of education as whole life spiritual formation allowing opportunities for inclusive, invitational but distinctively Christian spiritual experience and growth.

Similarly, pilgrimage refers both to the facilitation of the practical, organisational and formal aspects of different types of pilgrimage in a cathedral context, but also to a wider understanding of life as a pilgrimage through which one grows and deepens in faith and whole-life discipleship in Christ. For further details articulating our vision please see the accompanying Vision Document.

The principal focus of the role will be in implementing the outlined vision and strategy and delivering a programme of school visits and pilgrimage opportunities with the support and collaboration of the Priest Vicar for Education and Pilgrimage. There is also funding for an Assistant Education and Pilgrimage Officer offering two or three days a week, which the successful candidate would be involved in appointing. The role will also allow for collaboration with The Priest Vicar – who leads on this – in further developing the future vision and strategy for the Cathedral's educational and pilgrimage offer for the Cathedral congregation, schools, the whole Diocese, and visitors and pilgrims from around the UK and the world.

Principal Duties and Responsibilities

- A. Developing and delivering a programme of education and spiritual formation for visitors and members of the Cathedral congregation at all stages of life and development, including specifically schools. This will be based on programmes that have already been articulated in new literature, but which are also open to review and development. The programme aims to offer a diet of possibilities, some of which are more particular to the building and foundation (e.g. St Frideswide), and some which are more universal in appeal (e.g. contemplative exercises and retreats).

Provision and duties in this area will likely include, but are not necessarily limited to:

- a. *Co-ordinating with ODBE (Oxford Diocesan Board of Education) and other educational bodies* to link up with networks of schools and make appropriate links with the Diocesan RE, Spirituality, Church/School Relationship and Chaplaincy Advisers in ODBE. In so doing, consulting with these bodies and schools about the nature and content of the Cathedral educational and pilgrimage offer.
 - b. *Connecting with the Cathedrals Plus educational visits network*, to understand best practice in the sector and to learn from successful models elsewhere.
 - c. *Space Makers*. Assisting, with the Priest Vicar and Volunteers, in delivering the *Space Makers* contemplative toolkit training for schools, churches and families. These may be stand-alone training days or elements woven within the wider educational, formational and pilgrimage offer.
 - d. *Retreat Days*. Exploration of piloting school, parish and family retreat days at the Cathedral combining elements of pilgrimage, spiritual formation and theological understanding and growth.
 - e. *Storytelling*. Exploring storytelling as a form of spiritual growth, using connections with the proximate *Oxford Story Museum* and other sources for offering story-telling workshops. Using story as a medium for deepening and understanding of spiritual formation.
 - f. *Encounter Discipleship Programme*. With the Priest Vicar, contributing to the piloting and road-testing of the *Encounter* Ignatian Discipleship course, designed for spiritual and Christian explorers.
- B. Enabling the development and delivery of a programme of pilgrimage for visitors and members of the cathedral congregation at all stages of life and development, including, specifically, schools.

Provision and duties in this area will likely include, but are not necessarily limited to:

- a. Supporting pilgrimage elements of the *Frideswide@1300 Anniversary* in 2027, particularly, but not exclusively, those elements which relate to children, young people, families and schools.
- b. Reshaping the *St Frideswide annual Diocesan Pilgrimage*. This has run several times in recent years but needs to be redeveloped for further uptake and impact, considering the educational and formational opportunities for all pilgrims whether children or adults.
- c. *Pilgrimage Workshops* for schools and parishes. Draft plans have been created for this, and there is an opportunity to develop a wider ministry to schools and parishes in the Diocese to develop pilgrimage in their own context. This could be a termly workshop to understand the nature, meaning, impact and possibilities of pilgrimage as a vehicle for educational and spiritual formation, and positive church-school- home relationships. This could entail constructing a local contextually based pilgrimage plan for each parish/school represented as part of the day.
- d. *Development of the St Frideswide Way*. With the Priest Vicar, deliver a four-day pilgrimage along St Frideswide's Way in the spring/early summer of 2026. Assist with planning and delivering the pilgrimage and its logistics,

including recruitment and training of leaders to deliver hospitality, risk assessments, and educational/formational resources and materials.

- e. *Parish Pilgrimages.* Assisting the Priest Vicar in developing models of parish pilgrimage which incorporate a range of different spiritual formation offers from which parishes, in consultation with the Education and Pilgrimage Department, can create stimulating and inspirational spiritual formation opportunities for congregational groups.
- C. Management and operational delivery of Education, Formation and Pilgrimage Offer
- a. With the Volunteer and Visitor Coordinator and the assistance of a planned for part-time Education and Pilgrimage Assistant, oversee the delivery of all school visits, advise and supervise volunteers, foster existing relationships and develop new links with schools and other educational bodies within the Diocese and neighbouring counties.
 - b. Liaise with the Diocesan Board of Education, particularly their Adviser for Collective Worship and Spirituality, their RE Adviser, and their Church/School Relationship Adviser.
 - c. Assisting with the preparation of reports for the Sub Dean and Chapter on the progress of the programmes.
 - d. Develop and use a simple but effective evaluation and feedback framework for school visits and parish pilgrimages.
 - e. With the Assistant Education and Pilgrimage Officer, when appointed, keep a record of visits and produce regular evaluation summaries.
 - f. With Cathedral Safeguarding Officer, Operations Manager and Priest Vicar, oversee Health and Safety policy and Safeguarding policy for all groups who are visiting the Cathedral for educational and formational provision.
 - g. Contribute to the Cathedral's e-Newsletter on a regular basis, and work with the Cathedral Communications Officer in the production of printed and electronic materials.
- D. Growing and training a team of volunteers who can assist in the delivery of the Cathedral education and pilgrimage offer.
- a. Working closely with the Volunteer and Visitor Co-ordinator for the Cathedral to train current volunteers in new ways.
 - b. Safely recruiting new volunteers who feel called to engage with education, spiritual formation and pilgrimage
- E. Developing partnerships and collaborations with the Diocesan Mission and Ministry department, the Diocesan Board of Education, The Ashmolean Museum, The Story Museum, and others to support the education and pilgrimage offer from the Cathedral.
- F. Weekly participation in Cathedral Management Meetings, including occasional attendance at Cathedral Chapter meetings to make presentations or report on issues pertaining to Education and Pilgrimage and its development.

- G. Ministry with children and families. Working with the Sub Dean, Priest Vicar, Succentor and volunteers to develop children and family's ministry with a focus on under-fives, including:
- a. Oversight and delivery of the weekly *Wonderlings* Toddler Group, Christ Church's group for under 5's
 - b. Oversight for Sunday provision for children
 - c. Organising and delivering children's activities for annual Open Doors Day each September
- H. Involvement in other Cathedral projects
- It is expected that the Education Officer will also be involved in contributing to other occasional initiatives within the Cathedral community, for example;
- Embroidery Retreats (a series of workshops run with the Cathedral Embroiderers combining stitching with reflections on liturgical or scriptural theme.
 - Christmas Tree Festival

The above list is not exhaustive, and the post-holder will be expected to carry out such other duties as the Cathedral may from time-to-time request, commensurate with the responsibilities of the post.

Person Specification

The post-holder will be resilient, flexible, enthusiastic and energetic: an able teacher and group communicator with good written communication skills. They must be able to work both independently and collaboratively with a wide range of people including clergy, staff, visitors and volunteers, as well as with members of the congregation. The appointed person will have strong administrative skills and experience. They will be experienced and comfortable working in a school setting but also with learners of all ages and stages.

It would be advantageous if the appointed person had particular knowledge and skills around Early Years education. They will be sensitive to pastoral needs and committed to building and fostering unity within community living. The post-holder will have a good working knowledge of Christianity as a world faith, and the place of Cathedrals and places of worship within this.

Essential Criteria

Education and Experience

- Educated to degree level in Education, Theology or holding a relevant professional qualification.
- Experience of developing programmes or curricular content
- Experience of working with children, young people, families, or adult learners.
- Experience of organising educational activities, events, or visitor programmes.
- Experience of working with volunteers or within a team.

Knowledge

- An understanding of the educational needs of schools and informal learning groups.
- An appreciation of the Christian faith and willingness to support the mission and ministry of the Cathedral and the wider Diocese.
- Knowledge of safeguarding principles and commitment to promoting the welfare of children and vulnerable adults.
- Understanding of equality, diversity and inclusion within educational and visitor settings.

Skills

- Excellent interpersonal and communication skills.
- Ability to engage confidently with people of all ages and backgrounds.
- Strong organisational skills with the ability to manage competing priorities.
- Good written communication skills for producing educational materials and correspondence.
- Competence in Microsoft Office and confidence using digital communication tools.
- Ability to work independently while contributing effectively within a wider team.

Personal Qualities

- Warm, welcoming and approachable manner.
- Enthusiasm for education, heritage and lifelong learning.
- Commitment to providing outstanding educational and pilgrim experiences.
- Flexibility and willingness to adapt to changing priorities.
- Reliability, integrity and professionalism.
- Sensitivity when engaging with people of different faiths, beliefs and cultures.

Desirable Criteria

- Experience of working in a cathedral, church, museum, heritage, or visitor attraction.
- Experience of delivering school workshops or educational sessions.
- Some experience of leading, organising or participating in pilgrimage.
- Understanding of pilgrimage traditions and Christian spirituality.
- Knowledge of the history and significance of Cathedrals.
- Experience of event planning and administration.
- First Aid qualification.
- Experience using social media or digital learning resources.
- Confidence in leading tours or speaking to groups.

Christian Ethos

The successful candidate should:

- Respect and support the Christian values, worship and mission of the Cathedral.
- Be able to welcome people from every faith background and none with sensitivity and hospitality.
- Demonstrate a commitment to creating an inclusive, respectful and safe environment for all.

Other Requirements

- Satisfactory Enhanced DBS clearance.
- Commitment to safeguarding training.
- Willingness to work occasional evenings, weekends and public holidays in line with Cathedral activities.
- Ability to undertake occasional physical tasks associated with preparing learning spaces and events.

Core Competencies

Competency	Expected Standard
Communication	Builds positive relationships with visitors, schools, clergy, colleagues and volunteers.
Hospitality	Creates an excellent welcome for schools, pilgrims and visitors.
Education	Delivers engaging, inclusive and age-appropriate learning experiences.
Teamwork	Works collaboratively across departments and with volunteers.
Organisation	Plans activities efficiently and meets deadlines.
Initiative	Identifies opportunities to improve programmes and visitor experience.
Professionalism	Demonstrates integrity, confidentiality and accountability.
Mission Focus	Supports the Cathedral's educational, pastoral and spiritual ministry.

Terms and Conditions

This position is offered on a full-time basis (the possibility of 0.8FTE might be negotiable). The standard working week is 37.5 hours.

Salary - The salary range for the post is University Grade 7 £39,424 – £47,779 per annum (with a discretionary range to £ 51,983)). Salaries for new employees will usually start at the bottom of the range.

Pension – The successful applicant is eligible to join the USS pension scheme and will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional.

Annual leave – 25 days annual leave plus statutory Bank Holidays, rising to 30 days after two years' service. The holiday year runs from 1 January to 31 December. Time off in lieu where there is a requirement to work at such times as at Christmas or during Holy Week).

Meals - Employees are entitled to take lunch free of charge in College, each day they work when the kitchen is open.

Employee Assistance Programme – free confidential telephone support service is available to all staff.

Sports Facilities – Access to the University Sports club. University Card - for discounts in shops, cafes and restaurants and University leisure facilities.

Pre-employment screening Standard checks: If you are offered the post, the offer will be subject to standard preemployment checks. You will be asked to provide proof of your right to work in the UK; and (if we haven't done so already) we will contact the referees you have nominated.. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, an enhanced Disclosure and Barring Service (DBS) check will also be required.

The role is subject to a genuine occupational religious requirement.

How to Apply

Please apply using the online application form available at https://fas.chch.ox.ac.uk/fas_live/chchepo/ no later than the deadline of **noon Thursday 10 September 2026**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the Sub Dean stating your interest in the role and explaining how you meet the criteria in the Principal Duties and Responsibilities and Person Specification sections set out above.
- a CV, including the names and contact details of two referees. References will be taken up only for the successful candidate.

Applications will be judged only against the criteria which are set out in the Principal Duties and Responsibilities and Person Specification sections of the Further Particulars, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of the selection panel will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented amongst the Cathedral staff.

For an informal conversation about the role, please contact The Revd Charlie Kerr, Priest Vicar for Education and Pilgrimage: charlie.kerr@chch.ox.ac.uk from Monday 24th August

For an informal conversation about the Cathedral, please contact The Revd Canon Peter Moger, Sub Dean: subdean@chch.ox.ac.uk from Monday 31st August.

Interviews for the position are expected to take place in Oxford on **Wednesday 23 September 2026**.

If you need help or if you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk . All enquiries will be treated in strict confidence and will not form part of the selection decision.

Important Information for Candidates

Safeguarding

Christ Church Cathedral places the utmost importance on the safety and wellbeing of all who come to worship, work and volunteer in the Cathedral, particularly children, young people and vulnerable adults.

Offers of employment are subject to satisfactory references and Disclosure and Barring Service (DBS) checks where appropriate. All employees are obliged to complete regular safeguarding training.

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, sex, or sexual orientation.