



DURHAM  
CATHEDRAL

November 2025

# Relief Porter (Security Officer)

## Candidate Information Pack





## Introduction and Welcome

Welcome, and thank you for your interest in applying for the role of Relief Porter (Security Officer) at Durham Cathedral.

This role will be part of a team who provide the portering and security service at Durham Cathedral. The role of Porter is historic to the Cathedral and dates back to ancient times. The modern equivalent encompasses routine foot patrols of the Cathedral site, knowledge of CCTV, fire systems, custody of keys and responsibility for securing the premises, and providing security for major events held in the Cathedral.

Durham Cathedral is blessed to be a well-known and well-loved centre of Christian worship in the North-East of England and holds a foremost role in regional society and identity. Durham Cathedral holds over 1,300 services a year and welcomes around 400,000 visitors to enjoy all that this place offers. Durham Cathedral is an active and an energetic place, and our people expect to achieve high professional standards in all areas of the Cathedral's life. This is an exciting opportunity to play a key part in the life of this vibrant and historic centre of Christian worship and mission at a significant point in our development.

As you will read in the pack below, Durham Cathedral is at an important stage in developing future plans across all areas of the Cathedral's activity. In recent months we have refreshed our mission statement to the following: "Inspired by our saints, Cuthbert and Bede, the mission of Durham Cathedral is to offer everyone the opportunity to encounter God and know God's love in Jesus Christ". From this mission we have developed a clear and ambitious vision for the period to 2033 and are developing a strategy to deliver this. Importantly, our vision is underpinned and enabled by a refreshed and clear understanding of our financial strategy.

We hope you feel as excited by our hopes and plans as we do.

Yours in Christ,



**Guy Sampson**  
Chief Operating Officer





## About Durham Cathedral

Durham Cathedral is today an active place of worship and mission, the home of our much-loved saints, Cuthbert and Bede, and the seat of the Bishop of Durham. As well as serving the people of The Diocese of Durham and the North East, it is a world-leading tourism destination.

As a building the Cathedral is acknowledged globally for its outstanding architecture and its beautiful and dramatic setting, often cited as the finest Romanesque church in Europe. It is part of the Durham World Heritage Site, and the renowned author and former Chancellor of Durham University Bill Bryson called it *'the best Cathedral on planet earth'*.

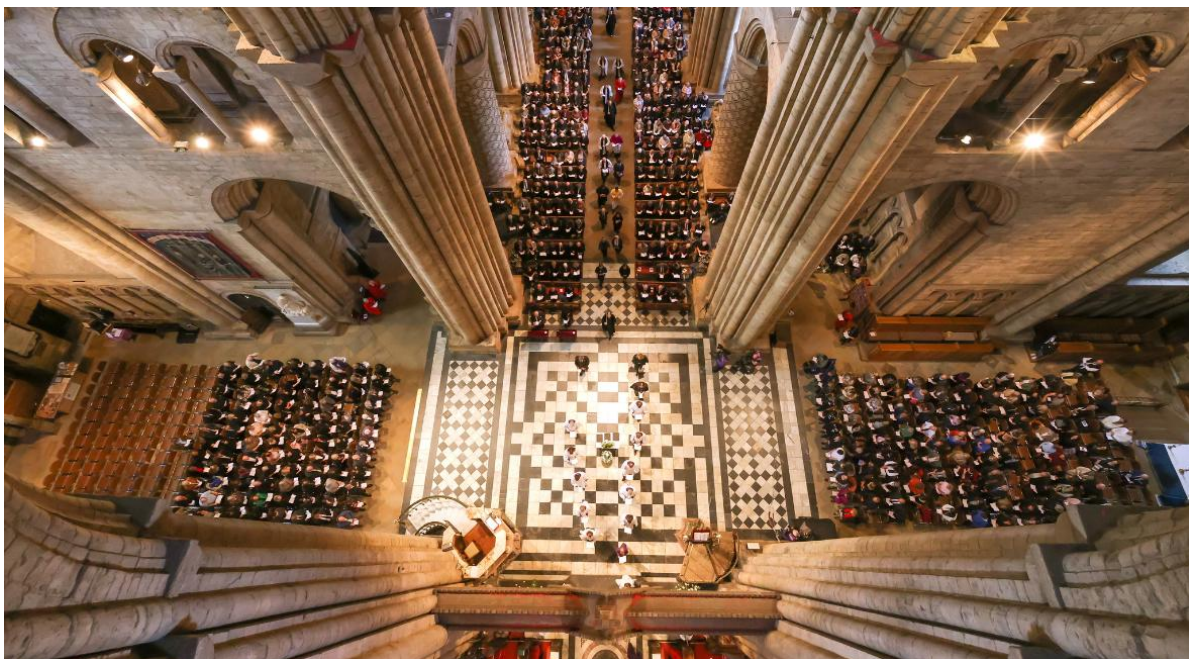
We are stewards not only of our outstanding church buildings, but of world-class historic collections of manuscripts, and works of art. We are active partners with Durham University, and with Durham Cathedral Schools Foundation, where our choristers are educated. We have approximately 115 members of staff, a choir of up to 60 members (including 6 Lay Clerks, 6 Choral Scholars and up to 48 child choristers), and a team of over 470 volunteers.

Above all, Durham Cathedral exists as a place for the glory of God, for whose praise it was constructed over 900 years ago.

Governance is held within the Cathedral's trustee body the Chapter, a body of eleven people (a majority of which are non-exec roles), which is chaired by the Dean.

Overall executive leadership is shared between the Dean (functioning as CEO) and the COO, and the Director of Development will need to work closely with both individuals as well as the Chief Finance Officer. The Executive Leadership Team comprises the residentiary canons, who are executive members of Chapter, and all heads of department, and meets monthly.

The organisational charts annexed provide further context about these structures.





## Durham Cathedral: Our Mission, Purpose and our Values

### Our Mission:

*Inspired by our saints, Cuthbert and Bede, the mission of Durham Cathedral is to offer everyone the opportunity to encounter God and know God's love in Jesus Christ.*

### Our Purpose:

Our purpose is to:

- worship God
- share the gospel of Jesus Christ
- welcome all who come
- celebrate and pass on our rich Christian heritage
- discover our place in God's creation

### Our Values:

Our values help guide us in recognising how we fulfil our vocation. They reflect the qualities we believe are essential to our life and work as a 21st century Cathedral. We use them to highlight the necessity of working in ways motivated by wisdom, responsibility and ethics.

In all things, we are inspired, motivated and challenged by the Christian faith and the values of the Gospel.

- **Spirituality** - We recognise and respond to God's presence in our world and among us, practising a reflective approach to what we do.
- **Respect** - We recognise the image of God in all human beings, honour their dignity and treat them with courtesy.
- **Justice** - We deal fairly in our personal and collective behaviours, work to the highest ethical standards, and are honest in our speech and behaviour. We think, speak and act with integrity, are professional in our conduct, and are publicly accountable for our actions.
- **Collaboration** - We are a community founded on trust that prizes team working and builds partnerships that contribute to the common good.
- **Sustainability** - We are business-like in our corporate life and prudent in our stewardship of resources. We pursue the sustainability of our operations and environment.
- **Welcome** - We are welcoming and hospitable to all. We show Christian love and care to our guests and those who need our help.
- **Aspiration** - We are an outward-facing cathedral that reaches for the future with energy and courage, and reaches out to our communities in the hope of personal and social transformation.

More information about our Values and Behaviours can be found [here](#).



## Vision and Strategy

### Durham Cathedral Vision 2033

The mission of Durham Cathedral, as freshly articulated in 2023, is as follows:

*Inspired by our saints, Cuthbert and Bede, the mission of Durham Cathedral is to offer everyone the opportunity to encounter God and know God's love in Jesus Christ*

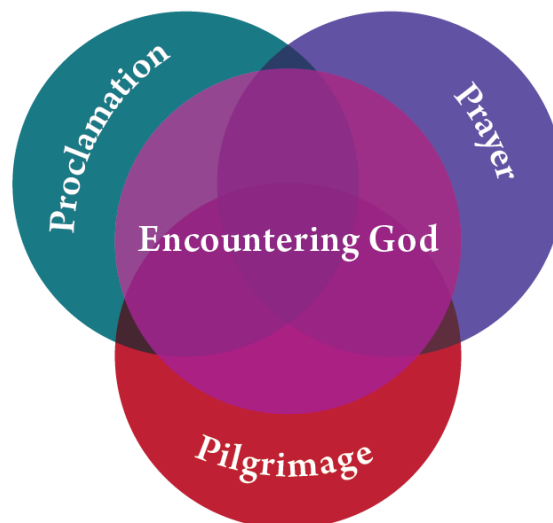
As we look forward to 2033, the 900<sup>th</sup> anniversary of the completion of the present Norman building, we have committed to following a vision marked by four priorities: Encountering God: Pilgrimage, Prayer and Proclamation.

Specifically, our prayer is that by 2033 Durham Cathedral will be known both locally and internationally as a:

- welcoming and engaging place for people to encounter God
- leading destination and resource for life-transforming pilgrimage for people of all stages of life and faith
- leading centre for the learning and practice of prayer
- leading focus for world engaging discussion, witness and proclamation in the name of Christ

We have developed an outline strategic plan to implement this vision, and this has been endorsed by Chapter and is being further worked on by all the teams within Durham Cathedral. The enabling priorities which underpin this vision and strategy include money and development.

This is an ambitious and exciting journey which will stretch our faith and require us to call on God for the means to achieve what we believe we are being called to do. However, we are inspired by the past faithfulness of those who have served in our Cathedral and encouraged by what we believe is possible, under God, in the years to come.





## Role Summary

Working as part of an established security team, the post-holder will play an active part in undertaking general portering and security duties in the College, The Cathedral, the Claustal Buildings and all buildings and structures within the precincts and the Chapter's property on the river banks. Additionally to provide security at large events and concerts held at the Cathedral.

## Job Description

<b>JOB TITLE:</b>	Porter (Security Officer)
<b>LOCATION:</b>	Base location is Durham Cathedral.
<b>RATE OF PAY:</b>	£13.61 per hour
<b>HOUR OF WORK:</b>	Will vary according to business needs.
<b>RESPONSIBLE TO:</b>	Security Manager
<b>RESPONSIBLE FOR:</b>	This post has no line management responsibilities
<b>KEY RELATIONSHIPS:</b>	Durham Cathedral management, staff, volunteers, members of the public.

### MAIN DUTIES AND RESPONSIBILITIES:

- To ensure the security of premises, keys and strong room.
- To undertake general security duties in The College, the Cathedral, the Claustal Buildings and all buildings and structures within the precincts and the Chapter's property on the river banks, including:
  - Unlocking gates (including White Gates and Watergate Post when necessary);
  - Unlocking and securing doors;
  - Disabling alarms in the mornings;
  - Locking up and setting alarms in operational order in the evenings;
  - Calling out service engineers as required.
- To maintain order in the above listed areas, in co-operation with the Head Verger in the Cathedral and with other Heads of Departments elsewhere.
- To keep the Porter's Lodge and Archway entrance in a clean and tidy condition and maintain a presence in the Porter's Lodge and The College whenever other duties do not require the presence of a Porter elsewhere, but particularly during cash movement.
- To issue keys and mobile radios to authorised personal, keeping an accurate record of such issues and retrieving such items.



- To liaise with other authorities and the emergency services in the event of an incident.
- To sort, issue and collect mail from around the precincts and postal rounds.
- To control the movement of vehicles and parking in The College.
- To ring the Curfew bell at 9pm (except on Saturdays and when evening events in the Cathedral are still in progress), and double-check that the Cathedral and Claustal Buildings are fully secured at night.
- To manage alarms systems:
  - Fire Alarm;
  - Intruder Alarm;
  - EMS Radio System (managed by Chubbs)

### **Additional Responsibilities:**

The above list is not exhaustive and is intended to reflect the main tasks and areas of work. Reviews and changes may occur over time and the post holder would be expected to agree any reasonable changes to the job description that are commensurate with the general nature of this post.

### **Learning Responsibilities and Equipment:**

As part of the post-holder's induction into their role designated learning will be required to be successfully completed. As a minimum this will include online learning in Safeguarding and in Health & Safety related subjects. In addition First Aider training will be provided as will any equipment which is necessary for this role.





## Person Specification

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job i.e. the job cannot be done without those qualities. 'Desirable' criteria are those qualities that are non-essential, however would be either advantageous, useful or preferable for the post-holder to have in order to do the job, or those which can be trained to do i.e. the job can be done without those qualities.

CRITERIA:

(E) – ESSENTIAL

(D) – DESIRABLE

MEASURED BY:

(A) – Application Form;

(I) – Interview;

<b>REQUIREMENTS</b> <b>The post holder must be able to demonstrate:</b>	(E) / (D)	(A) / (I)
<b>Experience</b>  Experience of using IT, including Office 365 Word, Excel and email.  Experience of securing property and premises.  Experience of operating CCTV equipment, including the review, downloading and documentation of CCTV recordings for evidential purposes.  Experience of operating fire alarm systems, including activation, system disablement and incident management protocols.	E   D  D   D	A/I   A/I  A/I   A/I
<b>Knowledge</b>  Knowledge of the principles of excellent customer service.	E	A/I
<b>Skills / Aptitudes</b>  Ability to work at height.  Able to work as part of a small team and independently.	E  E	A  I
Excellent spoken and written communication skills and proven conflict management skills  Able to build effective working relationships quickly and maintain confidentiality at all times.  Able to effectively respond to critical incidents, use initiative and make appropriate decisions in difficult circumstances.  Able to observe, recall and report an incident accurately and in detail.	E  E  E  E	I  I  I  I





<b>Personal Attributes &amp; Competencies</b>		
Demonstrates empathy with the vision and mission of Durham Cathedral.	E	I
Trustworthy, acting with honesty and integrity at all times.	E	I
Demonstrates mature and responsible attitude to work.	E	I
Reasonable level of fitness to ensure that the physical demands of the role can be effectively performed.	E	I
<b>Circumstances</b>		
Must be willing to work flexibly and be able to work shifts, including being available at short notice on occasion.	E	I
Holder of a current full driving licence or have the means to be mobile.	E	I

### How To Apply

An application form is available to download from the Durham Cathedral website at [www.durhamcathedral.co.uk/more/jobs](http://www.durhamcathedral.co.uk/more/jobs)

Completed application forms are to be emailed to [HR@durhamcathedral.co.uk](mailto:HR@durhamcathedral.co.uk)

Closing date for completed application forms is 9am on Monday 17 November 2025.

Interview Date and Location: Tuesday 25 November 2025 at Durham Cathedral.

Durham Cathedral is committed to safeguarding and protecting the welfare of children and vulnerable adults. Applicants must be willing and able to undergo the relevant pre-employment checks including provision of proof of eligibility to work in the UK, a full and complete employment history (including any breaks in employment) and satisfactory references. This role is subject to an Enhanced DBS check.

Should you wish to have an initial confidential discussion about this role, please contact Caroline Hayward, Head of HR, in the first instance on (0191) 375 5254 or via email at [Caroline.Hayward@durhamcathedral.co.uk](mailto:Caroline.Hayward@durhamcathedral.co.uk)

We will, of course, respect the privacy of any conversations or expression of interest regarding this post, whether formal or informal.





## Statements

- **Equality**

Durham Cathedral recognises that discrimination and victimisation are unacceptable and that it is in the interests of the Cathedral and its employees to utilise the skills of the total workforce. It is the aim of Durham Cathedral to ensure that no employee or job applicant to the Cathedral receives less favourable treatment (either directly or indirectly in recruitment or employment on grounds of age, disability, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex or sexual orientation (defined as the protected characteristics in the Equality Act 2020).

- **Safeguarding**

The care and protection of children, young people and vulnerable adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a Safer Church for all.

Durham Cathedral requires that all of our 'people' who undertake activities on behalf of the Cathedral are familiar with, and comply with, the Cathedral's Safeguarding Policy and Procedures. Durham Cathedral provides all of our 'people' with relevant and appropriate training, as well as access to professional safeguarding services, to ensure that we are all proactive in our approach to safeguarding and, as a minimum, we are compliant with our statutory responsibilities and policy commitments.

Durham Cathedral has adopted the Principles of the House of Bishops on safeguarding and promoting the welfare of children and adults at risk who enter Durham Cathedral, which is based on the following six overarching policy commitments:

- Promoting a safer environment and culture.
- Safer recruitment and supporting all those with any responsibility related to children, young people and vulnerable adults within the Church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victim/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose or present a risk to others.

The post-holder will be required to satisfactorily complete designated learning including as a minimum, in Safeguarding and in Health & Safety as deemed by the Cathedral to be relevant and appropriate to this post. This will include online Safeguarding learning at the 'Basic Awareness' level and the 'Foundation' level.

Further information about safeguarding at Durham Cathedral can be found via our website: <https://www.durhamcathedral.co.uk/more/safeguarding>.





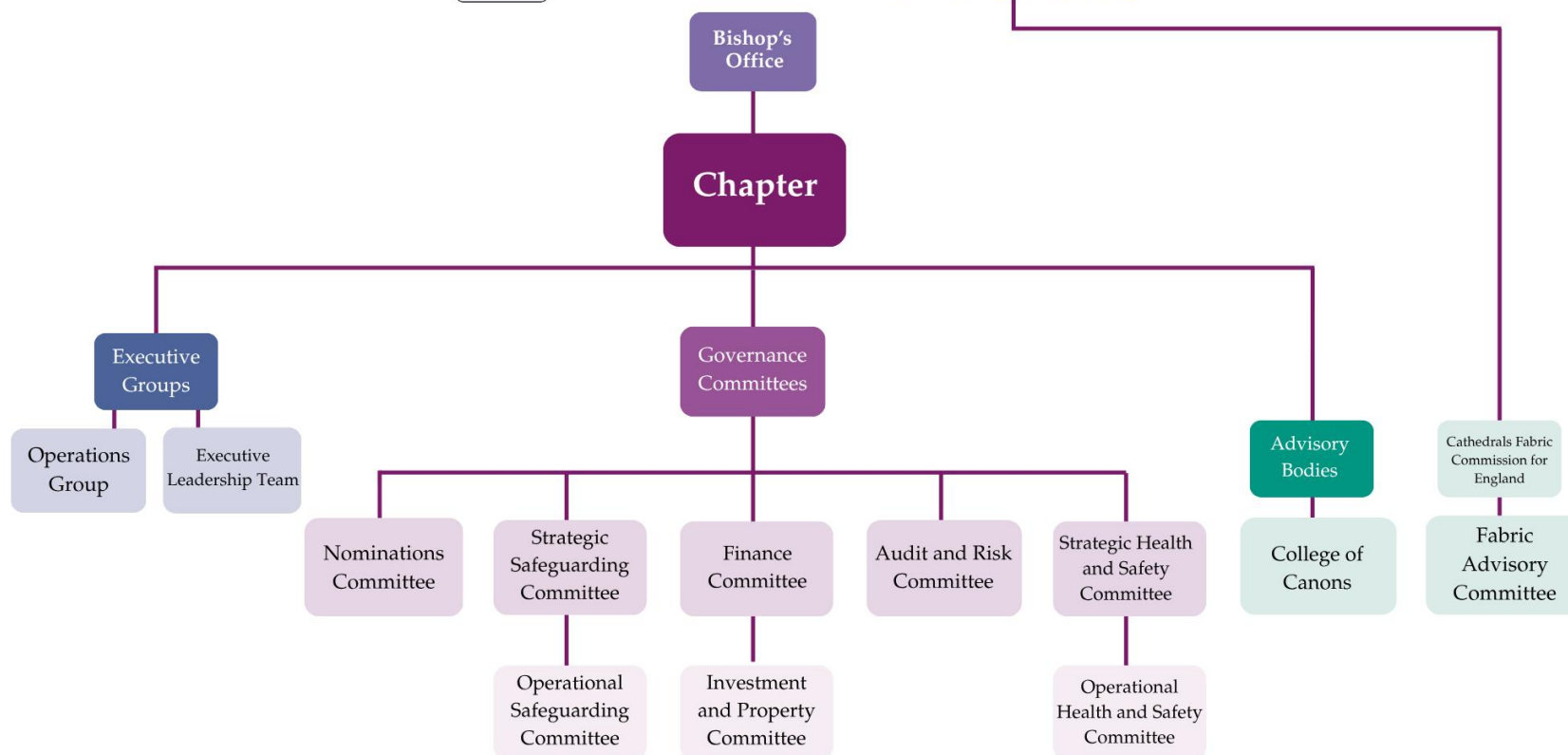
# Governance Framework



CHARITY COMMISSION  
FOR ENGLAND AND WALES



THE CHURCH  
OF ENGLAND



# Organisational Chart - High Level

