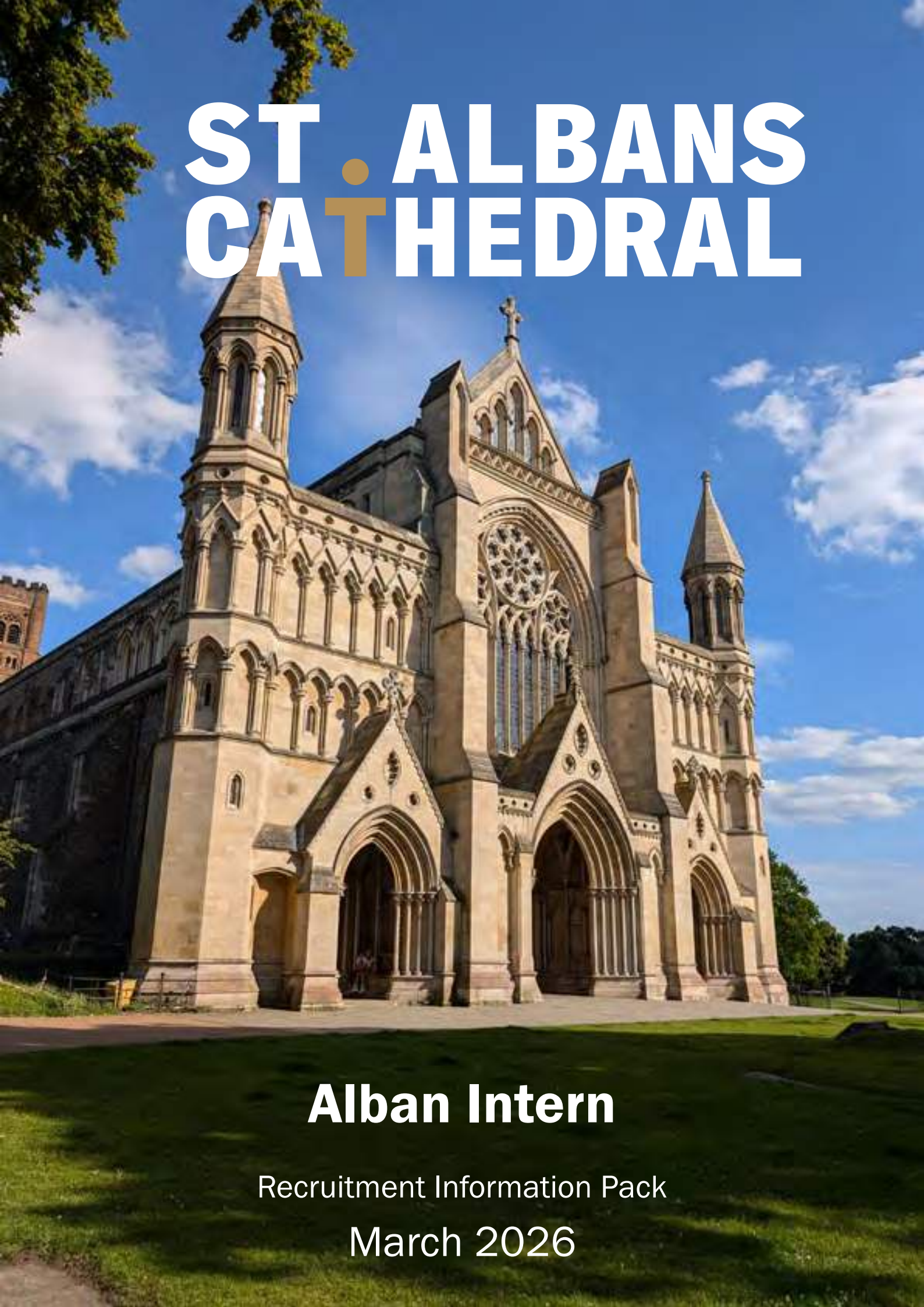


A photograph of St Albans Cathedral, a large Gothic-style stone building with multiple spires and a large rose window. The cathedral is set against a blue sky with scattered white clouds. In the foreground, there is a green lawn and some trees on the left side.

ST . ALBANS CATHEDRAL

Alban Intern

Recruitment Information Pack

March 2026

“Following Christ in Alban’s footsteps

Welcome

Thank you for considering an application for the role of Alban Intern at St Albans Cathedral. We hope you will decide to apply.

St Albans Cathedral is a special place. The Cathedral is a major site of pilgrimage and worship to this day, welcoming people of all ages and from many different backgrounds. St Albans Cathedral, committed to remaining a place where there is no charge to enter, attracted in excess of 620,000 visitors in each of the last two years, from the United Kingdom and abroad. We have a rich and unique heritage, reaching over an unrivalled stretch of national history, very much alive and growing. Our revealing of this story is at the heart of our vision, to be a beacon of discovery and inclusive welcome, prayer and reflection, open to all.

After wide consultation across the communities represented in our diocese, our vision is to Follow Christ in Albans footsteps, and our strategic priorities are set under our commitment to welcome and compassion, worship and witness, courage and justice, leadership and service. These priorities shape all our mission and ministry and the daily life and work of the Cathedral. As a Cathedral we are looking forward to celebrating the 150th Anniversary of our Diocese and, therefore, of being a Cathedral in 2027 and we have many exciting plans for these celebrations.

Alban Intern

A year spent as an Alban Intern gives you the opportunity to be immersed in the life, mission and ministry of St Albans Cathedral – Britain’s oldest site of continuous Christian worship over 1700 years. Supported and mentored by the clergy team, Alban Interns become involved in the diverse aspects of our life together developing skills, and gaining experiences, across a wide range of ministries.

St Albans Cathedral is an inclusive community that seeks to make the love of God known in both word and action – the Alban Intern is invited to join us in our mission as we grow together in prayer, discipleship and service.

If you feel called to this particular opportunity for Christian service and vocational discernment we would love to receive your application.



The Very Revd Jo Kelly-Moore
Dean of St Albans



Alan Hartwell
Chief Operating Officer

*Welcome & Compassion | Worship & Witness
Courage & Justice Leadership & Service*

St Albans Cathedral

As the seat of the Bishop of St Albans and Cathedral church for the Diocese of St Albans, St Albans Cathedral is home to two medieval shrines, several world-class medieval wall paintings and an amazing mix of architectural styles that bear witness to many centuries of its life, first as a monastic Abbey and now as a Cathedral. It is the oldest site of continuous Christian worship in Britain and the core of the existing building dates over 900 years. Conserving and protecting the building is an ongoing challenge, responsibility and privilege.

We look forward in 2026 to the appointment and installation of the 11th Bishop of St Albans. The Cathedral is home to a vibrant and active community, made up of our worshipping congregations, volunteers, staff and many other individuals. It is both a place that holds large scale events and services, and one that also encourages more intimate prayer and reflection. In this dual role of cathedral and parish church, worship and mission combine with local and national profile.

The Cathedral has a vision to grow its presence and impact in the wider community, focussing on social justice, the environment, and inclusion and care for those around us. It can only do so by working with others; both locally, across the diocese and more widely.

Music is central to our worship and the life of the Cathedral. Under the leadership of our new Director of Music we have set a vision for growth and development, a first step towards which has been to ensure parity for girls and boys in our Cathedral music. We celebrate excellence in music by our Cathedral Choir, parish choir, youth choir and junior choir, and our parish orchestra. We also enjoy our world class organ and are home to the International Organ Festival. We have a busy programme of musical events and concerts, and various voluntary choirs and music groups. We have also set a new vision for music outreach across our Diocese.

Learning is at the heart of human flourishing and core to both our history and mission. The Cathedral is a nationally renowned centre for heritage and theological learning, delivering a rich programme for schools and adults alike. We seek to offer learning experiences and opportunities to people of all ages, all levels of education, and of all traditions and faiths and none.

The ongoing renewal of the exterior areas around the Cathedral building is vital to draw people to us and to care for our built environment. The Sumpter Yard Revived project was a first major step to improve the environmental sustainability and accessibility at the east of the Cathedral. We committed to the Church of England's net zero carbon target. Our long-term masterplan is a vision for the future which further improves accessibility, cares for the environment and creation, maximises community use and enhances the setting of our beautiful building. We are developing this plan now to be launched in connection with our 150th anniversary in 2027.

The Cathedral plays an important role in growing the local economy to support visitor growth and residents' engagement with their local city. Our rich programme of events, concerts, exhibitions and special services all contribute to the delivery of this priority and the Cathedral's financial sustainability.

St Albans Cathedral is an independent charitable organisation and receives no regular direct funding from the Government. It costs over £8,000 a day to keep the Cathedral open. Our ongoing financial health is therefore dependent on the continued diversification and growth of our income. This includes income from visitors, donors, grant-making bodies, fundraising, fees, commercial trading and investments. We have a rigorous programme underway to address our structural deficit and have set a three-year plan to remedy this. This is part of our overall consideration of how we work to ensure we are a sustainable cathedral in every way.

The nature of who we are means we are very much a people-focussed organisation, and it is our people who are the driving force in keeping the stones of our historic building alive. The work of the Cathedral is sustained by over 50 staff, a number of whom are part-time, and some 500 volunteers.

Further information about the Cathedral can be found on our website www.stalbanscathedral.org

Our vision and priorities

In 2024, after a wide consultation across our Diocese, the Cathedral set its vision and strategic priorities for 2024-2029. These are shared by our whole Cathedral community and inform our ministry together.

Following Christ in Alban's footsteps

Our Vision 2024-2029

St Albans Cathedral is the United Kingdom's oldest site of continuous Christian worship, inspired by Alban, Britain's first saint and martyr.

Our vision and work today is inspired by his story and the Gospel he lived and proclaimed, and so we are committed to:

Welcome & Compassion
Worship & Witness
Courage & Justice
Leadership & Service

**Almighty God, we thank you for this place
built to your glory
and in memory of Alban, our first martyr.
Following his example
in the fellowship of the saints,
may we worship and adore the true and living God,
and be faithful witnesses to the Christ,
who is alive and reigns, now and forever. Amen**

Welcome & Compassion

As Alban welcomed the stranger Amphibalus, we too will be a place of God's welcome in our community, where anyone can come as visitor or pilgrim, to worship, and to learn about and deepen their relationship with God. We will be a place of peace, comfort, safety and refuge for people of all faiths and none.

We will do this by:

- providing opportunities for connection, friendship and welcome for all ages
- recognising and growing diversity in our community including our leadership, congregation, staff and volunteers
- encouraging pilgrimage and welcoming all who come here
- being trusted custodians of our historic building

Worship & Witness

Like Alban, we will put Christ at the centre of all that we do, and worship and adore the true and living God. Like Amphibalus, with confidence we will live and share the gospel of Jesus Christ.

We will do this through:

- daily worship in shared prayer and the eucharist
- services of celebration, requiem, remembrance and healing
- being a national and international exemplar of worship, particularly through our music
- deepening and exploring our faith, growing a flourishing Christian community through worship and learning for all ages
- nurturing and growing new Christians
- helping children and young people to participate fully in worship and witness
- embracing ecumenical and interfaith partnerships.

Courage & Justice

Alban heard Christ's words and bravely acted on them in the face of adversity. We will do the same, being a beacon of Christ's message of justice for all creation. We will ally ourselves with those who are persecuted and those who face injustice throughout the world. We will be bold in our faith, standing up for justice and modelling the actions we hope others will also take.

We will do this by:

- being a centre for discussion, debate, and education, leading to common action
- speaking up and working against injustice
- committing ourselves to environmental justice and to achieving net zero carbon
- taking practical action to support those in need, including through partnering with others.

Leadership & Service

As the Cathedral and mother church for St Albans diocese, with Alban's boldness we will strive to be leaders and a resource, sharing our work, supporting and serving others, and providing inspiration as we live God's love.

We will do this by:

- being a hub of Christian learning and teaching
- being a centre of excellence for music, art and culture in worship
- being a place for public debate, using our convening power to bring the community together
- being a place of spiritual leadership for the whole community, working with people from all faiths and none
- leading by example on issues of importance such as net zero carbon and environmental justice
- supporting the ministry of our Bishop and serving the parishes, schools and chaplaincies in the diocese, including spiritual support and education.



The life of an Alban Intern

The Cathedral Community is vibrant and busy, combining traditional cathedral ministry with an extensive range of parish activities. Alban Interns have the unique opportunity of gaining experience serving across a diverse range of ministries. This rich experience, combined with teaching and theological input from our team, is all designed to help you discern how God is calling you to serve in the Church and community, and to equip you to step into that calling.

Before we can work together, we must pray together. Alban Interns are encouraged to join in with the daily worship of the cathedral – this is our priority and lies at the heart of all that we do. On a Sunday you will be involved, in some capacity, at one of our three morning services and also at Evensong. We encourage the Interns to eat together socially in the flat once a week.

Weekly line management is carried out by the Youth Chaplain, and half termly supervision is provided by the Canon for Mission and Pastoral Care. Participants are also encouraged to have both a mentor and a spiritual director. Other members of the congregation also offer more informal means of support including meals and social occasions.

Typical weekly activities include:

- Attending Morning Prayer at 7.30am every working day
- Attending 8am Eucharist usually serving a weekday eucharist every couple of weeks
- Assisting the learning team in the Education Centre with school visits and activities
- Assisting with Abbey Tots every week
- Carrying out pastoral visiting including regular visits to the local Resident Home for the elderly
- Assisting with the Children's Choir
- Supporting Children's Church on a Sunday
- Being Sub Deacon at Sunday's 9.30am Parish Eucharist or 11.30 Choral Eucharist
- Working with the vestry team each week
- Supporting the weekly Youth Group or Young Adults Group
- Attending Evensong some days each week
- Assisting with the Abbey Primary School Assembly and Abbey Tots Service
- Attending an Adult Learning Course if this is of personal interest

Key aspects of the role are:

- full engagement in ministry for children and young people
- leading the Daily Offices
- being regularly involved in the liturgy
- pastoral visiting
- schools work
- participation in the Cathedral's adult learning programme in Christian theology

Additional opportunities include:

- working at a homeless drop in
- home communions
- involvement with the Eco Team or Social Justice Team
- musical opportunities
- participation in a home group
- playing a role in the vestry

We recognise that each individual will bring their own experiences and gifts, as well as areas for development, and there is some flexibility in structuring the work over the year to reflect this. Interns will be expected to discuss the level of their particular involvement with their line manager and supervisors.

Person specification

- A person of faith exploring a vocation to Christian service, whether lay or ordained
- Willingness to work with children and young people
- Willingness to engage in a variety of areas of ministry and cathedral life
- Willingness to commit to the life of prayer and worship of the Cathedral
- A Level qualifications or above, and a willingness to engage fully in a course of study to develop their faith
- Well organised and able to structure their week to fulfil agreed responsibilities
- Experience of taking the initiative
- Able to develop and maintain good working relationships with volunteers, staff and clergy
- Ability to work closely and flexibly within a team
- Has a professional approach and is prepared to be an ambassador for the Cathedral
- An empathy and excitement for the Cathedral's purpose, vision and priorities, and the Church of England more broadly



Terms and conditions

- Depending on personal circumstances of any successful applicants, the appointment could be either full time (35 hours per week) or part time.
- The period of the appointment is for a fixed term of 45 weeks between September 2026 and July 2027.
- The nature of the position means there is an occupational requirement to live in local accommodation provided rent-free by the Cathedral. This is in a furnished flat, close to the Cathedral and can be shared with one other Intern.
- The rate of pay is between £9.20 and £11.50 per hour depending on the weekly number of hours employed. The hourly rate of pay varies because the rent free accommodation provided has a weekly remuneration value as set out by HMRC and the value of this rent free accommodation as part of the total remuneration package decreases as the number of hours employed increases. Remuneration is paid as an equal amount each month over the period of the appointment.
- There is the possibility of working additional hours by carrying out additional virgins or event duties during the year.
- The Cathedral will cover the cost of Council Tax and water charges relating to the property. Other bills (e.g. gas, electricity and TV licence) are shared by the residents in the flat.
- Annual leave: 25 days plus public holidays (this will be pro-rated based on your contractual hours). These are typically taken post-Christmas and Easter, and in half terms (although it is possible to be flexible on holiday dates – especially for engagement in activities during school holidays.)
- The Cathedral will support reasonable expenses towards a week-day retreat at a convenient time during the year.
- Pension: The option of joining the Cathedral's qualifying workplace pension scheme (eligible employees will be enrolled in this scheme if you meet the Government's automatic enrolment criteria). After any probationary period, the Cathedral currently matches employee contributions up to a maximum of 6% of pensionable pay up to State Pension age
- Staff discount: A discount in the Cathedral shop and café



The recruitment process

Applicants are invited to submit an application form and covering letter to Michelle Ovenden, Head of HR and Office Support, by email to michelle.ovenden@stalbanscathedral.org.

Informal inquiries can be made to the Canon for Mission and Pastoral Care, The Revd Will Gibbs, initially to will.gibbs@stalbanscathedral.org

Invitation to interview will be based on the suitability of your qualification, experience and abilities.

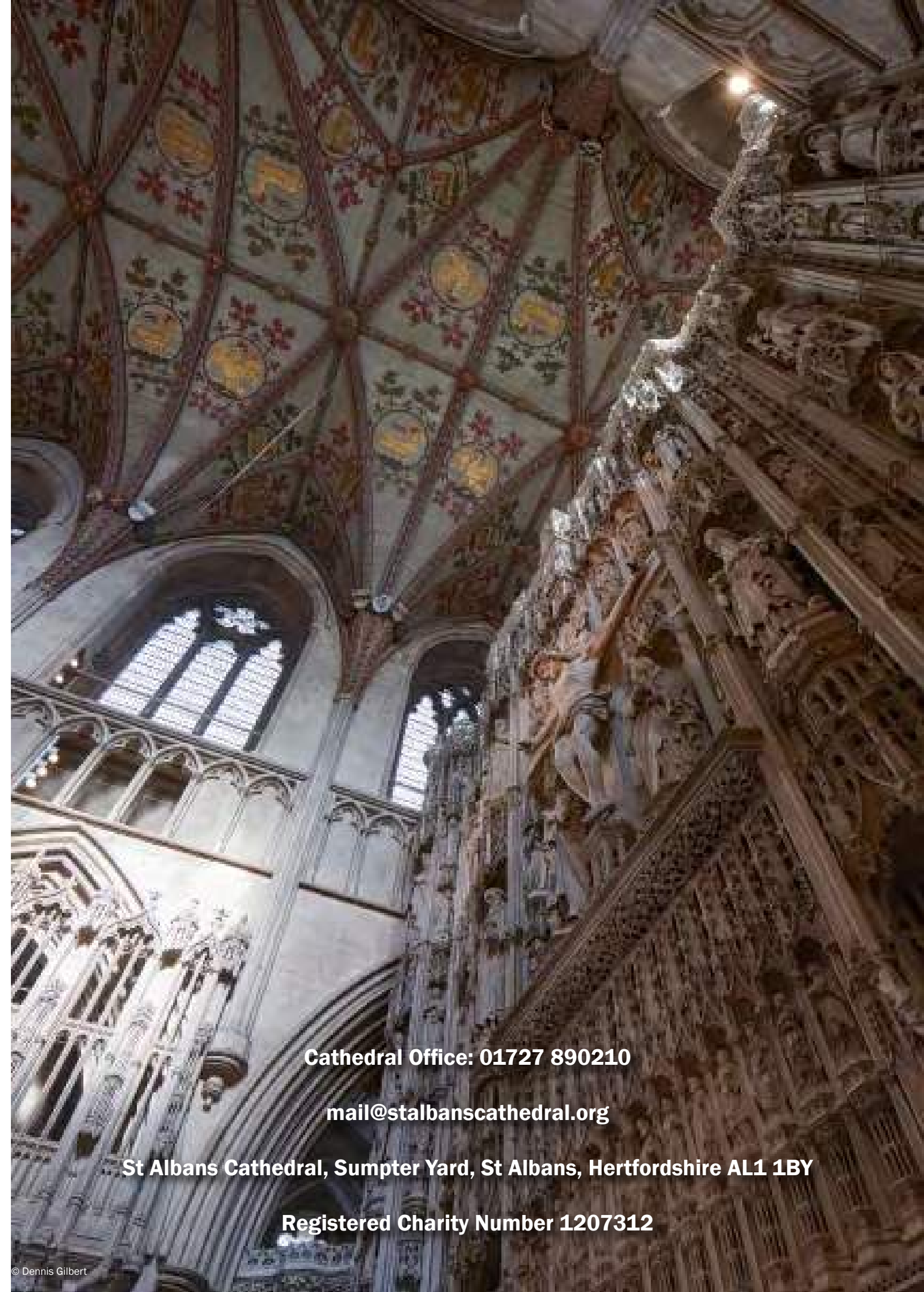
Successful applicants will then be invited to become part of the Alban Intern Group. The Cathedral wishes to appoint two Alban Interns for September 2026 start. New Interns will start at the beginning of September and be formally commissioned at the Parish Eucharist on Sunday 13th September at 9.30am.

We are committed to diversity and equal opportunities and we welcome applications from all backgrounds. We support our staff to manage their time flexibly and to enjoy a good work-life balance.

We are committed to providing a welcoming, respectful and safe environment for all and expect all staff and volunteers to share this commitment. Our appointment processes follow the Church of England's Safer Recruitment Practice Guidance.

Appointment is subject to

- Two satisfactory references (usually taken up before interview)
- An enhanced DBS criminal record check and completion of a confidential declaration form
- Completion of a Medical Questionnaire
- Confirmation of your right to work in the UK



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mail@stalbanscathedral.org

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