



Clerk of Works

Department: Fabric

Reporting to: Cathedral Manager

Job Purpose:

To lead and deliver a programme of planned and reactive maintenance, conservation works, and improvement projects to ensure the ongoing preservation, safety, and operational effectiveness of the Cathedral's fabric.

The role also carries responsibility for promoting and ensuring the highest standards of Health & Safety, compliance, and risk management across all Cathedral operations.

Contract Details

- Full-time, permanent position
- Shift: Monday to Friday, hours between 08:00 – 18:00, subject to Cathedral needs
- Additional hours may be required to support out-of-hours works and events (overtime payable)
- Salary range: €50,000 – €60,000 per annum per annum (based on 40 hours per week)

Main Duties & Responsibilities

1. Maintenance & Fabric Management

- Manage and deliver an annual programme of planned and reactive maintenance across the Cathedral and its estate.
- Prepare and oversee maintenance schedules and associated budgets in collaboration with the Cathedral Manager.
- Ensure all maintenance requests are assessed, prioritised, and delivered within agreed timeframes and standards.
- Maintain accurate records, including maintenance logs, asset registers, risk assessments, COSHH, and asbestos documentation.
- Ensure all plant, equipment, and systems are maintained, regularly tested, and compliant with statutory requirements.

2. Project Management & Conservation Works

- Act as Project Manager for maintenance, conservation, and improvement works across the Cathedral estate.

- Plan and deliver projects ranging from minor repairs to major refurbishments and alterations.
- Collaborate with appointed architects, consultants, and contractors to develop specifications, tender documentation, and project plans.
- Obtain all necessary approvals, including statutory permissions and internal governance approvals.
- Coordinate contractors and in-house teams to deliver works safely, efficiently, and to the required quality standards.
- Monitor and report on project progress against time, cost, and quality metrics.
- Prepare and manage project budgets, including cost estimates and procurement processes.

3. Stakeholder & Contractor Management

- Build and maintain effective working relationships with key stakeholders, including architects, project managers, conservation officers, local authorities, and contractors.
- Coordinate the activities of contractors and the Verger team to ensure effective delivery of works.
- Attend and contribute to relevant committees, including Fabric Committee and other internal meetings.
- Support fundraising and grant applications by providing technical input and project information.

4. Health & Safety

- Act as the Cathedral's designated Safety Officer and Fire Safety Manager.
- Ensure compliance with all Health & Safety legislation and best practice standards.
- Maintain and regularly review the Health & Safety Statement, Fire Risk Register, evacuation procedures, and risk assessments.
- Ensure staff and volunteers receive appropriate training and induction in Health & Safety matters, working with HR.
- Monitor and report all incidents and accidents, ensuring appropriate recording and follow-up actions.
- Conduct regular testing of safety systems including fire alarms, emergency lighting, and evacuation drills.
- Ensure contractors comply with Cathedral Health & Safety policies and procedures.
- Liaise with insurers and emergency services where required.

5. Security & Compliance

- Oversee the security of the Cathedral, including involvement in opening and closing procedures (including lone working where required).
- Participate in the out-of-hours on-call rota.
- Ensure effective monitoring of security systems including CCTV, alarm systems, and patrol procedures.
- Manage external contractors responsible for security and system maintenance.

6. Staff Management & Collaboration

- Work with the Cathedral Manager and Assistant Manager to oversee in-house maintenance delivery by the Verger team.
- Support the effective performance, coordination, and development of relevant teams.
- Engage collaboratively with all Cathedral departments to support operational and event requirements.

7. Events & Operations Support

- Liaise with the Marketing and Events Officer and external organisers to support the delivery of events and functions.
- Ensure all activities comply with Cathedral policies, particularly Health & Safety and operational requirements.

8. Risk Management & Business Continuity

- Maintain and update Incident Management and Disaster Recovery Plans.
- Develop partnerships with relevant heritage and cultural institutions to support emergency response initiatives.
- Ensure all risk management documentation is current and regularly reviewed.

9. General Responsibilities

- Attend training courses, meetings, and conferences as required.
- Participate in the Cathedral's committee and governance structures as appropriate.
- Take a proactive, hands-on approach to operational needs where required.
- Undertake any other duties commensurate with the role as reasonably required by Cathedral Management.

Health & Safety Statement

All staff are required to take reasonable care for their own health and safety and that of others who may be affected by their actions, and to comply with all Cathedral Health & Safety policies and procedures.

Safeguarding

The postholder is expected to demonstrate a commitment to safeguarding children and vulnerable adults, adhering to Cathedral safeguarding policies at all times.

Person Specification

This section outlines the knowledge, skills, experience, and attributes required to successfully perform the role.

Essential criteria are those required to carry out the role effectively.

Desirable criteria are additional attributes that would be advantageous.

Qualifications & Experience

Essential:

- Relevant qualification in a building-related discipline (e.g. Building Surveying, Construction Management, Engineering or similar) or equivalent professional experience
- Demonstrable experience in estates, facilities, or building maintenance management
- Proven experience of managing maintenance programmes and delivering building or conservation projects
- Strong knowledge of Health & Safety legislation and compliance requirements
- Experience of contractor procurement, coordination, and performance management
- Experience of budget management and cost control

Desirable:

- Professional membership of a relevant body (e.g. Royal Institution of Chartered Surveyors, Chartered Institute of Buildings or equivalent)
- Experience working within a heritage, conservation, or listed building environment
- Health & Safety qualification (e.g. IOSH, NEBOSH)
- Experience working within the public, charity, or cultural sectors

Skills & Abilities

Essential:

- Strong project management skills, with the ability to deliver projects to time, cost, and quality standards
- Excellent organisational and planning skills, with the ability to prioritise a varied workload
- Strong financial awareness, with the ability to prepare and manage budgets
- Excellent communication and interpersonal skills, with the ability to engage effectively with a wide range of stakeholders

- Ability to interpret technical drawings, specifications, and reports
- High level of attention to detail and commitment to maintaining high standards

Desirable:

- Experience using project management or maintenance management systems
- Knowledge of statutory compliance systems and reporting requirements

Work-Related Personal Qualities

Essential:

- A proactive and solutions-focused approach, with the ability to work independently and take initiative
- Strong leadership capability, with the ability to coordinate teams and contractors effectively
- Ability to work collaboratively across multiple departments and disciplines
- Flexible and adaptable approach to working hours and operational needs
- Calm and effective under pressure, particularly in emergency or reactive situations
- Professional, responsible, and accountable approach to work

Desirable:

- An appreciation and understanding of heritage environments and sensitivity to conservation requirements
- Interest in the cultural, historical, and community role of the Cathedral

Other Requirements

Essential:

- Willingness to be flexible
- Commitment to Health & Safety and safeguarding responsibilities

To apply, please send your CV with a covering letter to Barbara

@humanresources@stpatrikscathedral.ie before close of business on 31st July 2026.