

# SCHOOLS OFFICER



## ABOUT THE SHRINE

The Shrine of Our Lady of Walsingham has been a place of pilgrimage since the year 1061.

In that year, a devout Saxon noblewoman and young widow, Lady Richeldis de Faverches, received a vision of Mary the Mother of Jesus. In the vision, Richeldis was taken by Mary to be shown the house in Nazareth where the Angel Gabriel had announced the news of the birth of Jesus. Mary asked her to build an exact replica of that house in Walsingham. This is how Walsingham became known as England's Nazareth.

The vision was repeated three times, according to legend, and retold through a fifteenth century ballad. The materials given by Richeldis were finally constructed miraculously one night into the Holy House, while she kept a vigil of prayer.

### Walsingham Priory

Richeldis' only son, Geoffrey de Faverches, passing on his guardianship of the Holy House, left instructions for the building of a Priory in Walsingham. The Priory passed into the care of the Augustinian Canons sometime between 1146 and 1174.

It was this Priory, housing the simple wooden structure Richeldis had been asked to build, which became the focus of pilgrimage to Walsingham. Royal patronage helped the Shrine to grow in wealth and popularity, receiving visits from Henry III, Edward II, Edward III, Henry IV, Henry VII and Henry VIII, who finally brought about its destruction in 1538.



### The Shrine Restored

After nearly 400 years, the 20th Century saw the restoration of pilgrimage to Walsingham as a regular feature of Christian life in this land, and indeed beyond. In 1897, there was a Roman Catholic pilgrimage to the restored 14th Century Slipper Chapel, now at the centre of the Roman Catholic National Shrine.

Fr Hope Patten, appointed as Vicar of Walsingham in 1921, ignited Anglican interest in the pre-Reformation pilgrimage. It was his idea to base a new statue of Our Lady of Walsingham on the image depicted on the seal of the medieval Priory. In 1922, this statue was set up in the Parish Church of S. Mary and regular pilgrimage devotion followed. From the first night that the statue was placed there, people gathered around it to pray, asking Mary to join her powerful prayer with theirs. This work of intercession continues to this day.



## Pilgrim Accommodation and Shrine Church

Throughout the 1920's, the trickle of pilgrims became a flood of large numbers, for whom eventually a group of buildings were adapted to accommodate them. In 1931 a new Holy House encased in a small pilgrimage church was dedicated and the statue translated there with great solemnity. In 1938 that church was enlarged to form the Anglican Shrine, more or less as we know it now.

As pilgrim numbers continued to grow, so did the needs of those who came. St Joseph's House was opened for pilgrims with special needs and Richeldis House opened in 1991 to provide yet more accommodation.

## The Millennium

During the build up to the millennium celebrations of 2000, a new refectory was planned. HRH Princess Alexandra opened it in 2001 during a year when the statue of Our Lady visited five Cathedrals in Britain for a series of regional Festivals. 2004 saw Our Lady of Walsingham visiting a wide variety of different venues – a hospital, a prison, an airport, an army barracks, an Oxford college and a school. The two months culminated in a wonderful celebration in York Minster.

In 2005 the Shrine Gardens were re-designed and replanted, followed by the reworking of the west front entrance piazza of the Shrine Church and the building of a new outdoor Altar of the Mysteries of Light in the Shrine Grounds. In June 2007 work began on the Milner Wing, containing a Welcome Centre, a new Reception area and a range of en-suite bedrooms. Pilgrims and friends helped raise £2 million towards the cost of this major project. The new building was handed over in October 2008.

In recent years restoration work has been carried out on the College buildings which provide accommodation and facilities for clergy. St. Augustine's House was extensively rebuilt and restored and its Library beautifully refurbished. 2016 saw the opening of similarly restored College residences, blessed by the Archbishop of York.





## Pilgrimage today

Today the Shrine welcomes around 10,500 pilgrims a year from all over the country who stay at the Shrine for weekend or midweek pilgrimages from February to November. Many others come on day pilgrimages or as visitors. The Shrine regularly welcomes school groups and organises a number of special pilgrimages throughout the year, including pilgrimages for Children, Families, Youth and young adults.

Pilgrims also come to Walsingham from overseas from countries such as Australia, Sweden and the United States of America.

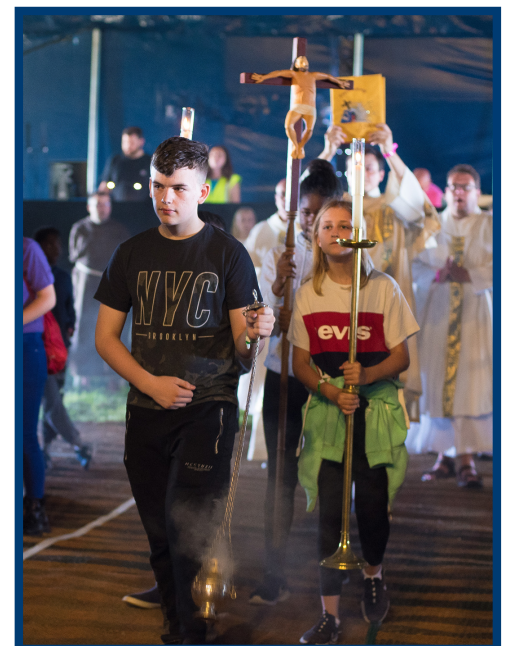
As a place of pilgrimage the Shrine provides the opportunity for prayer and reflection, for renewal and healing, for education and encouragement, centred on the Christian Gospel and the great mystery of the Incarnation when in the womb of Mary, Jesus “the Word of God” was made flesh and dwelt among us.

## Shrine Governance & Management

The Shrine is governed by twenty priests and laity (including the Priest Administrator) who form the College of Guardians and are the legal trustees of the Shrine. The Guardians elect one of their number (who must be a priest) to serve as Master. The Guardians meet twice a year in Chapter to oversee the affairs of the Shrine.

Responsibility for the ministry and day to day running of the Shrine is entrusted to the Priest Administrator. He is assisted by the Shrine’s Senior Management Team. The Priest Administrator is assisted in his ministry by a full time Shrine Priest and a number of retired clergy who live in Walsingham.

Around 60 people are employed at the Shrine and 50 volunteers assist in the welcome and care of pilgrims and visitors.



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## HOW TO APPLY

Please complete the application form supplied. Your application will be assessed according to your fit against the person specification. Remember that you can include not only experience gained in paid employment or self-employment, but also relevant experience and skills gained in voluntary work, domestic/family duties, etc. We cannot consider a CV as an application, although supporting materials can be accepted.

We actively encourage submission of this application by email. If you are completing the application form on paper, please use black ink to help us photocopy it, and add whatever supplementary forms you see fit.

If you are completing the form electronically, please take whatever space is necessary for your replies; you can add any supplementary files as attachments.



We hope to receive applications by Friday 10th September 2021. Applications should be addressed to Mrs Caroline Ward (Director of Education), The Shrine of Our Lady of Walsingham, The Milner Wing, Walsingham, NR22 6BP  
or  
email: [c.ward@olw-shrine.org.uk](mailto:c.ward@olw-shrine.org.uk)

Interviews will be held on Tuesday 21st September 2021

If you would like to visit the Shrine to find out more or for an informal conversation about the role, please contact the Director of Education: Caroline Ward  
by email: [c.ward@olw-shrine.org.uk](mailto:c.ward@olw-shrine.org.uk)  
or phone 01328 824205



# SCHOOLS OFFICER



## DESCRIPTION OF THE ROLE

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|-----------------------------------|---|
| Job Description:                  | Schools Officer   |
| Line Manager:                     | Director of Education   |
| Salary:                           | £28,672   |
| Normal place of work:             | The Shrine of Our Lady of Walsingham, Norfolk   |
| Hours:                            | 40 hours per week<br>(though flexibility and the willingness occasionally to work at weekends and Bank Holidays is essential) |
| Holiday:                          | 25 days plus Bank Holidays<br>(those worked can be taken off in lieu)   |
| Terms:                            | Permanent following a six-month probationary period   |
| Benefits:                         | Group Personal Pension Scheme<br>Lunch provided during Pilgrimage Season  |
| Start Date:                       | As soon as possible, but willing to wait until January 2022 for the right candidate   |
| Subject to enhanced DBS clearance |   |



## PURPOSE OF THE ROLE

The Schools' Officer will be responsible for contributing to the ministry of the Shrine and promoting the practice of pilgrimage and devotion to Our Lady by:

- Organising and delivering high quality education sessions for school groups across both the Primary and Secondary age range. This may also include some College and University groups
- Marketing and taking a lead on advertising what the Shrine has to offer to day and residential school groups
- Supporting the Director of Education in the running and development of the Education Department
- Supporting the delivery and organisation of the Shrine's outreach to children and young people

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*This was a well organised and very enjoyable day. The children were very excited to see the Shrine and all of the things that we had been learning about Walsingham first hand. They loved lighting the candle. Caroline was extremely knowledgeable, welcoming and friendly, which really helped make the day such a positive experience. Thank-you*

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## RESPONSIBILITIES

### Schools

- To liaise with schools and the Shrine's different departments to ensure the smooth running of school visit bookings and any enquiries.
- To tailor the learning experiences to requirements of individual school and pupils.
- To promote school visits to the Shrine by building strong relationships with schools both locally and nationally.
- To assist with the development of materials (both paper and digital), courses and visits for schools, to support the delivery of a rich RE curriculum and promote a deeper understanding of pilgrimage and Mary's role in the Church
- To assist in the organisation and delivery of residential school visits
- To assist in the production of curricular materials and resources on the subject of pilgrimage and Christianity that can be used in schools and parishes
- To keep up to date with developments in RE and the Curriculum in order to ensure that visits meet the needs of schools

### Young Pilgrims

- To assist the Director of Education in the organisation of the Children's Pilgrimage and to work closely with Shrine clergy in its planning and delivery
- To assist the Director of Education in the organisation of the Family Pilgrimage and to work closely with Shrine clergy in its planning and delivery
- To assist with the delivery of the Youth Pilgrimage and offer support to the co-ordinating team
- To assist in the development of resources and activities for Young Pilgrims and Young Visitors to the Shrine



### General

- To adhere to the safeguarding policies and procedures of the WCTA Ltd and the Diocese of Norwich
- To maintain accurate records of School Bookings and Visits
- To collect and analyse feedback and assist in making changes in strategy and policy in response
- To undertake any other reasonable duties as requested by the Director Education or the Shrine's Senior Management Team
- To act on behalf of the Director of Education in their absence



# SCHOOLS OFFICER



## Support

- The Director of Education
- A team of volunteers
- The Education Support Group
- The Shrine's Senior Management Group

## PERSON SPECIFICATION

### Essential

- Degree or equivalent
- Qualified teacher with QTS
- A sound knowledge and understanding of the Christian faith, its traditions, theology and practice
- In sympathy with the ethos, teaching and policies of the Shrine of Our Lady of Walsingham
- Sound communication and interpersonal skills with both adults, children and young people
- The ability to deliver content to large groups in a public area in an engaging, inclusive and informative way
- An excellent teacher and an effective communicator of the Christian faith
- Excellent organisational skills
- Good understanding of the RE Curriculum and developments in RE
- Sensitivity to the wide range of educational needs of children and young people and be able to adapt and differentiate programmes accordingly
- Able to work under own initiative and manage own time as well as working constructively as part of a team
- Flexibility to adapt to changing situations and respond appropriately with the unexpected
- Effective inter-personal skills
- Good working knowledge of Microsoft Office
- Be competent across a range of IT applications

### Desirable

- Practising communicant Anglican
- Experience of heritage interpretation
- Experience of creating educational resources, both on paper and digital
- Experience of using social media and managing web pages
- Experience of Children's and Young People's Ministry



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*We have visited Walsingham three times now - twice with a year 4 group and once with year 6. All of the children and staff who attended these trips, have come back enthused and raving about the quality of the teaching and the well considered activities.*

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