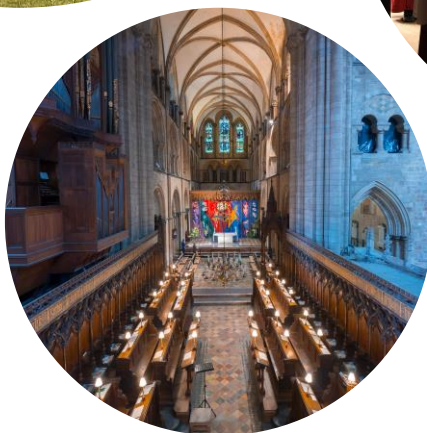


Application Information

Fundraising Apprentice

February 2022



About Chichester Cathedral

Chichester Cathedral has been at the heart of this ancient Roman town since 1075, when, following the Norman Conquest, cathedrals were transferred to centres of population. Situated 3 miles from the South Downs to the north and 8 miles from the coast where St. Wilfrid established Christianity to Sussex in 681.

Chichester Cathedral is a much-loved landmark. Long claimed to be the only cathedral visible from the sea, its spire has historically served as an important mark for shipping in the Channel¹. For those travelling on land, like Pevsner, its relationship to the landscape is remarkable.

“no other English Cathedral ... has such a continuous presence on the flat surrounding countryside ...; the spire becomes as invariable and natural as the sky and sun. What Chichester has in addition ... is the gently rising backcloth of the South Downs two or three miles away, so that God, man and nature always seem to be in equilibrium. And from anywhere on those slopes ... the effect is unforgettable; the plain like a sea, tipped with a glitter or shimmer which really is the sea punctuated only with one slim spire”.²

- Nikolaus Pevsner

Ancient and modern, Chichester Cathedral serves as a complex and instructive pattern-book of English ecclesiastical architectural style from the Middle Ages onwards. Likewise, artwork by Marc Chagall, Graham Sutherland and John Piper sit alongside Tudor paintings and English Romanesque reliefs. This rich tapestry of art and architecture offers a wide breadth of experiences for visitors to explore, engage with and to be inspired. This feature of being ancient yet modern is echoed in our welcome: one of Christian tradition whilst being meaningful to 360,000³ worshippers and visitors of all faiths and none who come to Chichester Cathedral each year. The opportunity to experience the sacred offering extends from attending services supported by our Cathedral choir whose voices, following the English choral tradition, combine to fill this great space, to providing sanctuary in a busy world where quiet reflection can be found in the deep peace of this beautiful place.

Just as our Cathedral is situated at the heart of the city, it strives to be at the heart of both our local and regional communities. As Mother Church to the diocese of East and West Sussex our tradition of welcome and hospitality extends to 189 parishes across the region. Chichester Cathedral hosts ordinations, confirmations, and other special services including a great many civic ceremonies.

Schools, colleges, and universities across the region come to Chichester Cathedral for a variety of educational purposes including tours, lectures, recitals, and concerts; and to mark special occasions such as prize-giving, graduations, carol services and concerts.

Charities and community groups from across Sussex come to participate in both structured and informal learning and engagement activities and to use the Cathedral as a focus for social action such as celebrating International Day of Peace and raising awareness of homelessness through annual ‘sleepouts’. Working in partnership with charities such as Stonepillow, UK Harvest and Amnesty International is key to the Cathedral’s outreach and engagement with young people. In addition, events including special anniversaries, carol services and remembrance activities including an annual hospice Light up a Life service are hosted and supported by the Cathedral community.

¹ A distinction now shared with Portsmouth’s St Thomas’s, created a cathedral in 1927

² Nikolaus Pevsner, *Buildings of England, Sussex*, 1965

³ Pre-pandemic level

About the Role

Chichester Cathedral Restoration and Development Trust (the Trust) is part of the Cathedral family.

The function of the Trust is to raise money for Chichester Cathedral and the role of Fundraising Apprentice is part of this small but dynamic team comprising Director of Fundraising, Fundraising Manager, Festival of Flowers Coordinator, and Finance & Governance Manager. The staff team is supported by a Board of Trustees, Advisory Committee, Roof Appeal Committee, Festival of Flowers Management Team, American Patrons Committee, and office-based volunteers. Additionally, the Trust interacts daily with staff and volunteers across the Cathedral family.

Whilst the Trust has a successful track record of raising money for capital projects, the Trust has recently played a significant role in securing revenue income to support the Cathedral. The pandemic has had a major impact on the Cathedral's income from visitor donations, income generating events, rental income from commercial properties, and investment income. The Trust diverted its energies from completing the roof appeal to secure emergency grants, successfully raising over £1million to sustain jobs and services.

The Trust is recommencing fundraising to complete the roof project and is preparing for some exciting new fundraising projects.

Our fundraising strategy includes raising money from the following income streams:

- Grant Making Trusts
- Individuals and Major Donors
- Legacies
- Events

The Fundraising Apprentice will learn and gain practical skills supported by an experienced team. In addition, the apprentice will be applying their learning to achieve a level 3 qualification ('A' level equivalent). A permanent position with the team with enhanced salary will be available following the completion of the end point apprenticeship assessment.

Job Description

Job Title: Fundraising Apprentice (Level 3)
Duration: 18 months
Organisation: Chichester Cathedral Restoration & Development Trust
Reporting to: Director of Fundraising

Job Purpose:

The Fundraising Apprentice will work alongside a small, dynamic team gaining fundraising experience and skills to contribute to the work of the Trust in raising significant sums for Chichester Cathedral.

Duties & Responsibilities:

- Assist the fundraising team in developing and delivering fundraising income to meet funding targets
- Assist the fundraising team with the stewardship of individual donors including banking, gift aid, thanking and invitations to events, to build and maintain supporter relationships
- Assist the fundraising team on the research and development of funding applications to grant making trusts
- Assist the fundraising team to provide support with fundraising events, this will include attending the events and meeting donors and stakeholders
- Ensure the effective use of the contact / donor database and be compliant with Data Protection regulations
- Undertake necessary administrative tasks in support of any of the above
- To build relationships with staff across the Cathedral to develop knowledge of the Cathedral offering
- To work as a motivated, positive, and effective member of the Trust team
- To take part in safeguarding training, especially with regard to fundraising practices
- To take part in fundraising training to grow and develop knowledge and skills

PERSON SPECIFICATION		
Requirements:	Essential (E) Desirable (D)	Measured by: A – Application I – Interview
Education & Training		
GCSE English & Maths grade 4 / C or above	E	A
Educated to 'A' level or equivalent	D	A
Experience		
Raising funds for charity in a volunteer capacity (possibly through school)	D	A
Customer service or other public facing role	D	A
Knowledge		
Good knowledge and use of IT systems including Office	E	A
Knowledge and use of CRM database	D	A
Awareness of data protection regulations	D	A
Skills		
Able to take direction and learn through practical experience	E	A/I
Accuracy and attention to detail	E	A
Good interpersonal and communication skills both verbal and written	E	I
Good organisational skills	E	I
Good team player	E	A/I
The successful candidate would be building relationships within the Cathedral community and should have an aptitude for this	E	A/I
Creative and enthusiastic	E	I
Future Prospects		
To become a permanent member of the team on completion of apprenticeship		

Remuneration & Hours

Salary:	£19,500
Hours of work:	35 per week Core hours 0900 to 1700, Monday to Friday Flexibility during busy times and attendance at some out of hours events is expected
Usual place of work:	The Royal Chantry, Cathedral Cloisters, Chichester. West Sussex. PO19 1PX Independent travel in and around East & West Sussex will be required at times
Annual Leave:	26 Days (plus bank holidays)
Pension:	Contributory scheme (employer's contribution of 6% + employee's contribution 2%) after probationary period

GENERAL INFORMATION

The job description above is not intended to be an exhaustive list of duties, but to outline the current principal responsibilities of the post. The post-holder is expected to use their initiative with regard to the precise requirements of the Trust at any time, keeping the Director of Fundraising informed.

The Trust is an equal opportunities employer, and the post-holder will be expected to promote this in all aspects of their work.

Confidentiality

All information in relation to the Cathedral and the Trust must be held in the strictest confidence and may not be divulged to any unauthorised person at any time without the authorisation of the Chairman of the Trustees, unless it is in the best interest of the individual. A breach of confidentiality in relation to manual or electronic data will result in action being taken in accordance with the Trust's disciplinary procedure and may lead to dismissal

Health & Safety

Employees must be aware of the responsibilities placed on them under the current Health and Safety at Work etc Act 1974 to ensure that agreed safety procedures are carried out to maintain a safe environment.

Risk Management

Employees have a responsibility for the identification of all risks which have a potential adverse effect on the Trust's ability to maintain its duty of care to staff and visitors and for taking positive action to eliminate or reduce these. Risk assessments will be required prior to events and on similar occasions.

Safeguarding

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and job role. C of E Safeguarding training will be offered on commencement of employment.

Apply

For an informal discussion about this role please contact Alison George, Director of Fundraising:
T: 01243 812480.

To apply, please send your application form to trust@chichestercathedral.org.uk no later than 21st March 2022.

Interviews with Chichester Cathedral will be taking place 8th April 2022.

Once we have considered your application, we will be in touch to confirm the next step of the process.