

Chapter Clerk and Assistant to the Communar

Recruitment Pack

August 2024

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| **Team:** | **Central Support** |
| **Contract Type:** | **Permanent** |
| **Hours:** | **Full time – 35 hours per week** |
| **Salary:** | **£35,000** |
| **Location** | **Chantry Offices, Chichester Cathedral** |

**Any questions?**

**Head of HR, Val Timlin**

val.timlin@chichestercathedral.org.uk

Welcome from the Interim Dean

Dean of Chichester

A person wearing a priest's collar

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Thank you for your interest in our vacancy for a Chapter Clerk and Assistant to the Communar.

Chapter is our governing body, akin to a Trustee Board in a charity, and the Communar is the Cathedral equivalent of a Chief Operating and Finance Officer.

We need someone who is proactive and motivated with exceptional organisation skills to help manage our governance processes and support our Communar to run the Cathedral. Further details are available in the job description below.

The Cathedral is right at the heart of the city of Chichester and attracts many visitors and tourists.  It has a rich liturgical tradition and a superb choir and hosts many cultural events.  It has a strong congregation, including a growing number of families, and a close relationship with the Prebendal School, where the Choristers are educated.  It also has a long history of engagement with the arts and supports a unique Workshop for Liturgical Art.

The Cathedral is at an exciting time in its history.  We are about to welcome our new Dean, the Very Rev Dr Edward Dowler, and in 2025 it will celebrate its 950th history.  It’s a time for new beginnings.

**The Reverend Canon Vanessa Baron**

Interim Dean of Chichester Cathedral

About Chichester Cathedral

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| The Cathedral is a living church that has been at the centre of life in Chichester for over nine centuries. We are a place of worship and mission, the Mother Church of the Diocese of Chichester (which covers East and West Sussex) and the seat of the Bishop of Chichester. We are supported by a committed worshipping congregation, a small but dedicated staff team and over 400 volunteers.  The Cathedral is a leading visitor attraction, a venue for artistic and cultural activity, and an all-round hub for the community, welcoming over 250,000 visitors each year. Music is a central element in the Cathedral’s life. The Choir, which offers eight sung services each week and contributes to the Cathedral’s outreach around the diocese, has a high reputation at national and international level. We also host many high-quality musical performances each year by choirs, orchestras and chamber groups. | The Cathedral presents a comprehensive events programme and has a trading subsidiary, Chichester Cathedral Enterprises Ltd (CCEL), offering hospitality and retail services that support the Cathedral in delivering its mission. We have both a residential and commercial property portfolio many of them listed, in the Cathedral Close and beyond.  The Cathedral does not receive statutory or Church of England funding and is self-supporting, relying on self-generated income, donations, and fundraising activities. The Chapter is supported by the Chichester Cathedral Restoration & Development Trust and the Friends of Chichester Cathedral.  Further information about Chichester Cathedral can be found on the Cathedral website, including our [Annual Report & Accounts](https://www.chichestercathedral.org.uk/about-us/reports). |

Commitment to Safeguarding

In accordance with Church of England’s policy, *Promoting a Safer Church* and the House of Bishops’ *Safeguarding Policy and Practice Guidance*, Chichester Cathedral is committed to the safeguarding of children, young people, and vulnerable adults who may be at risk.

The Cathedral works in partnership with the Diocese of Chichester to ensure that we operate in accordance with best practice at all times.

The care and protection of children, young people and vulnerable adults are the responsibility of the whole Cathedral community, whether clergy, staff, volunteers, contractors or members of the congregations. Everyone who participates in the life of the Cathedral has a role to play in promoting a safe environment for all.

To learn more about Safeguarding at the Cathedral [please see our website.](https://www.chichestercathedral.org.uk/safeguarding)

Commitment to Equality & Diversity

At Chichester Cathedral we are dedicated to encouraging a supportive and inclusive workplace culture amongst our employee and volunteer workforce.   It is our aim to ensure that if you work here or apply to work here, on either a paid or voluntary basis you will have an equal opportunity.  We are also committed to working towards an organisation workforce that is diverse and as representative of our wider community as it can be.

We respect and value each of our employees and volunteers and are committed to enabling you to be able to perform to the best of your abilities and to be your authentic self in the workplace.

**JOB DESCRIPTION**

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| **Job Title:** | Chapter Clerk and Assistant to the Communar |
| **Team:** | Central Support Team |
| **Location:** | Cathedral Offices |
| **Line Manager:** | Communar [the Cathedral’s Chief Operating and Finance Officer] |
| **Matrix reporting line:** | Dean as Chair of Chapter |
| **Contract type:** | Permanent [1.00 FTE] |
| **Hours:** | 35 hours per week |
| **Date of completion:** | August 2024 |

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| **1** | **Job Purpose** |
|  | To provide executive support to:   * the Chapter, which is the Cathedral’s governing body similar in function to a trustee board, including its associated committees and institutions; * the Cathedral’s Communar, who is the Cathedral’s Chief Operating and Finance Officer;   by ensuring the delivery of excellent governance, facilitating the smooth running of Cathedral processes and working on any assigned projects. |
| **2** | **Principal Accountabilities** |
|  | * proactively manage the Chapter’s governance responsibilities, meetings and papers to ensure the smooth running and documenting of Cathedral governance. This will include attending and documenting meetings as well as drafting papers, and the dissemination of information to relevant stakeholders; * support other governance bodies including, but not restricted to, Fabric Advisory Committee, Finance Committee, Audit & Risk Committee, Restoration Planning Group, People & Renumeration Committee, Nominations Committee, College of Canons, Morse Boycott Bursary Fund; * proactively support the Cathedral’s Communar in making effective use of her time in order to run the Cathedral effectively; * supporting SMG meetings including setting up meetings, producing clear agendas, ensuring relevant papers are prepared in advance and producing minutes; * elements of office management and administration. |
| **3** | **Level of Responsibility** |
| **a** | **People**  Line manages the Dean’s PA.  Able to operate on behalf of the Communar or autonomously, maintaining effective working relationships with colleagues, including working flexibly as a member of the Cathedral’s overall administrative resource. |
| **b** | **Financial Management**  No direct budget responsibility but ability to understand, process and present financial information and understand financial implications. |
| **4** | **Contacts** |
|  | * to work closely with the Communar, the Dean and other members of the Chapter, senior managers, and other committee members to ensure efficient meeting processes; * to work internally with lay and ordained colleagues to ensure that their needs are met, priorities are understood and that information provided is presented and interpreted appropriately; * to work externally with partners, stakeholders and the public to manage projects and address any queries as required. |
| **5** | **Special Requirements** |
|  | The role will require occasional out of hours working and a flexible approach to working hours at busy times. A degree of remote working is an option that may be explored alongside flexibility in working hours.  Mandatory safeguarding training will be provided.  A desire to understand and engage with the Cathedral’s Christian mission and comfort in supporting its role as a living church is essential. |
| **6** | **Qualifications, Skills and Experience** |
|  | **Qualifications**   * general education to GNVQ level 3 or equivalent.   **Experience**   * experience of a similar type of work at a similar level; * familiarity with working closely with senior staff and board members; * evidence of building and managing effective relationships with a range of stakeholders in complex organisations; * experience of charity governance or an aptitude to learn is highly desirable; * using and maintaining a database [CRM].   **Skills**   * ability to respond to people and situations sensitively and to adapt to evolving cultures and objectives; * ability to assimilate and present information effectively, evaluating what is important and summarising and communicating appropriately; * high level of organisational skills - ability to maintain productivity whilst managing often competing demands; * ability to manage projects, including one’s own work and the contributions from others; * excellent IT skills including the ability to fulfil database administration and to use digital content management systems; * excellent written and presentational skills; * ability to follow and interpret board or committee meetings and to produce accurate minutes. |

How to apply

You are required to complete an application form, available on our website: [**here**](https://www.chichestercathedral.org.uk/about-us/our-team/job-vacancies)

Please email your completed application to: Val Timlin, our Head of HR at:

[**HR@chichestercathedral.org.uk**](mailto:HR@chichestercathedral.org.uk)

* the closing date for applications is 9.00am **on Tuesday 10 September 2024**.
* Interviews will take place in Chichester on **Monday 16 September 2024**.

**Any questions?**

**Head of HR, Val Timlin**

[val.timlin@chichestercathedral.org.uk](mailto:val.timlin@chichestercathedral.org.uk)

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