



PORTSMOUTH CATHEDRAL



Portsmouth Cathedral Head of Fundraising Application Pack – 2023



Introduction to the role and working at Portsmouth Cathedral

Dear Applicant,

Thank you for your interest in the position of Head of Fundraising at Portsmouth Cathedral. This is an exciting time for the Cathedral; substantial work has been done in recent years to renew the Cathedral's Vision and Strategy including our commitment to financial sustainability, but there is still much to do as we approach our centenary in 2027.

Underlining our commitment to grow in service to our Diocese, city and beyond while ensuring long term sustainability, we are looking for an outstanding Head of Fundraising with the drive, experience, skills, and flair to transform the Cathedral's income generation.


This is not a routine job with a focus on writing grant applications to existing partners. Yes, there are established relationships with funders, but we are also ambitious in wanting to develop the Cathedral precinct to enable enhanced community and visitor use. We will be looking to this post to support and drive forward multi-million capital grant applications.

Your job will be to lead a transformation in how we raise funds to support our Vision and Strategy. Our job is to actively support you, enabling you to make these things happen.

Fundraising, and our approach to it, was transformed and professionalised by our former Head of Fundraising. Building on this excellent work we expect the new post holder to continue to challenge what we do and how we approach fundraising with existing and new funders.

We hope that this, the further information contained below, and our website (www.portsmouthcathedral.org.uk) will encourage you to apply for this exciting and significant post. If it does, or you would like to ask any questions about the role in advance of a formal application, we very much look forward to hearing from you.

Yours sincerely,



The Very Revd Dr Anthony Cane
Dean of Portsmouth



Richard Abraham
Chief Operating Officer

Portsmouth Cathedral Head of Fundraising

Reports to	Chief Operating Officer
Indirect Reports	Administrative support, volunteers
Location of Role	The role is primarily based at Portsmouth Cathedral but may require some travel. Some hybrid working arrangements may be considered.
Hours	35 hours per week
Salary	Up to £45,000 per annum dependent on skills and experience

Job purpose and context

Over the past four years significant progress has been made in professionalising our approach to fundraising:

- A fundraising strategy is in place but will need refreshing;
- Mapping of potential funders is in place;
- Our Data Protection and policies related to how we treat donors and funds entrusted to us have been passed by Chapter and are in operation;
- A single CRM (Donorfy) is the central depository for all fundraising related data and activities;
- We have developed many ways for individuals and trusts to grant funds to us – [Support Us – Portsmouth Cathedral](#)
 - Our annual “Season of Generosity” campaign started in 2021 has, over the last three years, seen planned giving rise by circa 45% and legacy pledges increase as well;
 - ‘Sing Joyfully’, our campaign and structure for giving in support of our outstanding music and choirs, is in place;
- There is organisation-wide agreement and buy-in to the importance of fundraising as a key means to support and deliver our mission with an understanding that focusing on budget relieving income is a priority.

Our mission is defined by our Vision and Strategy – [Cathedral Vision – Portsmouth Cathedral](#). We aim to be a ‘Beacon and Safe Haven anchored in Jesus Christ’ with our efforts underpinned by six interrelated Strategic Objectives:

- Worship and Music
- Growing and Learning
- Diocese and Community
- Building and Heritage
- Partnership and Engagement
- Finances and Sustainability

All six are of equal value with Finance and Sustainability, of which fundraising is a central part, ensuring that the Cathedral has the financial resources to deliver the dynamic vision encompassed by the other five strategic objectives. Fundraising is at the heart of what we do alongside sound financial management – together they protect and conserve the building and its activities not just for the current but future generations.

Over the past three years the finances of the Cathedral have improved considerably, and fundraising has been a major part of that renaissance as the grid below shows:

Revenue and Expenditure

	2017	2018	2019	2020	2021	2022
Income	£1,001,479	£ 963,511	£846,730	£1,059,020	£1,273,191	£1,055,621
Expenditure	£1,421,709	£1,365,584	£1,202,977	£1,064,596	£1,206,772	£1,081,121
Surplus/Loss	-£420,230	-£402,073	-£356,247	-£5,576	£64,419	-£25,500
Gain on investments	£181,887	£62,125	£190,004	£47,613	£210,286	-£91,546
Surplus/Loss	-£238,343	-£339,948	-£166,243	£42,037	£276,705	-£117,047

It is worth noting that in each of the last three financial years, the management accounts have been in surplus at year-end.

Our choirs, worship and liturgy are first class; our environmental record is recognised as leading the Church of England; our outreach to schools is recovering at pace after the pandemic; our volunteers are top notch; and our paid staff and Ministry Teams are full of talent and creativity.

But there is much more to do.

The job scope below outlines an ambitious agenda for the new Head of Fundraising. We want to transform our spaces to make them more community focused while releasing underused building capacity to generate the necessary income to support mission. While doing that we want to take advantage of each real opportunity to gain non-capital grant income to support ongoing mission.

Job Scope

The post holder will be the sole fundraiser employed by Portsmouth Cathedral. Some administrative support and volunteer help may be available, but this post is fundamentally self-supporting in terms of administration. We recognise that further investment in fundraising may be necessary in due course.

The initial annual target is to:

1. Develop funding bid(s) to support a Capital Project to transform the Cloister and North side of the Cathedral focusing on enhancing the visitor experience, increasing revenue and through this work enable the Cathedral to release the income potential of Cathedral House.
2. Raise £150,000 per annum for non-capital related projects, 75% of which should focus on budget relieving income.
3. Devise and run the annual "Season of Generosity" campaign with the support of administrative staff.

Benefits of working at Portsmouth Cathedral include...

- Generous annual leave entitlement of 27 days per annum plus public holidays from the first year of employment.
- Generous employer pension contributions of 7.5%.
- Flexible working arrangements considered including job shares.
- Commitment to professional development and training.
- Cash health plan

Job description and Person Specification

Specific Responsibilities / Principal Tasks

1. Strategic

- To implement the Fundraising Strategy approved for Portsmouth Cathedral.
- To work with Chapter to develop a culture throughout the Cathedral Community that is understanding and supportive of fundraising.
- To take a lead on the fundraising stream for the Centenary of the Cathedral and Diocese.
- To continue to develop methods of measuring impact from our activities for fundraising, to feed into the strategic direction of the Cathedral.

2. Operational

- To take responsibility for major fundraising campaigns including capital grant applications to such bodies as the NLHF and private foundations.
- To take responsibility for applications to the Church Commissioners for grants.
- To establish a donor giving programme, including relationship building, ongoing and themed legacy campaigns, and effective donor methods, including on-line.
- To enhance donor care, including recognition, effective communication, and data protection.
- To support the Cathedral's theme of charitable giving as a Christian duty; by continuing to develop congregational giving including legacy giving;
- To liaise with colleagues within the Cathedral, including Chapter and the Finance Committee.
- To produce income and expenditure fundraising budgets, and make proposals about investment in fundraising operations to the appropriate Cathedral bodies.
- To provide training to staff and volunteers who are connected with fundraising activities or duties.
- To be an active participant in the Cathedral Administration and Finance Association's (CAFA) network of Fundraisers/Development Officers.
- To support efforts within the Diocese to increase fundraising within parishes (e.g., bi-annual masterclass at the Cathedral which parishes will be invited to attend).
- To undertake such other duties as are appropriate to the role.

Person specification

Essential

- Educated to graduate level with evidence of further professional development in relation to fundraising or similar activities.
- Proven and demonstrable senior experience in charities or voluntary sector bodies across a wide range of fundraising activities, most especially in income generating events, individual giving and submitting applications to trusts and foundations.
- Experience of lottery applications and processes.
- Proven ability to plan, monitor and report on all aspects of fundraising operations, including income and expenditure activities.
- Experience of understanding and working with data to report on the impact of fundraising.
- Excellent personal and communication skills.
- Ability to pro-actively develop relationships and opportunities in a sensitive and appropriate manner.
- Ability to empathise with others of a different mindset, and with the emotional intelligence skills necessary to explain and convey concepts that some may not be sympathetic to initially.
- IT competence.
- Attention to detail.
- Ability to work closely and flexibly within a small team.
- Ability to take initiatives and adapt.
- In sympathy with the aims and practices of the Church of England.

Desirable

- Experience or knowledge of working within a Christian setting.
- Experience of working with volunteers.

Safeguarding and GDPR

Portsmouth Cathedral is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, relevant posts are subject to the satisfactory completion of the appropriate enhanced Disclosure and Barring Service declaration which will be dealt with confidentially.

The position is subject to an Enhanced DBS check as well as safeguarding training provided by the Church of England and Diocese pertinent to this role.

Portsmouth Cathedral also is committed to ensuring the protection of the data it holds and therefore this post will be required to successfully complete the Church of England's on-line training course at a practitioner level.

Location

The position is primarily based at the Cathedral Office, Cathedral House, Old Portsmouth. Some hybrid working is possible with prior agreement of your line manager.

Application process and interview

For an informal discussion about this role please contact:

Richard Abraham, Chief Operating Officer
richard.abraham@portsmouthcathedral.org.uk

For any questions regarding the application process please contact:

Liz Snowball, Office Manager and Dean's EA
liz.snowball@portsmouthcathedral.org.uk

Applications

Please submit your application through www.charityjob.co.uk including:

- a CV (no longer than three sides of A4 with minimum font size of Arial 10);
- a supporting statement (no more than three sides of A4 with a minimum font size of Arial 10) setting out how you meet the essential and desirable experience and skills outlined in the person specification, what attracts you to the post and why you believe you are the right person for the role;
- Diversity Questionnaire to vacancies@portsmouthcathedral.org.uk.

Candidates invited to interview will be asked to complete a Confidential Declaration as part of our Safer Recruitment process.

Applications must be received by Sunday 26 November 2023 by 11:59pm. Late applications will not be considered.

Portsmouth Cathedral is an Equal Opportunities Employer and a member of Inclusive Church.

Interviews

Interviews will be held on Wednesday 13 December 2023 in person. Please let us know if that is not possible for you.

Reasonable travel expenses will be reimbursed.

Terms and Conditions of Appointment

- **Hours.** This is a permanent contracted post of 35 hours per week normally between Monday and Friday each week, but work will include evenings, weekends, and public holidays to fulfil operational requirements.
- **Salary.** The salary is up to £45,000 depending on skills and experience.
- **Pension.** Staff are eligible to join the Church Workers Pension Fund (contributory: employer 7.5%, employee 1% of gross salary).
- **Safeguarding.** The Cathedral takes the safeguarding of children and vulnerable adults very seriously and practises Safer Recruitment for all roles (both paid and voluntary), enhanced DBS for specific roles, and face-to-face or online training as required. In addition to the enhanced DBS check on-line safeguarding training will be required. This training will be arranged and paid for by the Cathedral for the successful candidate.
- **Data Protection.** Ensuring that the Cathedral collects, stores, and deletes information in compliance with current data protection legislation and retention guidance is important to us and the sign of a healthy organisation. For this role GDPR/DPA on-line training, arranged and paid for by the Cathedral at Practitioner level will be required.
- **Probation.** The post will be subject to a three-month probationary period, during which the appointment may be terminated by either party giving to the other one week's notice. Notice after the probationary period is three months by either side.
- **Annual Leave.** The annual leave allowance is 25 days plus two 'given' days over Christmas to provide cover, and all statutory public holidays.
- **Training and Development.** The post is subject to informal and formal procedures for review and appraisal. Training and development are discussed as part of this process.
- **Health Cash Plan.** The Chapter offers staff membership of a Classic Health Cash Plan provided by Health Shield. Full details are available on request.

Other general terms and conditions of employment are set out in the Staff Handbook, which is issued to all Cathedral employees on appointment. A copy will be available for inspection at interview if requested.