



PORTSMOUTH CATHEDRAL



Application pack for Non-Executive Member of Chapter



portsmouthcathedral.org.uk

Introduction to the Non-Executive Trustee role at Portsmouth Cathedral

Dear applicant,

Thank you for your interest in serving as a non-executive member of Chapter, the governing body of the Cathedral. We hope that you will consider applying.

Portsmouth Cathedral, the Cathedral of the Sea, has been the seat of the Bishop of Portsmouth since the creation of the Diocese of Portsmouth in 1927. Dedicated to Saint Thomas of Canterbury, it has a distinctive history and role in a great maritime city, and serves a diverse diocese that stretches from the Isle of Wight to East Hampshire.

In late 2023, the Cathedral adopted a new governance structure under the Cathedrals Measure 2021. We will become a registered charity with the Charity Commission in March 2024 and all members of Chapter will become Trustees.

The new Chapter must consist of between nine and twelve members and is led by the Dean of Portsmouth as Chair. The other members are: four residentiary canons (two executive and two non-executive); the interim senior non-executive member (SNEM), and five other non-executive members, including the Chair of Finance and two elected at the annual meeting of those on the Cathedral's electoral roll.

We are looking for people who are willing to build on the commitment, enthusiasm and energy of current members who are nearing the end of their terms of office and continue to broaden the diversity of thinking in Chapter. While we are not looking for any specific skill set, successful candidates must be able to demonstrate that they have the experience and skills necessary for working at board level.

In addition, the Bishop is seeking to appoint a permanent Senior Non-Executive Member. The appointment will be at the recommendation of the Nominations Committee and following consultation with Chapter. The successful appointee will have experience of chairing board or similar level meetings.

Chapter members are required to be either a communicant member of the Church of England, or of a church with which it is in communion. There is no requirement for them to live within the diocese. We are committed to growing in diversity and inclusion, and seek to reflect this in Chapter. We welcome and encourage applications from people of all backgrounds.

Might you be interested in this role and supporting the Chapter and the wider Cathedral in achieving our goals as we head for our centenary in 2027? We look forward to hearing from you.

Yours sincerely,



The Very Revd Dr Anthony Cane
Dean of Portsmouth



Richard Abraham
Chief Operating Officer

Portsmouth Cathedral – Vision and Strategy



From humble beginnings in 1180 at the heart of Portsmouth's original settlement, this church, dedicated to Thomas Becket, became a parish church around 1320 and a Cathedral in 1927. The building incorporates a wide range of architectural styles from the medieval east end to the Nave begun in the mid twentieth century and completed in 1991.

For centuries Portsmouth Cathedral has been a beacon for people on land and at sea, helping them navigate the passage of time with faith and confidence in God. It is a building of greatness and simple enduring beauty, and a lively, inclusive, and compassionate community which has a positive impact on the lives of people in its own parish, as well as the City and Diocese of Portsmouth.

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 Team are full of talent and creativity.

Our vision and strategy emphasize that we are a community always open to God's will, affirming the good things of past and present, while also seeking further growth and development. Our efforts are 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 ensuring that the Cathedral has the financial resources to deliver on the dynamic vision encompassed within the other five strategic objectives.

The Cathedral's accounts are available through our website.

Chapter



As a non-executive trustee, your role will be vital in the oversight of the overall management and administration of the Cathedral, and ensuring that the Vision and Strategy formed in 2020 is being effectively delivered. Chapter members have a collective responsibility and always act as a group not as individuals. They give strategic direction to the Cathedral, setting overall policy, defining goals and evaluating outcomes. They are custodians of the good name and values of the Cathedral in its mission and ministry to the Cathedral community, the wider Diocese of Portsmouth and beyond.

On appointment, Trustees receive a full induction including specific and general trustee training, which will be ongoing, to enable members to deliver their responsibilities. This will involve scrutinising board papers, leading discussions, focusing on key issues and providing advice and guidance on new initiatives.

Chapter has particular responsibilities as a body to ensure that a safeguarding culture is fully embedded into everything that the Cathedral does, and that it has appropriate policies and procedures to deal with safeguarding matters. It ensures the financial stability of the Cathedral and works to protect and manage its assets and ensure the proper investment of its funds.

The Chapter is supported by its committees: a Finance Committee and a Nominations Committee, whose members include both executive and non-executive members of Chapter. Members of committees also discharge trustee functions, based on the role and responsibilities of the particular committee in question.

The Chapter is advised on work to the Cathedral building and precinct by the Fabric Advisory Committee.

Applications are welcome from both lay and ordained people, provided that at least two thirds of the non-executive members are lay, in accordance with the Constitution.

Specific Responsibilities / Principal Tasks



As a member of Chapter, you will have a duty as a trustee of the Cathedral as a charity regulated by the Charity Commission. Trustees ensure that:

- the Cathedral complies with its Constitution and Statutes, charity law, relevant company law and any other relevant legislation or regulations;
- the Cathedral pursues its charitable objectives as defined in its governing documents;
- the Cathedral uses its resources exclusively in pursuance of its objectives for the benefit of the public;
- risks to the Cathedral are assessed and are appropriately mitigated;
- the Cathedral is being transparent and accountable, while ensuring that Chapter papers and information are treated with the appropriate confidentiality;
- they provide strategic leadership in line with the Cathedral's aims and values;
- they are clear about the Cathedral's aims and work to ensure that these are being delivered effectively and sustainably;
- they work as part of an effective team using the appropriate balance of skills, experience backgrounds and knowledge to make informed decisions, and taking collective responsibility for those decisions.

Senior Non-Executive Member



As SNEM, you will be the senior Chapter member without executive functions or duties, and have a purely governance-related rather than operational role.

The role is distinct from the role of Vice Dean (currently the Canon Chancellor) and will not be closely involved in the day-to-day operations of the Cathedral, even if the Dean is absent.

The SNEM is appointed by the Bishop of Portsmouth but, as a trustee, they are not there to 'represent' the Bishop on Chapter. The role does include being a critical friend and providing support and advice the Dean in his to in their capacity as Chair of Chapter.

The SNEM will chair Chapter meetings in the Dean's temporary absence, or where the Dean has declared a conflict of interest or loyalty in the matter under discussion. Where the Dean is temporarily absent to enable an identified conflict to be properly managed, the SNEM will chair the Chapter meeting.

The time commitment is broadly the same as for other non-executive members, but it is expected that, in addition, the Bishop, Dean and SNEM will meet a minimum of twice per year to discuss any specific matters of concern or interest, as well as the mission of the Cathedral and its wider role in the diocese.

Person specification

Essential

- Recent and relevant board level experience, not necessarily within the charitable sector.
- Proven ability to contribute at strategic level and offer constructive challenge.
- An actual communicant (within the meaning given in Rule 83(2) of the Church Representation Rules), or a communicant member of a church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity.
- Eligible to serve as a Trustee (as defined by the Charity Commission).
- Willingness and ability to understand and accept their responsibility and liabilities as trustees and to act in the best interest of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equality, diversity and inclusion.
- Enthusiasm for our vision and strategy.
- Willingness to lead according to the Cathedral's values.
- Commitment to the Association of English Cathedrals' Code of Governance, which includes the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Desirable

- Experience or knowledge of working within a Christian setting.
- Experience at board level within the charity sector.

Term of Office

Members are appointed for three years with the option for reappointment for up to three successive terms.

Time Commitment

Chapter meets a minimum of four times a year. Meetings are normally held in the afternoon and this year's meetings are in February, May, July and November, with a further meeting with the Bishop and strategy 'Away Day' in the early autumn.

Chapter members are also welcome to attend meetings of the Fabric Advisory Committee (currently three per annum) and the Annual Parochial Church Meeting.

Ad hoc and support through working groups and/or support to the executive team may be required.

Members are encouraged to take part in the life of the Cathedral and, if possible, attend services and events of importance.

You will also need to be able to commit to approximately 10 hours of training per year, in addition to induction training. This includes:

- Specific training for Chapter members as Trustees provided by the Association of English Cathedrals – either a day or two days during your first year in post.
- Online Safeguarding training provided by the Church of England at the appropriate level.
- Online GDPR and Data Protection training at Board Level on appointment (seven hours) and as part of continual development.
- Additional training for Trustees, normally delivered during scheduled meetings.

Remuneration

These are unpaid Trustee roles. Reasonable out of pocket expenses will be paid in accordance with Charity Commission rules and the Cathedral's Expenses policy.

Safeguarding

These appointments are 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 is also 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 online training course at board level.

Application process and interview

For an informal discussion about this role, please contact:

Anthony Cane, Dean of Portsmouth,

anthony.cane@portsmouthcathedral.org.uk

or

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 two 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;

You will also need to complete a Recruitment Monitoring Form and email this to vacancies@portsmouthcathedral.org.uk.

Applications will be considered by the Nominations Committee in the first instance, with candidates invited to interview and appointments made by Chapter.

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

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



portsmouthcathedral.org.uk