

# LICHFIELD CATHEDRAL

Head of Fundraising

Application Pack



LICHFIELD  
• CATHEDRAL •

# A MESSAGE FROM

## Simon Warburton, Chief Operating Officer



### Thank you for your interest in the post of Head of Fundraising

Lichfield Cathedral is a significant part of the city's historical and cultural landscape. It has been a place of Christian worship for over 1300 years and has shaped the early development of the city as a pilgrim destination. It is also a heritage site, award-winning visitor attraction and an events venue which attracts both residents and visitors alike.

The Cathedral has 23 services a week, 70 commercial events a year, 150,000 visitors, and a nationally important collection of treasures. The recent Theos Report: Living Stones (2026) notes that 74% of English adults have visited a cathedral in the last 3 years, and 37% having visited more than once in the last year. And yet, despite the importance of the heritage and the social and economic impact for the local economy and communities, we are horrendously underfunded.

Cathedrals are grateful to the Church Commissioners for their regular funding, but this equates to under 5% of the operational costs and there is currently no money, or legal mechanism, to allow for the Commissioners to invest in the Cathedral buildings. This means that the majority of the £3m annual turnover required to keep the doors open must be raised through fundraising and commercial income.

The Church Commissioners have recently commissioned BDO to provide a financial snapshot of Cathedrals and found that 80% are in a structural deficit, and this was being driven by a lack of available funding to deal with Cathedral maintenance projects that were either overdue, or would require investment in the next 5 years. Lichfield would fall firmly into this 80% bracket of cathedrals.

And yet, I would argue Lichfield is one of the most creative cathedrals and commercially successful. We have driven the event business so that we are a thriving large venue for the city. We operate a requested donation model with our visitors, and in 2025 we achieved £2.40 per visitor. We have recently opened a café in the Close, and we run a well regarded gift shop. There is an exciting exhibition programme that welcomes both local and national touring exhibitions, as well as creative use of our own collection. We offer high quality worship with an excellent professional choir. Indeed, we try hard as a Cathedral community to live our motto "Inservi Deo et Laetare" to "Serve God and be cheerful".

With all of this in mind, the role of the Cathedral's Development team is critical to our ongoing success. We have a multi-layered membership scheme (through a Patrons and Guardians programme) and a supportive Friends organisation (of which we provide administrative support). There is a successful fundraising event programme that ranges from days out to musical events and Gala dinners. There is a well kept fundraising database (Beacon CRM) that allows for critical data management and grant monitoring. All of this is managed by a small but dedicated fundraising team.

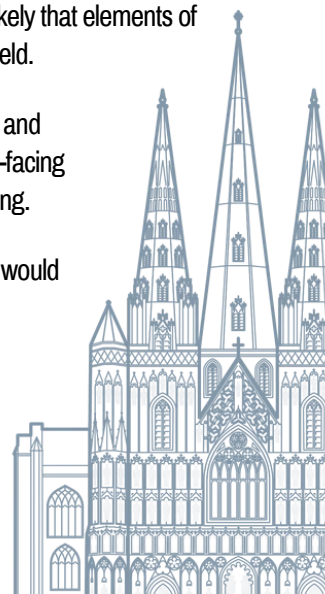
When looking to the future, we are not short of aspiration or maintenance need. The sound system and organ are an explicit priority. We wish to tackle these together, noting that the project includes shared infrastructure and will require works to the north Nave buttresses, costs will be in the region of £6m. This has led Chapter (the board of Trustees) to think carefully about how this might be achieved and it is likely that elements of these works will form part of a large National Lottery Heritage Fund application, an approach that is long overdue at Lichfield.

There is also a need to engage with stakeholders from across the Diocese, in particular those that might consider one off and incredibly generous gifts. Therefore, the new Head of Fundraising will need to be able to be the Cathedral's most forward-facing ambassador, someone who can talk eloquently about the Cathedral's needs, and ultimately leading to a request for funding.

If reading this excites and if you want to have a key role in the Cathedral's development plans over the next 10 years, we would love to hear from you.

Best wishes

**Simon Warburton, Chief Operating Officer**



# The Mission of Lichfield Cathedral

The mission of Lichfield Cathedral is to make the good news of Jesus Christ known to those around us, through our lives, our words and our actions, and to be a holy place of prayer, worship and reflection.

## BACKGROUND



Lichfield is a cathedral of the Old Foundation, and has its origins in Saxon times when St Chad established his Church and centre of activity in the heart of Mercia. The first Cathedral was dedicated in 700 A.D. and throughout the subsequent 1300 years it has been a site of Christian witness, worship and pilgrimage. It is one of the earliest pilgrimage sites in Britain and this role has become increasingly important in all our thinking and planning, our outreach and welcome.

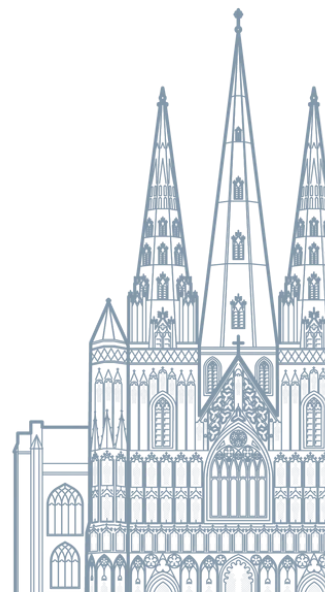
The Cathedral serves one of the largest Dioceses in the Church of England with a population of 1,976,000 covering 1,744 square miles: comprising Staffordshire; the northern half of Shropshire; Stoke-on-Trent, Wolverhampton, Walsall and the northern half of Sandwell.

Lichfield Diocese is committed to mission and growth:  
'Come follow Christ in the footsteps of St. Chad', developing discipleship,  
vocation and evangelism.

The City of Lichfield is situated in the south-east corner of Staffordshire, 17 miles north of Birmingham. It is an ancient settlement, the birthplace of Samuel Johnson and the home of the celebrated Enlightenment natural scientist, Erasmus Darwin.

The city has a population of 30,000. It is well served by rail and road links and is an attractive town with a medieval street pattern and fine examples of Tudor and Georgian architecture. Lichfield is small by city standards and is renowned for a range of festivals, both art and food, throughout the year.

Being a small city makes it very accessible on foot and there are many local and national trails to explore including The Two Saints Way from Chester to Lichfield and the Heart of England Way. The city streets contain many independent shops, museums and a variety of eating places.





The Cathedral itself is dedicated to St Mary and St Chad and is highly distinctive because of its three spires and decorated west front. It has a fine collection of Renaissance and Victorian glass, an airy and spacious Lady Chapel containing the site of the original shrine together with the newly reinstated shrine of St Chad, and a two-storey Chapter House that contains the Cathedral Library. Although substantially restored by the Victorians, the restoration was done with considerable tact and sympathy. As a result the Cathedral has a pleasing coherence and welcoming atmosphere.

The Cathedral is set within an historic Close that contains the Cathedral School, Bishop's House, Deanery and the houses of key members of the Cathedral's foundation. The Cathedral hosts a large number of Diocesan services and occasions.

It has a full programme of concerts and art exhibitions and is much in demand by local organisations as a venue for special services and events including the Lichfield Festival, founded by a former Dean of Lichfield in 1982, and bringing many renowned artists and musicians to the Cathedral.

The Cathedral has diverse Sunday congregations (overall attendance is 200+) and a very large number of volunteers (circa 300): bellringers, flower arrangers, stewards, guides and welcomers, servers, education organisers, people offering practical assistance with cleaning, repairs, furniture moving and scene-shifting.

The Cathedral's volunteering and worshipping communities are responsible for some excellent team working and participation. The Cathedral volunteers were awarded the Queen's Award for Voluntary Service in 2019.

## THE LIFE OF THE CATHEDRAL

All cathedrals are fairly complex institutions; Lichfield is no exception! Ecclesiologically, the Cathedral is the Bishop's Church, the symbolic core of the Diocese, the seat of the Bishop and a centre of mission and worship. Regionally, and nationally, it is an icon representing much history and tradition. Pastorally, it offers ministry to a large congregation and connects with many community groups and agencies.



## WORSHIP

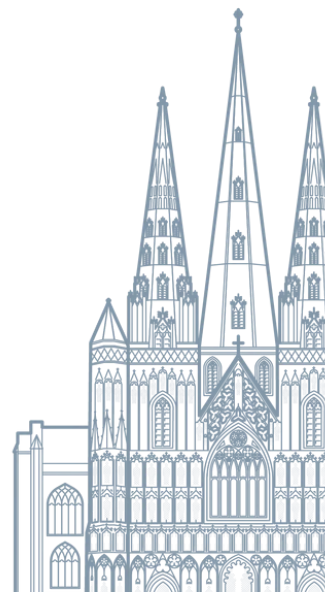
Morning Prayer is said (Monday to Saturday) at 0800. The Eucharist is celebrated each day at 1230 Monday – Saturday. Evensong is sung every Tuesday to Friday during Choir Term at 1730. Evening Prayer is said on Mondays and Saturdays and when no choir is available to sing.

The Sunday pattern of worship is:

- 0740 Morning Prayer (in shorter form)
- 0800 Holy Communion (said BCP) with homily
- 1030 Sung Eucharist
- 1530 Choral Evensong

Please note the Cathedral service and opening times remain under constant review

On Sundays the Sung Eucharist and Choral Evensong are occasions when the Chapter is together unless Diocesan business or pastoral cover for a parish necessitates someone's absence.



# CHURCH FOR THE REGION

Diocesan occasions are highly important moments in the Cathedral's life: in addition to ordinations and the Chrism Eucharist there are licensings and installations, commissioning of new Diocesan ministries and particular 'show case' occasions for Diocesan Departments. Being the Diocesan Church necessarily entails much involvement with Local Authorities and the Military.

The Cathedral hosts regular services for the local army regiment. The new Defence Military Services H.Q. is situated just outside Lichfield and a centre for Army training in Stafford opened in 2015. The Cathedral is called on to host a range of special occasion services from Memorial Services to celebrations for schools; from grand civic occasions replete with Royalty and Lords-Lieutenant to acts of remembrance.



## MAKE-UP OF THE TEAM

The Head of Fundraising is a senior management role and will be line managed by the Chief Operating Officer. The Fundraising team is made up of three staff, two part time and one full time. The Development Manager (f/t) line manages the Development Administrator (p/t) and is tasked with funding applications. The Development Administrator supports work to the database (Beacon CRM) and the Philanthropy Manager supports the membership programme and liaises with high net worth stakeholders. The Cathedral employs around 60 staff with responsibilities ranging from administration to event management. There is also a team of casual staff who help with commercial activity.

## APPLICATIONS

Applications must be received by midnight on Sunday 12 July 2026. Applications should be submitted on the Cathedral's application form together with a covering letter and emailed to [recruitment@lichfield-cathedral.org](mailto:recruitment@lichfield-cathedral.org).

We hope you find this pack useful and informative. If, however, you have any further questions please contact the Cathedral Office on 01543 306105.

## SHORTLISTING

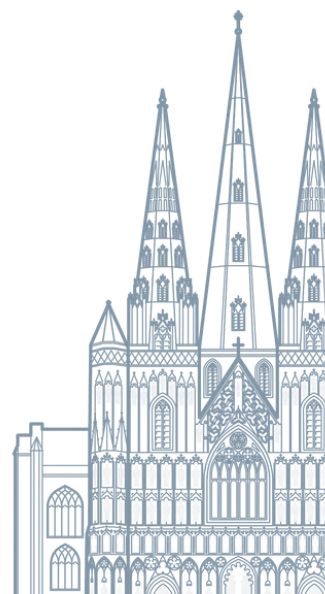
Shortlisting will take place on w/c 13 July 2026. Shortlisted candidates will be notified of the outcome soon afterwards and those not shortlisted will be notified following the interviews.

## INTERVIEW

The selection process for the Head of Fundraising will take place 13 August at the Chapter office next to the Cathedral. The interview will involve a task, presentation, and visit to the Library. Should a candidate be unable to make that date, can this be stated clearly in their application so other arrangements might be considered.

## SALARY

£45,000 per annum + contributory pension





## OUR CULTURE, VALUES AND BENEFITS

Thank you for considering joining our inclusive and welcoming team which strives for excellence and values your wellbeing. The Cathedral has at its heart the values of hope, healing, holiness, and hospitality.

Lichfield Cathedral is committed to creating and sustaining a diverse and inclusive staff team which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/ UKME), women, and people with disabilities are currently under-represented among our clergy and workforce, and we particularly encourage applications from those with the relevant skills and experience.

The Church of England, its archbishops, bishops, clergy and leaders are committed to safeguarding as an integral part of the life and ministry of the Church.

Safeguarding is the action the Church takes to promote a safer culture. This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those who are at risk of being abused and respond well to those who have been abused. We will take care to identify where a person may present a risk to others and offer support to them whilst taking steps to mitigate such risks.

The Church of England affirms the 'Whole Church' approach to safeguarding. This approach encompasses a commitment to consistent policy and practice across all Church bodies. Church officers and everyone associated with the Church, and who come into contact with children, young people and adults, have a role to play. The Church will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ's Ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm

## HOURS

The Cathedral's employment contract states usual hours of 9 - 5 from Monday through to Friday. However, given the nature of this role, it is expected that there will be occasional evening and weekend working. The Cathedral is committed to striking the right life work balance and would be open to discussions around flexible working, home working, and reduced hours. Our priority is always to ensure the remit of the role is achieved.

## ANNUAL LEAVE

You are entitled to the equivalent of 27 days plus Bank Holidays annual leave in each leave year, which begins in January. Should you start your appointment part way through a calendar year your annual leave will be pro-rata in the first year.

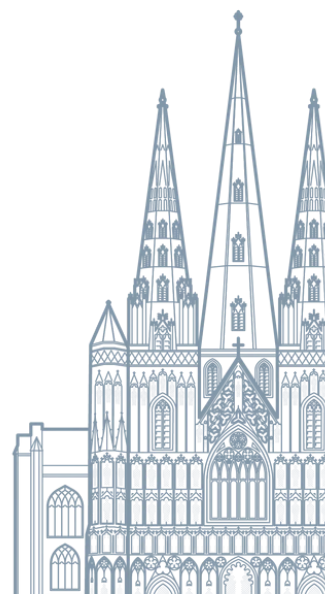
## SAFEGUARDING

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles.

This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our Churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the Lichfield Cathedral website. All applicants are required to complete a Confidential Disclosure Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation within the Data Protection Act 2018.



# ROLE DESCRIPTION

## Head of Fundraising

### LINE MANAGEMENT

Chief Operating Officer

### THE MISSION OF LICHFIELD CATHEDRAL

The mission of Lichfield Cathedral is to make the good news of Jesus Christ known to those around us, through our lives, our words and our actions, and to be a holy place of prayer, worship and reflection. Having discovered how much we are loved by God, we seek to share that love with others through spiritual support and pastoral care, through social action and abundant generosity. We are a people on a pilgrimage through life, and all are welcome to join us on the journey.

### THE MISSION STRATEGY (2030) OF LICHFIELD CATHEDRAL – KEY PRIORITIES

On the 2nd March 2025 (St Chad's Day) the Cathedral adopted a new 5 year Mission Strategy with three key areas and 6 strands of work:

#### Your Cathedral

1. Evangelism and Engagement
2. Tourism and Visitor Attraction

#### My Cathedral

3. Music and Worship
4. Discipleship and Learning

#### Our Cathedral

5. Serving The Diocese and Beyond
6. Heritage and Stewardship

### MAIN JOB PURPOSE & AREAS OF ACCOUNTABILITY

- The purpose of this post is to support the delivery of the Mission Strategy of Lichfield Cathedral and the priorities of Chapter through strategic fundraising activity.
- The post holder will report to the Chief Operating Officer in the delivery of agreed fundraising key performance indicators, including growth in supporters, sponsorship and other sources of income.
- The post holder will need to work closely with the Dean, and the other members of the Executive Management Team, Development Committee and Chapter as required.
- To assist with the development of Cathedral's large projects (to involve a large NLHF funding application).
- To work with the Executive Management Team developing development plans and opportunities.
- To increase substantially the level of giving through restricted and unrestricted sources.
- To develop positive relationships with donors, sponsors, and high-net-worth individuals, charities, trusts, and foundations.
- To promote the Cathedral's legacy programme.
- To work closely with the Development Committee ensuring they remain enthused and focused.
- To coordinate direct fundraising initiatives such as the biennial Gala Dinner.
- To assist other members of the Executive Management Team in their work from collections to environmental sustainability helping to develop projects and funding.
- To attend the Executive Management Team offering guidance and support on a wide range of Cathedral activity.
- To line manage a small fundraising team and to work closely with the wider Cathedral team.
- To work closely with internal and external marketing professionals to develop fundraising and profile-raising communications and messages.



## JOB ACTIVITIES

- To create and drive a capital and revenue fundraising strategy.
- To identify and maximise fundraising opportunities.
- To deliver financial KPIs.
- To take an active role in representing the Cathedral community commercially and corporately.
- To develop and maintain high-quality networks across the region and nationally.
- To ensure the Cathedral's fundraising database is maintained and to use the software to maximise fundraising opportunities (Beacon CRM).
- To work at a senior level within the Cathedral, influencing decision-making on the basis of the likelihood of success.
- To develop and lead relationships with the associated charities and supporters such as the Friends of Lichfield Cathedral, Patrons and Guardians, the Cathedral Music Trust, National Lottery Heritage Fund, Benefact Trust, Wolfson Foundation, etc.
- To keep the case for support up to date and in line with the Cathedral's Mission Strategy.
- To work with volunteers to develop areas of support.
- To have oversight of the fundraising policies.

Projects include (this is not an exclusive list):

- Repairs to Cathedral spaces and the wider property portfolio within The Close; this includes restoration of the northwest spire (£TBC), and repairs to the St Chad's Head Chapel roof (£1m).
- A significant capital project addressing the operational constraints of the Cathedral (£10m+). Elements include:
  - Improved access to the Cathedral's treasures
  - Heritage Skills Centre – supporting the Cathedral Stonemasons and other heritage skills
  - New sound system
  - A clean of the Hill Organ
  - Repair to the North Nave Buttresses
- Aiding the Cathedral to become net zero.
- Support for the Cathedral's music (choral and music outreach).
- To always comply with company policy and code of conduct, paying strict attention to H&S rules and abiding by the Cathedral's Safeguarding policy and procedures.

## PERSON SPECIFICATION - ESSENTIAL QUALITIES

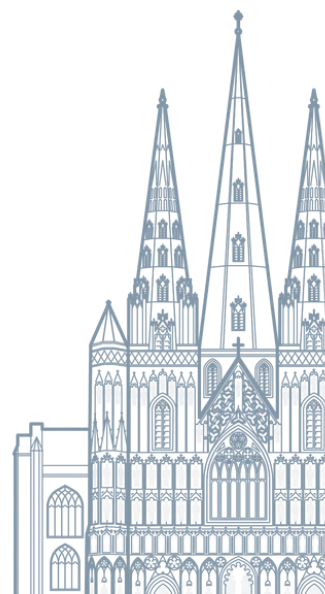
- Degree level qualification or higher, or equivalent professional experience
- Member of the Chartered Institute of Fundraising
- Experience of fundraising at a 'Head of' level
- Experience of managing people
- Experience in securing substantial funding from the National Lottery Heritage Fund, Arts Council England, etc
- Experience of legacy promotion and management
- First class communication skills: able to write succinct, persuasive, and grammatically correct English and speak assuredly to a range of people and audiences
- Excellent computer literacy and good knowledge of Microsoft Office software
- Experience in using fundraising software packages
- Strong inter-personal and influencing skills
- Able to work to deadlines and within a dynamic environment
- Strong research and analytic skills
- Knowledge of the Church, church-based charities or the heritage sector
- Knowledge of the Arts including choral music
- Enthusiastic, dynamic and energetic
- Able to maintain confidentiality
- Experience of working across a diverse team, with the ability to bring the best out of your team and colleagues from other departments
- Knowledge of fundraising legislation and best practice
- Respect and understanding for the Christian ethos and Mission of the Cathedral.



# PERSON SPECIFICATION (CONT)

## DESIRABLE

- Interest in history, heritage and culture
- Knowledge of appropriate HR legislation to aid Line Management
- Working closely with marketing initiatives
- Experience of working with volunteers
- Experience of working in or volunteering for a charity
- Experience of working in complex organisations and/or small organisations with the ability to be adaptable and to take on any challenge at short notice.



# THE MISSION OF LICHFIELD CATHEDRAL

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## OUR VALUES



### HOLINESS

The Cathedral is a holy place – a sacred space. Celtic Christians used the term, ‘a thin place’ where the boundary between heaven and earth seems more permeable. That is most certainly the experience of many who come here to visit or to worship. Music, prayer and worship are our foundation stones.



### HEALING

Lichfield Cathedral has been, since earliest times, a place where people have sought healing and wholeness. Visitors, pilgrims and worshippers come to the Cathedral in search of healing and wholeness of body, mind and spirit in a place which speaks of stability and hope, and where the walls are soaked in the prayer of generations past and present.



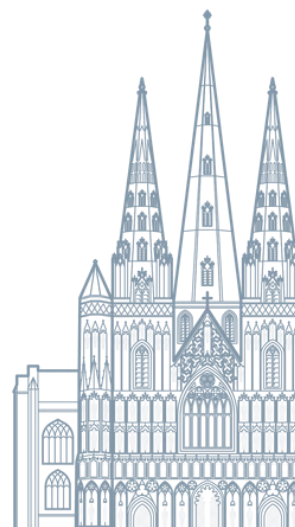
### HOSPITALITY

We wish to offer a warm and friendly welcome to all who come through our doors. We seek to be a place of acceptance, refuge, refreshment, encouragement, joy and hope. All are welcome to join our Cathedral family.



### HOPE

In a world which so often seems fractious and unstable, the Cathedral points to a God who offers stability and hope. In the Nave hangs an icon of Jesus Christ on the cross, dying for us to bridge the gap between us and God. On the eastward side of the cross is the risen Christ, whose death and resurrection means that we need never again be separated from God’s love. This knowledge gives us the courage and confidence to go out carrying that same love and hope to all who wish to encounter it.



# THE STORY OF LICHFIELD CATHEDRAL

Lichfield Cathedral is one of the earliest cathedrals in the United Kingdom, and a historic site of great significance. Today, the Cathedral serves the fifth largest diocese in England - incorporating Staffordshire, much of Shropshire and the area of the West Midlands known as the Black Country.



Our story begins 1300 years ago, when St. Chad, the first Bishop of Lichfield, established his diocese here, bringing the Christian faith to the kingdom of Mercia. St Chad is remembered as a holy and humble bishop, and on his death in 672AD, his burial place quickly became a place of pilgrimage.

The construction of the current Gothic cathedral began in 1195 and was completed in the mid-13th century, its iconic three spires being named the "Ladies of the Vale." The cathedral faced severe damage during the 17th century Civil War, when the central spire fell and many of our ancient treasures were lost during three devastating sieges. Extensive restoration work followed in the 17th, 18th and 19th centuries, with major Victorian renovations led by Sir George Gilbert Scott.

Today, Lichfield Cathedral stands as the only medieval English cathedral with three spires and the only one to have been fortified with walls and a moat. It contains important treasures of international significance, including the 8th-century Lichfield Gospels also known as the St. Chad Gospels; the 'Lichfield Angel' dating back to around 800AD; the 16th century Herkenrode Glass stained-glass windows; a unique two-storey Chapter House containing a complete mediaeval tiled floor; fine examples of mediaeval wall painting; the important 19th century pipe organ by William Hill & Sons; and significant books, manuscripts, textiles, silver and historical artefacts, including an early 15th century Wyclif New Testament, Henry VIII's Great Bible (1539), Justinian's Law Codes (1200) and a 15th century edition of Chaucer's Canterbury Tales.

The Cathedral Close is home to a large number of significant listed buildings including Vicars' Close (1315), the former Bishop's Palace (1687), the Deanery (1705) and Darwin House (18th Century).



# THE STORY OF LICHFIELD CATHEDRAL

Alongside our core purpose as a place of worship, the Cathedral is a major heritage attraction in the West Midlands, and we welcome approximately 150,000 people each year.



The Cathedral also provides a significant cultural venue and focal point for the community, including those who actively take part as volunteers, visitors, pilgrims, worshipers, school groups, those presenting and attending performances (both professional and amateur) and those attending exhibitions. Through our award-winning music outreach programme MusicShare, which runs in partnership with Lichfield Cathedral School, we have engaged tens of thousands of children in singing in over 500 schools.

## OUR MOTTO

Our Christian faith is so much more than mere duty or obligation:  
it is a source of joy and fulfilment.

 **INSERVI DEO ET LAETARE**  
Serve God and Be Joyful

