



# PORTSMOUTH CATHEDRAL

## Head of Fundraising

<b>Location:</b>	Portsmouth Cathedral, Old Portsmouth, UK
<b>Reports to:</b>	Chief Operating Officer
<b>Direct and Indirect Reports:</b>	Development Officer, volunteers
<b>Hours:</b>	28 hours per week with scope for some flexible working if required.
<b>Remuneration:</b>	£36,000 to £40,000 depending on experience (FTE £45,000 – £50,000)
<b>Holiday:</b>	The annual leave allowance is based on 25 days plus two 'given' days over Christmas to provide cover, and all statutory public holidays (which may need to be taken in lieu) pro rata.
<b>Pension:</b>	7% employer contribution and 1% non-contributory pension.

## About Portsmouth Cathedral

Portsmouth Cathedral is the Mother Church of the Diocese of Portsmouth, which covers south-east Hampshire, Portsea Island and the Isle of Wight. The focal point for many diocese-wide services and events, we host many diocesan events from confirmation services to the ordinations of new ministers. Worship in a variety of different styles is available throughout the year, from daily Holy Communion to our informal family service #PompeySundays. We warmly welcome all through our doors, as a beacon and safe haven anchored in Jesus Christ. We are also the Parish Church of St Thomas of Canterbury, serving all who live in our geographical parish rather like any other smaller parish church.

Since humble beginnings in 1180, the Cathedral has watched, listened and helped the people of Portsmouth navigate the passage of time. We have witnessed wars and peace, famous marriages, been bombed and rebuilt. The Cathedral reflects the constantly changing, growing and unfolding of the Christian faith, displaying a harmony of three distinct architectural styles which provide a source of light, warmth and space.

This is an exciting time for the Cathedral; we approach our centenary in 2027 and are looking forward to our next 100 years. We are currently finalising a project to create our Estates



Masterplan for the next fifteen plus years. The Architects leading this process have a brief to create a masterplan which supports the delivery of Chapter's vision and strategy, telling more effectively our story as the Cathedral of the Sea, redeveloping our precinct to be more invitational, ensuring our spaces are as flexible as possible to meet increasing demands and generate more revenue. The Head of Fundraising will play a key role in delivering large capital fundraising bids for the masterplan to be delivered.

The Cathedral is currently running at a deficit and achieving financial sustainability is one of our key performance targets. This year our ambition is to reduce our deficit by over 30% compared to 2025 and to be financially sustainable in 3 years.

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

This is a special opportunity to be part of the community that is the 'Cathedral of the Sea', serving the Diocese and City of Portsmouth, and contributing to its future growth and success. We are looking to appoint an experienced, motivated, and collaborative person to this significant role. As well as welcoming applications from those who have cathedral experience, we are also keen to hear from people bringing transferable skills from other working environments.

## Safeguarding

Portsmouth Cathedral takes its safeguarding and its responsibility for children, young people and vulnerable adults very seriously and their welfare is paramount in all areas of Cathedral life. Clergy, lay staff and volunteers who work within the organisation and/or as part of the congregation are required to follow good policy and practice to ensure that children, young people and vulnerable adults are safeguarded and nurtured physically, emotionally and spiritually. For this role a basic safeguarding check will be required.

Our staff and volunteer Team Values are to respect and care for one another with integrity, inclusion and openness, all with a common ambition.

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## Job Purpose

You will be working as part of a small dynamic team responsible for raising money for Portsmouth Cathedral. The Head of Fundraising is a highly motivated team player who enjoys working in and supporting a small team across a variety of fundraising disciplines.

The Head of Fundraising leads on generating in the region of £400,000 of income per year, primarily through large and small grant applications and the management of the Cathedral's relationships with trusts and foundations, whilst also developing new fundraising initiatives,



and leading communications and engagement activities with supporters and legacy pledgers.

Working closely with the Chief Operating Officer, the role identifies opportunities for growth and ensures the effective delivery of fundraising activities across multiple income streams. This role supports the continued work of Portsmouth Cathedral to secure the resources needed to preserve and enhance the Cathedral's mission and building for future generations.

## Key Responsibilities

### Trusts and Foundations

- Managing relationships with trusts and foundations to secure funding for the Cathedral's major projects and strategic priorities. Responsibilities include identifying and approaching prospective funders, preparing applications, and ensuring compliance with reporting requirements.
- To look for opportunities to deliver funding for projects covering core costs and Chapter's strategic priorities and projects.
- To provide updates on progress and spend for successful applications and ensure we deliver the agreed outcomes with your operational colleagues.
- To work collaboratively with local community partners on the creation of any joint fundraising bids

### Fundraising Appeals and New Initiatives

- Co-ordinating fundraising appeals and piloting new approaches to diversify income streams. Collaborating with internal teams to identify and develop fundable projects aligned with the Cathedral's priorities and engaging with potential supporters to secure funding.
- 2026 will see the establishment of a new Choral Music Endowment. This will open with nearly £200,000. Under your leadership this fund will end the year with £250,000 and double in our centenary year.
- To lead where appropriate on existing corporate partnerships and look for further opportunities to collaborate.

### Legacy and Regular Giving

- Expanding and managing initiatives to grow legacy and regular giving. This includes planning and delivering targeted campaigns to build a sustainable pipeline of long-term supporters.
- To build relationships with staff across the Cathedral to develop knowledge of the Cathedral to be able to effectively communicate the various funding needs with supporters.



- To lead and develop supporter growth, care and engagement events.
- Reinstate our annual “Season of Generosity” campaign started in 2021 has, which delivered a rise in planned giving by circa 45% and an increase in legacy pledges
- Continue to grow ‘Sing Joyfully’, our campaign and structure for giving in support of our outstanding music and choirs, is in place.

## Communications and Profile Raising

- Leading efforts to raise the profile of the Trust and its work, whilst also promoting the projects and initiatives that require funding.
- Ensure the effective use of the contact / donor database (Donorfy) and be compliant with Data Protection regulations.
- To build relationships with stakeholders: trustees, patrons, committee members, volunteers, potential and existing donors.

## Strategic Contribution

- Lead and develop with the Senior Management Team the overall fundraising strategy and operations of the Cathedral.
- To provide written and verbal fundraising progress reports for SMT and the Finance Committee.
- Monitor and evaluate the effectiveness of the fundraising approach, and to recommend amendments and further developments where required.
- To develop methods of measuring impact from our activities for fundraising, to feed into the strategic direction of the Cathedral.
- Responsible for creating and delivering the fundraising budget.

Undertake necessary administrative tasks in support of any of the above.

To undertake such other duties as are appropriate to the role.



## Key-Relationships

The role will require relationships with a variety of internal and external stakeholders, including but not limited to...

- Senior Management Team
- Finance Committee
- Director of Music
- Volunteers involved in Fundraising
- Friends of Portsmouth Cathedral
- Old Choristers
- Portsmouth Cathedral Development Trust

## Person Specification

### Essential Skills and Experience

- Experience of working in fundraising
- Researching grant making trusts and writing successful grant applications
- Working with individual givers to secure donations
- Ability to work collaboratively with a team, including volunteers and other staff as well as external partners.
- Empathy with the beliefs and values of the Christian Faith and the aims and objectives of the Cathedral.
- Excellent interpersonal skills, with a calm and approachable manner.
- Commitment to the highest standards of safeguarding, equal opportunities, and inclusivity.
- A track record of over 50% of your funding applications being successful.

### Desirable Skills and Experience

- Event coordination
- A team player
- A level of confidence that will inspire supporters
- Excellent written and verbal communication skills
- Excellent organisational skills with the ability to respond effectively to multiple priorities and meet deadlines
- Ability to support development of other staff members
- An intermediate user of Microsoft office applications
- Ability to use a database (Donorfy /Charity CRM desirable)
- Accuracy and attention to detail



## Mandatory training

Church of England Safeguarding, UK GDPR, (other as required)

## 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:

Zoë Colbeck, Chief Operating Officer [zoe.colbeck@portsmouthcathedral.org.uk](mailto:zoe.colbeck@portsmouthcathedral.org.uk)

For any questions regarding the application process please contact:

Liz Snowball, Office Manager and Dean's EA [liz.snowball@portsouthcathedral.org.uk](mailto:liz.snowball@portsouthcathedral.org.uk)

## Applications

Please submit your application through [www.charityjob.co.uk](http://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 Key Responsibilities in the person specification, what attracts you to the post and why you believe you are the right person for the role.

Candidates invited to interview will be asked to complete a short application form as part of our Safer Recruitment process.

Applications must be received by Sunday 26th April 2026 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 the 5<sup>th</sup> May in person.