



Volunteer Role Description for Non-Executive Chapter Member (Trustee)

About Birmingham Cathedral

Birmingham Cathedral is where prayer and praise have been offered to God for more than 300 years. This daily worship continues to be at the heart of our cathedral life today. The cathedral is the seat of the Bishop of Birmingham. Most striking to visitors and worshippers is the exceptionally important set of stained-glass windows designed by Birmingham born artist Edward Burne-Jones and made in the workshop of William Morris. The cathedral is the spiritual home for a lively Christian community where worship, from the simplest prayer to soaring musical excellence, is always accompanied by a warm welcome. We aspire to pray, to serve and to grow in the love of God and our care of God's people. More than an artistic treasure, Birmingham Cathedral offers a place of peace, hospitality and welcome.

Birmingham Cathedral is seeking a dedicated and compassionate individual to join its **Chapter** as a **non-executive member**. This is a unique opportunity to contribute as a trustee to the cathedral's strategic direction, provide governance and oversight, and share responsibility for the stewardship and sustainability of the resources that support its mission and ministry.

About The Role

As a member of the Cathedral Chapter, you will share with the Dean in the oversight of cathedral life. Chapter members are invaluable in shaping the direction of the cathedral and ensuring we continue to fulfil our mission and purpose. You will work collaboratively with clergy, staff, volunteers and external partners to uphold the cathedral's mission, vision, values and strategic priorities.

Key Responsibilities of Chapter Members

- Perform the requirements of Charity Trustees for the purposes of the Charities Act 2011.
- Take full part in the discussions and decision making of the Chapter as it fulfils its statutory responsibilities to exercise general control and management of the administration of the cathedral.
- Order the worship of the cathedral and promote its mission;
- Formulate, after consulting the bishop, proposals relating to the general direction and mission of the cathedral.
- Ensure the approval of an annual budget.
- Ensure the preparation and approval of an annual report and accounts for audit and subsequent approval.
- Keep under review the Constitution and Statutes.
- Ensure the appropriate management of cathedral property and income, including necessary repairs and maintenance.

Key Individual Responsibilities of Chapter Members

- Attend Chapter meetings, held a minimum of six times a year for approximately three hours on a weekday afternoon, including one all-day away-day (all held in Birmingham City Centre).
- Offer an average time commitment of six hours per month, unevenly spread.
- Attend and contribute to worship at the cathedral.
- Contribute to the ministry of hospitality offered at the cathedral, and other cathedral activities as may be appropriate.
- Attend civic and community events.
- Act as an ambassador for the cathedral.
- Carry out the objects of the cathedral.
- Expect to serve for the full three-year appointment period, with opportunity for reappointment.

Who We Are Looking For

To support delivery of the cathedral's strategic plan, we particularly welcome applications from individuals at this time with skills in:

- Strategic finance, financial management or stewardship
- Audit, assurance or internal controls.
- Property and heritage asset management
- Fundraising and income generation
- HR, organisational development or governance.

Candidates are not expected to hold experience across the multiple of these criteria to meet the eligibility threshold.

Experience in arts and heritage, community engagement or social justice initiatives, digital communications, investment planning, partnership-building across sectors and urban mission and inclusion would also be welcome.

Person Specification

Essential

- Commitment to the Christian faith and to the cathedral's mission, vision and values, including wisdom, compassion, justice, inclusion, courage and collaboration.
- Eligibility to serve as a charity trustee.
- Commitment to safeguarding excellence, including completing safeguarding training and contributing to a safe, healthy and positive cathedral culture.
- Ability to think strategically and long-term, exercise sound judgement, and contribute to complex organisational governance.
- Understanding of, or willingness to learn about, the responsibilities of a charity trustee, including accountability, confidentiality and collective decision-making.
- Commitment to the cathedral's strategic priorities.
- Strong communication skills, with the confidence to challenge constructively, collaborate effectively and build trust across diverse groups.

- Willingness to undertake trustee development and continue learning in support of effective governance.
- Ability to commit the time and energy required for the role, including meetings, preparation and training.

Desirable but not required

- Local knowledge or community context.

Other Information

This is a **voluntary role**, but reasonable expenses will be reimbursed. Training and support will be provided.

Birmingham Cathedral is committed to safeguarding and promoting the welfare of those under 18 and vulnerable adults. This role is subject to an Enhanced DBS check.

If you are interested in applying, please email **recruitment@birminghamcathedral.com** and a **recruitment pack** will be sent to you which includes details on how to apply and our recruiting process. Alternatively, you can download this directly from our vacancies page: [<https://birminghamcathedral.com/vacancies>]

Closing date for applications is **noon on Monday 14 September 2026**.

Join us in making a meaningful difference at one of Birmingham's historic and spiritually significant places.

Our Recruiting Approach

As applications are received, interviews may take place prior to the advertised closing date.

We reserve the right to close this advertisement early if we receive a high volume of suitable applications.

We welcome applications from underrepresented groups.

We kindly ask no contact from recruitment agencies please.