

# PORTSMOUTH CATHEDRAL

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## APPLICATION PACK

## HEAD OF FUNDRAISING AND EVENTS



Encountering God through transformative worship,  
challenging discipleship, generous hospitality and prayerful engagement.

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# PORTSMOUTH CATHEDRAL

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Cathedral Office  
63-68 St Thomas's Street  
Old Portsmouth  
PO1 2HA

26<sup>th</sup> September 2019

Dear Applicant,

Thank you for your interest in the position of Head of Fundraising and Events at Portsmouth Cathedral. This is an exciting time for the Cathedral, with a new Dean building a new team (including a recently appointed Chief Operating Officer) and a process underway for developing a shared strategy and vision, keeping in mind that we will be celebrating 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 and Events with the drive, experience, skills and flair to transform the Cathedral's income generation.

You will be play a key part in Portsmouth Cathedral becoming a more financially secure and strategically entrepreneurial part of the city of Portsmouth, fulfilling our need to be more intentional and pro-active in raising the money we need to deliver our mission. We have recently had a fundraising strategy drawn up which reflects our needs and aspirations for the next decade and beyond, which has been well received by Chapter, the Cathedral's governing body. Now we are moving towards the Centenary of the Diocese and Cathedral in 2027, and need someone who can work long and short term – enhancing what has already been put in place, and also develop significant funding streams in the future. This post represents an exciting opportunity to continue to deliver and develop this strategy, to fulfil the potential we have for extending the range of events held in the Cathedral, and to explore a wide range of fundraising fields and activities.

I hope this, the further information contained below, and our website ([www.portsmouthcathedral.org.uk](http://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.



The Very Revd Dr Anthony Cane  
**Dean of Portsmouth**

# PORTSMOUTH CATHEDRAL

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26<sup>th</sup> September 2019

Dear Applicant,

Having just started on 2 September 2019 as the first Chief Operating Officer for Portsmouth Cathedral I can tell you that you will be joining an organisation that has an appetite for change and to renew the ways in which we finance our activities.

The Cathedral and its precincts are unique combining the ancient and modern in a way no other English cathedral does. However, the Cathedral and its physical assets are currently underused and our activities under resourced. Our job is to change that!

It is not an easy job nor one where you will be running a series of established events or writing grant applications to many existing partners. It's a fresh start and we want the right person to help us to make that step change.

Your job will be to lead that transformation in how we raise funds to support our activities. My job is to be there to help and actively support your work and that of our colleagues. We will look to you to analyse our local market and to identify our opportunities within that context. You will identify and work with local partners to do this and more.

We will need you to plan, develop and execute new funding streams for the Cathedral. Not just grant applications, but first and foremost new recurring events to transform our ability to finance our activities.

We want to do things differently. You will have heard over this summer about the Helter Skelter at Norwich Cathedral that drew 11,000 first time visitors and the crazy golf at Rochester where 30,000 first time visitors came into that cathedral. What you may not have heard is that in both cathedrals the increased traffic saw revenue rise in their shops and cafés and visitor surveys have tracked first time visitors since returning. We are up for the opportunity innovation offers.

We are truly looking for a lateral fundraising and events leader who will challenge us and transform our way of thinking and acting.

You are key to making that happen. If you are up for the challenge then we look forward to hearing from you.

Yours sincerely,



Richard Abraham  
**Chief Operating Officer (Chapter Clerk)**

## **BACKGROUND INFORMATION**

For centuries Portsmouth Cathedral, the Cathedral of the Sea, has watched, listened and helped the people of Portsmouth navigate the passage of time with faith and confidence in God.

It has witnessed war and peace, famous marriages, suffered bomb damage, been rebuilt and remains a building of greatness and simple enduring beauty. More than this it is a vibrant and lively community which has a positive impact on the lives of people in its own parish, the City and Diocese of Portsmouth. The Cathedral is a distinctively spiritual and prayerful space, into which everyone is welcome to come; a Christian community committed to promoting social justice, equality and compassion.

Dating back to 1180 the original chapel dedicated to Thomas of Canterbury became a parish church in the 14<sup>th</sup> century and a cathedral in the 20<sup>th</sup> century. The Cathedral, as Mother Church, is at the heart of the life of the Diocese of Portsmouth which covers south-east Hampshire, Portsmouth and the Isle of Wight. In addition to the many diocesan services and events which are held throughout the year, the Cathedral is used for special services for the City, charities, the Royal Navy and local schools. Educational workshops and visits are offered through an evolving outreach programme. The Cathedral and its community facilities are used by many local and regional organisations for concerts, art exhibitions and workshops. In recent years a small number of receptions, dinners and other events have taken place in the Cathedral but there is huge potential for developing what happens in the Cathedral, especially in the spacious and light-filled Nave, the location for our first 'Rumfest' earlier this year.

### **Worship**

The worshipping life of Portsmouth Cathedral is designed both to offer prayer on behalf of the whole community of Portsmouth, and also to sustain and extend the faith and witness of our different congregations. In addition to Sunday services, we offer Morning Prayer and Holy Communion daily while our regular choral services expose visitors to beautiful and inspiring music.

### **Cathedral Choirs**

The Cathedral is home to three acclaimed choirs: the Cathedral Choir of men and boys; Cantate mixed youth choir and the Cathedral Consort of mixed adults. The Choirs broadcast regularly on the BBC and sing in support of Cathedral Sing, an outreach programme offered by the Music and Education Departments to local schools.

### **Education**

In 2018 our education team engaged with over 6,000 primary school children either through visits, Cathedral Sing or collective worship in schools. A new project to take the Cathedral to schools will provide a large pop-up gazebo which classes will be able to visit. The activities offered will be linked to the National Curriculum, the RE syllabus, or focus on a bespoke topic in discussion with teachers prior to the visit.

In recent years the Diocesan Leavers Services are have been expanded to include workshops and have become an example of good practice.

### **Art**

Exhibitions are held throughout the year from major sales of work by local artists groups to smaller events with schools and individual artists. Commissions and art residencies are offered and last year included 'The Hermitage'; an art residency with Arts Council funding. The work created during the residency 'Soup of Souls'; has been short-listed for the 2019 Art in Christianity award for temporary art.

## **Buildings and Properties**

The Cathedral Offices, Music Centre and community facilities are located in Cathedral House, St Thomas's Street. The Cathedral owns a number of properties in Old Portsmouth which are used as housing for Cathedral clergy and staff or rented commercially.

## **Staff and Volunteers**

There are ten full-time and ten part-time paid staff posts, including clergy but excluding members of the Cathedral Choir. The Ministry Team comprises the Dean, four Residentiary Canons (two 'Commissioners Canons' who are full-time at the Cathedral, and two who hold diocesan roles as well as contributing to the life of the Cathedral), a Reader and currently a Cathedral Curate shared with Harbour Church.

The Cathedral is supported by 200 volunteers who undertake a wide variety of roles including helping with educational workshops, administration and gardening. The Cathedral Shop is also staffed by volunteers and the Cathedral Guides are on duty in the Cathedral to offer a warm and informative welcome to visitors.

## **Governance**

The governance of Portsmouth Cathedral is regulated by Statute, as required by the Cathedrals Measure 1999. The corporate body of Portsmouth Cathedral is the Chapter, the College of Canons and the Cathedral Council.

Chapter oversees the ministry and mission of the Cathedral. It meets at least nine times a year and comprises the Dean, four residentiary canons and six lay persons, two of whom were elected for the first time in April following a change to the Constitution and Statutes.

# JOB DESCRIPTION

The post holder will be the sole fundraiser employed by the Cathedral, but some administrative support and volunteer help may be available. The Cathedral recognises that further investment in fundraising may be necessary in due course.

## 1. Responsible to

The Chief Operating Officer (Chapter Clerk), who is the senior member of the Cathedral Lay Staff and Cathedral Administrator, responsible for the operation of the Cathedral: finance, maintenance, Health and Safety and HR.

## 2. Primary Purpose

To be responsible for Portsmouth Cathedral's fundraising operations and activities.

## 3. Specific Responsibilities / Principal Tasks

### (a) Strategic:

- To review and 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 promote and manage the Cathedral as a key space for a variety of events which generate income and raise the Cathedral's profile within the city and beyond.
- To take a lead on the fundraising stream for the Centenary of the Cathedral and Diocese.
- To establish methods of measuring impact from our activities for fundraising, to feed into the strategic direction of the Cathedral.

### (b) Operational:

- To take responsibility for the review and updating of the Cathedral's Case for Support, including the elements that make it up.
- To take responsibility for a major fundraising campaign arising from the strategic plan that includes: NLHF; income-generating one-off events; developing the Cathedral shop; measuring footfall and enhancing people discovery.
- 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; develop congregational giving; work with Chapter on new charitable giving initiatives.
- To take the lead on funding applications to trusts and foundations, using Cathedral community contacts, company donations from within the Diocese of Portsmouth and the relationships with the Royal Navy through the Cathedral of the Sea theme.
- To market the Cathedral as a venue for hire for meetings, conferences, concerts and other special events and fundraising activities.
- To liaise with colleagues within the Cathedral, including Chapter and the Finance and Investment Committee, and externally with other cathedrals.
- To produce income and expenditure budgets, and make proposals about investment in fundraising operations to the appropriate Cathedral bodies.
- To provide training and staff and volunteers who are connected with fundraising activities or duties;
- To undertake such other duties as are appropriate to the role.

#### **4. Key Internal Relationships:**

- Chief Operating Officer/Chapter Clerk
- Dean and Members of Chapter
- Members of the Finance & Investment Committee
- Finance Officer
- Marketing and other staff employed by Portsmouth Cathedral
- Volunteers

These responsibilities and tasks will be reviewed annually and may be revised accordingly.

#### **5. Supervision**

You will meet regularly as agreed with the Chapter Clerk to discuss all aspects of fundraising operations.

#### **6. Meetings/Communications/Liaison**

To attend Staff and Committee meetings as appropriate and as directed, including Chapter. To liaise internally with staff, volunteers and committee members as appropriate, and externally with a wide variety of individuals and organisations as appropriate.

#### **7. Hours**

This post is based on working 35 hours per week, but part-time and flexible working hours and location may be agreed with the Chief Operating Officer/Chapter Clerk.

#### **8. Annual Leave**

Annual leave entitlement is 25 days plus two 'given' days over Christmas and New Year, applied flexibly to provide cover, and in addition all statutory public holidays (though these may need to be taken on other than the designated days as appropriate). If the post is part-time your holiday entitlement will be given and calculated pro-rata.

#### **9. Sickness**

Absence from work due to sickness should be reported on the first day of illness (or as soon as possible) to the Chief Operating Officer/Chapter Clerk or the Office Manager/Dean's EA. Self-certification is required for one to five days and a medical certificate is required following six consecutive days' illness.

#### **10. Policies**

Adhere to all policies and guidelines of Portsmouth Cathedral and work in accordance to our Staff Handbook, and with reference to the Cathedral's Rule of Life, and contribute to the Cathedral's work and mission with enthusiasm and understanding. Carry out any other duties as required within the scope of the post.

#### **11. Training**

Attend training courses as appropriate to enable you to fulfil the responsibilities and duties required. Undertake and deliver appropriate training and support for staff, volunteers, committee members and any external agents as appropriate.

#### **12. Safeguarding – Disclosure and Barring Service**

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.



## **Person Specification**

### *Essential Qualifications, Skills and Experience*

- 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.
- 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 initially sympathetic to.
- Ability to pro-actively develop relationships and opportunities in a sensitive and appropriate manner.
- Experience of lottery applications and processes.
- Proven ability to plan, monitor and report on all aspects of fundraising operations, including income and expenditure activities.
- Excellent personal and communication skills.
- An understanding of data and impact on fundraising.
- IT competence.
- Attention to detail.
- Ability to work closely and flexibly within a small team.
- Ability to take initiatives and adapt.

### *Desirable Qualities*

- Experience or knowledge of working within a Christian setting.
- In sympathy with the aims and practices of the Church of England.
- Experience of working with volunteers.

## **APPLICATIONS AND INTERVIEWS**

For an informal discussion about this role please contact either:

The Dean [anthony.cane@portsmouthcathedral.org.uk](mailto:anthony.cane@portsmouthcathedral.org.uk) or  
the Chief Operating Officer [richard.abraham@portsmouthcathedral.org.uk](mailto:richard.abraham@portsmouthcathedral.org.uk)

### **Applications**

Your application should consist of:

- Completed application form
- A general statement setting out what attracts you to the post and why you believe you are the right person for it

Applications for the post should be addressed to The Very Revd Dr Anthony Cane through the Dean's EA and Cathedral Office Manager [liz.snowball@portsmouthcathedral.org.uk](mailto:liz.snowball@portsmouthcathedral.org.uk) and accompanied by a completed Recruitment Monitoring Form.

Closing date for applications is 9.00am on Monday 28<sup>th</sup> October 2019.

*Portsmouth Cathedral is an Equal Opportunities Employer.*

### **Interviews**

The selection process will take place at the Cathedral on Thursday 14<sup>th</sup> November 2019. Applicants invited for interview will be required for the full day.