



Job description

Development Coordinator

Cathedral Purpose Statement

Inspired by Christ, Chester Cathedral seeks to encourage personal, city and regional growth through:

- Worship and prayer
- Learning and discipleship
- Serving our city, region and diocese
- Conserving and developing our buildings and heritage
- Welcome and hospitality
- A sustainable and ethical business operation

Overall Purpose of the Job

Chester Cathedral, originally established in 1092 as a Benedictine abbey, hosts a busy programme of services and events and welcomes around 300,000 tourism visitors each year.

Despite having survived for so many hundreds of years, the scale of the building's size, increasing costs and changing customer needs require the Cathedral to adapt and continually update its offer to ensure it remains available and relevant for future generations.

The Cathedral is developing a plan for modernisation of its visitor experience and core facilities and is seeking an individual who can assist in the construction of a comprehensive project plan, feasibility assessment and initial implementation programme.

It is anticipated that the position will be for two years in the first instance and is likely to require 15-20 hours per week.

Duties

Project Planning

- To work with the strategic planning group to develop and document the proposals for future development of the Cathedral.
- To agree and draw up a detailed timetable of actions required to achieve the required development.
- To investigate experience and best practice and bring back this knowledge to the group.
- To facilitate an initial design process.
- To coordinate a consultation process, gathering comprehensive feedback and incorporating this into the ongoing proposals.
- To appoint other professional services as required in line with Cathedral procedures.
- To draw up and submit grant applications as appropriate.
- To report to operational and governing bodies as necessary.

The role requires some travel and will require some weekend and evening work.

This job description is intended for operational purposes only and does not form part of a contract of employment. It will be subject to regular review and the Development Coordinator will be expected to perform other duties not expressly specified within this job description.

Reporting line

The role reports to the Executive Director.

Terms of Employment

The role will attract a salary of £25,000 per annum, pro-rata.

15-22.5 hours per week.

It is anticipated that this role could run alongside the Association of English Cathedral's position of Cathedral Projects Support Panel Coordinator.

The role will be based at Chester Cathedral for a minimum of 1 day per week.

This is a fixed term post for 2 years.

Person specification

Essential requirements

- Sympathy with and understanding of the Christian mission of the Cathedral.
- A friendly and outgoing personality and a willingness to engage with a wide variety of individuals.
- Excellent administrative skills, including report writing.
- Excellent presentation skills.
- Understanding of financial planning and budget control.
- An understanding of grants and fundraising within UK charities.
- A proactive nature and ability to manage own workload.
- Ability to encourage and drive a team towards a common goal.
- Attention to detail.

Desirable

- Experience and understanding of Anglican Cathedrals.
- Project management experience.
- Experience of working with financial reporting.
- Experience of working within tourism.

Application process

Your application should include:

- A letter of application of no more than two A4 pages outlining your suitability for the post and in particular addressing the requirements of the main duties and responsibilities and person specification; and
- A CV, giving details of qualifications, current or most recent employment or work and a *complete* employment history.

You are asked to give names, occupations and addresses (including e-mail) of two persons to whom reference can be made and the capacity in which they have known you. Please state whether it will be acceptable to contact the referees before interview.

Applications should be sent by email, in confidence, to Carolyn Bruce, Executive Director, Chester Cathedral, at Carolyn.bruce@chestercathedral.com.

If you are also applying for the role of Cathedral Projects Support Panel Coordinator, you should make this clear in your covering letter for this role and also in your covering letter for the Support Panel Coordinator role.

Closing date for receipt of applications: midday on Monday 26 June 2017