



Introduction

This information pack is designed to guide your application. It includes details of the job description, the background to the post and some information about the Cathedral. There is also an explanation of the recruitment process and instructions on how to apply.

If you need any further information to help your application, please contact the Dean, or his PA, Pam Miller, at the Cathedral Office on 01872 245006.

How to apply

Please send a letter of application and a current CV to the address below. Please note the requirements outlined in the person specification when making your application.

We actively encourage the submission of your application by email. If you are applying on paper, please use black ink to help us photocopy it; add whatever supplementary information you see fit. If you are sending your application electronically, please save files as .rtf (Rich Text Format).

Please send your completed application to:

dean@trurocathedral.org.uk

or by post to the Dean:

The Very Reverend Dr Christopher Hardwick
The Cathedral Office, 14 St Mary's Street,
Truro, Cornwall TR1 2AF.

The deadline for receiving applications is noon on Monday 12 February 2007

Shortlisting will take place on Saturday 17 February 2007

Interviews will be held on Monday 26 February 2006

Selection

In order to make this an objective process, initial shortlisting will be scored against the essential criteria stated in the person specification. It would be most helpful if you could relate your comments and experience directly to each of those requirements in turn.

- Candidates who appear, from the information available, to have the qualifications, competencies, skills, knowledge and experience that best match the stated requirements for the job will be invited for interview.
- If five or more candidates meet all the essential criteria at the shortlisting stage, then desirable criteria may also be used.
- At interview candidates will be interviewed against both the essential and desirable criteria.
- When making the final selection decision if it is not possible to select a candidate using essential criteria only then desirable criteria will be used to make the final decision.

Summary

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| Job title | Chief Executive | Contract | Full time. 9 am - 5 pm Mondays to Fridays |
| Place of work | The Cathedral Office, 14 St.Mary's Street, Truro | | |

Key conditions of work

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|-----------------|---|
| <i>Employer</i> | The Corporate Body of the Cathedral Church of the Blessed Virgin Mary in Truro |
| <i>Salary</i> | £35,000 gross per annum payable net of normal PAYE and NI deductions |
| <i>Pension</i> | There is a pension scheme applicable to this employment administered by the Church Workers Pension Scheme |
| <i>Holidays</i> | 25 working days plus eight public holidays each holiday year |
| <i>CRB</i> | Full enhanced CRB disclosure will be required |
| <i>Smoking</i> | We have a no smoking policy, details of which are available on request. |

Additional information

Documents enclosed:

Truro Cathedral Overview; Job Description; Organisation and Function Chart
Summary Accounts 2005.

'Towards a Theology of the People of God'

'Channel of Blessing to Others' Diocesan Strategy Document

Suggested websites:

Truro Cathedral www.trurocathedral.org.uk

Diocese of Truro www.truro.anglican.org

Cornwall www.bbc.co.uk/cornwall

www.cornwall.gov.uk

www.thisiscornwall.co.uk

Truro www.upmystreet.com

Overview:

The Cathedral Church of the Blessed Virgin Mary in Truro is governed by the Chapter, the body responsible for the Cathedral, and led by the Dean in accordance with its Constitution and Statutes. The trading company, Truro Cathedral Ltd. is owned by Chapter and managed by a Board of Directors who are responsible for the company.

Compared with many cathedrals Truro does not have a long history. A parish church has stood in the middle of the city since the 12th century and one aisle of that is incorporated into the present building, which dates from the late 19th century.

However Truro Cathedral does lie at the heart of a bustling city. There is no mediaeval close to separate it from everyday life. Just beyond the west doors lies the commercial and shopping centre, which has the effect of making access to the Cathedral easy.

With over 180,000 visitors each year Truro Cathedral is one of Cornwall's most important visitor attractions, yet it provides an oasis of peace and calm where those who enter can be still, light a candle and write down a prayer request. It is a venue that is the mother church of the Diocese of Truro, as well as being a building used by the whole community.

This is an opportunity to join Truro Cathedral at an exciting time. Our plans seek to take the Cathedral organisation into a dynamic phase of development and growth by building on our core objectives of worship and mission as well as by enabling us to:

- be more provocative and 'political', providing a platform not available through the parishes.
- offer our considerable resources to the service of those dealing with social issues.
- seek a point where all our activity lives the Gospel in some way.
- broaden the style of worship in order to encourage different 'congregations'.

Now, at the end of three years of restructuring and reorganisation, we are just beginning to demonstrate what we mean by these themes. New and exciting initiatives are coming forward and our confidence is growing. We seek a senior colleague to help us to hold together, develop, and deliver all of these objectives, and to ensure effective business performance and income generation.

Job Title: Chief Executive.

Reporting to: The Cathedral Chapter, the Board of Directors of Truro Cathedral Ltd, and:

Line Manager: The Dean.

Salary: Circa £35,000.

Purpose of Job:

- To assist Chapter in fulfilling their mission and objectives, and to ensure that appropriate and timely information and advice is received by them in all matters.
- To be responsible to Chapter for the management and administration of the Cathedral within the strategic and financial framework approved by them.
- To be responsible to Chapter for the efficient and effective achievement or implementation of policy objectives or decisions set or made by them.
- To be responsible to Chapter for all such administrative, financial, commercial, planning and personnel matters as may from time to time be decided by them relating to the day-to-day management and development of the Cathedral, its trading company, its properties and estate, its departments, its employees and its volunteers.
- To be responsible to the Chapter for the motivation, well-being and efficiency of staff which includes all staff employed by Truro Cathedral Ltd, all Chapter employees and volunteers in both areas of activity.

KEY TASKS:

Strategic and Operational Framework

- be expected to contribute to the development of strategy and be party to all forward thinking of Chapter.
- be required to report to all Chapter meetings.
- be responsible for servicing all the main committees of the Cathedral, delegating this task where appropriate.
- be in attendance at the Cathedral Council and the College of Canons, and be a member the Board of Directors of Truro Cathedral Ltd, the Cathedral Finance Committee, and such other committees as shall be necessary.
- be head of the Cathedral office with responsibility for the administration of the Cathedral.
- have line management responsibility for the employees of the Cathedral and be a person to whom paid and unpaid staff of the Cathedral will look to for leadership, support and understanding.
- be responsible for ensuring the Cathedral complies with all applicable legal and regulatory requirements and, where applicable, best practice.
- keep under regular review the Cathedral's risk assessment policy.
- speak for the Chapter as a senior colleague, and be party to decisions made.

Financial

- be responsible to the Chapter for the financial well-being of the Cathedral and its associated trading company, and for the creation and application of departmental budgets.
- be responsible for ensuring all internal and external audit requirements are met and that budgetary control is maintained.
- be responsible for providing an appropriate and satisfactory system for financial management reporting on a monthly basis.

Property

- be responsible for the maintenance of the Cathedral's fabric, properties and estate, the conservation of treasures, and the Inventory

Executive role

- implement the decisions and policy of Chapter through the departmental structure of the Executive.
- with the approval of Chapter, to chair the Executive Staff Meeting in the absence of the Dean.
- keep under review the management structure of the Cathedral, recommend, and if approved, implement changes and ensure Chapter and all members of staff understand lines of responsibility for management and accountability.
- recommend and implement appropriate staffing to fulfil the work of the Cathedral.
- be Managing Director of the Cathedral's commercial trading company.
- report to the Dean on a regular basis and when the need arises.
- report to the Chapter and Board of Directors of the trading company on a monthly basis.
- convene the meetings necessary to achieve the desired aims.

Staff

You will be responsible, under policy guidelines from Chapter, for:

- all matters of lay personnel administration.
- all operational management matters relating to staff for whom you have executive responsibility.
- providing advice and co-ordinating all personnel management matters for staff including maintaining staff employment records and administration of contractual obligations between Chapter and its employees.
- advising on salary levels and overseeing staff appraisal.
- ensuring human resources management is maintained at a legal and safe standard.
- taking overall responsibility for the recruiting of new staff and volunteers, and overseeing an induction programme.
- building and maintaining good working relationships with volunteers.

Communications and Marketing

- be responsible for publicity, press and public relations, advertising and branding.
- develop ways of supporting the Chapter in promoting the Cathedral as a place of worship, centre of mission, communication and interpretation of the Gospel, musical excellence, heritage, and as a visitor attraction.

Strategy

- drive income generation to optimise income for the Cathedral from its trading company, and from sponsorship, grants, fundraising (including applications to Trusts), and by the effective management of Chapter assets.
- develop the Cathedral's building programme with overall responsibility for the project management of the work.

Equal Opportunities and Environmental Efficiency Practices

- Ensure that all duties and responsibilities of staff are carried out in a manner that promotes the development of the Cathedral's Equal Opportunities Policy, and environmental efficiency and sustainability practices.

Person Specification:

The Chief Executive will be appointed from applicants who are able to demonstrate the ability to achieve strategic outcomes, deliver strong financial management, pursue collaborative relationships, realise sponsorship and funding opportunities, and develop the skills of others, and will:

- be committed to the life and mission of the Cathedral.
- have demonstrated successful management, financial and commercial skills in a senior management post.
- have proven experience of writing strategic and succinct business plans
- have demonstrated skill and experience in translating strategies into clear, deliverable and measurable outcomes.
- have proven experience of writing successful funding proposals.
- have demonstrated excellent people management skills and have a thorough understanding of collaborative/team working.
- be a very capable and efficient organiser.
- have excellent communication skills.
- have demonstrated an ability to contribute creatively to strategic planning.
- have good all-round IT skills.
- be able to command the respect and confidence of Chapter and the confidence, respect and loyalty of those reporting to him/her.
- be committed to Equal Opportunities and environmental efficiency and sustainability practices.

The following would be desirable, but not essential:

- Understanding of the organisational structure of the Church of England.
- Knowledge of working within a charity or cultural organisation.
- Experience of working with volunteers.
- Knowledge of Cornwall and the South West.
- A full driving licence.

The Chapter is committed to providing a working environment in which employees are able to realise their full potential and to contribute to the success of the organisation irrespective of their gender, race or disability.

Specifically, we aim to ensure that no employee or job applicant is discriminated against, either directly or indirectly, on the grounds of gender, sexual orientation, race colour, nationality, ethnic or racial origins, marital status, religious belief (except where this is a genuine occupational requirement) or disability.

This applies in all we do, including our services and employment practices, membership of committees, and all stages of recruitment or selection processes, working practices, conditions of work and allocation of resources.

Organisation and Function chart:

