

# PORTSMOUTH CATHEDRAL

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## Portsmouth Cathedral Archaeologist Application Pack - 2023

[portsmouthcathedral.org.uk/careers](https://portsmouthcathedral.org.uk/careers)

# Introduction to the role and working at Portsmouth Cathedral

Dear Applicant,

Thank you very much for your interest in the role of Portsmouth Cathedral Archaeologist.

Portsmouth Cathedral, the 'Cathedral of the Sea', has a distinctive history and role in a great maritime city, and in serving a diverse diocese that stretches from the Isle of Wight to East Hampshire. It is 'a beacon and safe haven, anchored in Jesus Christ'.

The Cathedral reflects the rich evolution of church building over a nearly 850 year period.

From humble beginnings in 1180 at the heart of Portsmouth's original settlement, this church, dedicated to Thomas Becket, became a parish church around 1320. In 1642, during the Civil War, significant damage was caused to the original cruciform church by Parliamentary forces from Gosport.

The damaged medieval tower and nave were demolished and replaced, largely in classical style in the 1690s. Further repairs and alterations were made during the 18th and 19th and followed by major restoration in the first decade of 20th.

Made a Cathedral in 1927, the Nicholson Nave was begun in the 1930s, but construction was interrupted by the Second World War and a lack of funding. After various attempts to complete the works an additional bay was added to the Nave and a West Front added in 1991. The Great West Doors were installed in 1996.

In early 20th century the foundations of the original church had become unstable due to burials. These remains were removed and re-interred, stabilising the building. Similarly, the graveyard surrounding the church was removed in advance of the Nicholson works of the 1930s.

An archaeological survey was carried out in 2004. While there is limited archaeology there is still important work to be done to ensure that any works in the precinct protect and secure our shared history.

As we prepare to celebrate 100 years as a cathedral in 2027 and 850 years as a place of worship in 2030, Chapter is committed on marking these events through expanding our work in and amongst the community of the City and the wider Diocese – building works will very likely be part of that and the Archaeologist will play a critically important part by ensuring we conserve our history as we prepare to serve our community for the next 100 and 850 years.

For an informal conversation about the post, please do not hesitate to contact the Dean on [anthony.cane@portsmouthcathedral.org.uk](mailto:anthony.cane@portsmouthcathedral.org.uk) or the Chair of FAC on [jane.joneswarner@btinternet.com](mailto:jane.joneswarner@btinternet.com)



The Very Reverend Dr Anthony Cane  
Dean of Portsmouth

# Portsmouth Cathedral Archaeologist

## Our Context

Following the retirement of our Cathedral Archaeologist after many years' distinguished service, Portsmouth Cathedral seeks a Cathedral Archaeologist for five years from 1 October 2023 and subject to retender on the completion of five years.

*The appointment is ad personam. People who are already employed are welcome to apply, but they must be able to deliver the required services without constraint or any assumption that contracts for fieldwork will be placed with their organisation.*

The Care of Cathedrals Measure 2011 requires that no works be implemented which might materially affect the archaeological character or any archaeological remains in or under the cathedral church or within the precinct of the cathedral, including works to the fabric of the cathedral church and any other buildings in ecclesiastical use, unless the proposals have been approved under the Measure. Additionally certain parts of the precinct may be subject to scheduling under the Ancient Monuments and Archaeological Areas Act 1979, and certain buildings within the precinct may be listed under the Planning (Listed Buildings and Conservation Areas) Act 1990.

The Care of Cathedrals Measure states that it is the duty of the Chapter of a cathedral to appoint a cathedral archaeologist or archaeological adviser unless, in the view of the Cathedrals Fabric Commission for England (CFCE), the archaeological significance of the cathedral does not justify it. CFCE has confirmed that Portsmouth should have an archaeologist. All Cathedral Archaeologist appointments therefore have a role in statutory planning regulation and a responsibility to uphold the requirements of the Care of Cathedrals Measure as they relate to archaeology.

All cathedrals also appoint a Cathedral Architect, who holds a similar statutory role as regards the standing buildings and setting. In most cathedrals there will be overlap in the interests and jurisdiction of the Cathedral Architect and Cathedral Archaeologist.

## Scope

The **Cathedral Archaeologist** is concerned with:

- 1 What is defined in the Care of Cathedrals Measure as "archaeological remains" meaning the remains of any building, work or artefact, including any trace or sign of the previous existence of the building, work or artefact in question;
- 2 Below ground evidence, including human remains, standing structures, the cathedral precinct and its historical development, and artefacts associated with the cathedral;
- 3 Understanding these historic elements and the potential impact of change on them;
- 4 Communicating that understanding as appropriate to others including those responsible for outreach;
- 5 All aspects of the archaeological process from initial identification of significance through to publication and archiving of results from investigations;
- 6 Working with professional colleagues having a shared interest in archaeological matters broadly defined, such as the Cathedral Architect, the Cathedral Works Department if one is created etc.

# Job description and Person Specification

## **Acting strategically as the professional advisor to the Chapter on all matters for which it has statutory and non-statutory archaeological responsibility**

- 1 To attend, *ex officio*, the meetings of the Fabric Advisory Committee (FAC) as a non-voting member (currently three per annum).
- 2 To attend, as required (during the length of the project) meetings of works associated with the Cathedral inside the Green Line and to provide advice where necessary.
- 3 To produce an annual report to the Chapter and for circulation to the FAC summarising works carried out and in prospect, and how they have or may be able to address identified archaeological priorities.
- 4 To initiate assessments and/or strategic plans for managing archaeological work, including the development of research agenda, informing and responding to the capital works programme, the Conservation Plan and the Quinquennial Inspection.
- 5 To ensure that sufficient archaeological information is provided in applications and notifications to the Cathedrals Fabric Commission for England and that the Commission is notified about the results of approved archaeological work.

## **Responding to specific proposals for works recommended by the Cathedral Architect that have been authorised by the Chapter or through delegated authority, the Chief Operating Officer, and to be carried out by the local authority, statutory undertakers or contractors**

- 7 To prepare, as required, initial appraisals and assessments for proposed works that might destroy, reveal or conceal material of potential archaeological significance.
- 8 To advise on options for mitigating the archaeological impact of proposals, including outline costs and timescale of any required work.
- 9 To liaise with statutory and non-statutory bodies having an archaeological interest, such as Historic England, the local Planning Authority and local or national amenity societies.
- 10 To organise and carry out small-scale programmes of archaeological recording and reporting both below and above ground.
- 11 To prepare briefs for further desk-based assessment, field evaluation and major programmes of excavation and recording by appointed contractors in mitigation of impacts by works or for other purposes; to review their Written Schemes of Investigation and recommend their approval or otherwise to the Chapter.
- 12 To advise Chapter on the best available quality and value of archaeological work when an external archaeological contractor is to be appointed.
- 13 To advise on relevant legislation and permissions in relation to proposals for works, such as Health and Safety regulations, Construction Design and Management (CDM) regulations, Ministry of Justice regulations concerning human remains, listing and scheduling controls, ecclesiastical legislation, etc.
- 14 In conjunction with the Cathedral Architect and Chief Operating Officer as appropriate, to monitor site work by appointed contractors, ensuring clarity about aims and objectives and the delivery of outputs in line with agreed research designs and budgets.
- 15 Working with the Cathedral's staff and volunteer team, to ensure that all archaeological work includes adequate provision for post-excavation / recording analysis, creation and deposit of a sufficient project archive with the Cathedral, Portsmouth City Council Archives or other appropriate body, and appropriate publication of results.

## **Working with colleagues on aspects of Cathedral management with an archaeological dimension**

- 16 To liaise with the Architect over preparation of the Quinquennial Inspection Report providing a brief report for inclusion with the QI,
- 17 To liaise with the Architect over the preparation and progress with current projects and preparation of new ones.
- 18 To advise the Chapter on the development of a policy for the depositing of archaeological archives (paper, electronic and finds) in a suitable place.
- 19 To advise the Chapter on the relevant sections of the Inventory and on the proper storage and curation of archaeological material registered on the Inventory including finds made during project work.
- 20 To maintain a personal programme of Continuing Professional Development about research and management of archaeological work in cathedrals generally.
- 21 To advise upon contingency arrangements for disaster planning.
- 22 To undertake such other duties as may be required from time to time as agreed with the Chapter that are commensurate with this role.

## **Person specification**

### **Essential**

- 1 A graduate or post-graduate qualification in archaeology or equivalent experience
- 2 Membership of the Chartered Institute for Archaeologists
- 3 Proven experience in the survey and analysis of historic buildings and archaeological sites, with special reference to church archaeology and a broad knowledge of architecture
- 4 Proven experience of working successfully in an archaeological curatorial capacity
- 5 Knowledge of the legislative and planning framework as it pertains to archaeology
- 6 Familiarity / capability with standard and relevant specialised IT packages
- 7 Ability to conduct minor excavations and recording work including working at heights and on scaffolding
- 8 A positive approach to team-working with cathedral staff and volunteers and other professionals
- 9 Knowledge of ecclesiastical buildings legislative systems
- 10 Good communications skills including the ability to describe complex idea and techniques to non-specialist audiences.

### **Desirable**

- 1 Current active research interests in relevant aspects of church archaeology including an established record of academic publication
- 2 Motivation and skills for communicating the interest of cathedral archaeology to non-specialist audiences

## **Remuneration**

A retainer of £1,500 per annum covers attendance on site for: up to six days for Fabric Advisory Committee meetings; up to five 'unscheduled/ad-hoc' days and visits for project or specialist advice meetings as well access to the Archaeologist for ad-hoc advice and support via telephone, emails, video conferences.

Please note that FAC currently meets three times per year. Reasonable travel expenses are reimbursed.

# Application process and Interview

**For an informal discussion about this role please contact:**

Very Revd Dr. Anthony Cane, Dean of Portsmouth  
[anthony.cane@portsmouthcathedral.org.uk](mailto:anthony.cane@portsmouthcathedral.org.uk)

Jane Jones-Warner, Chair of FAC  
[jane.joneswarner@btinternet.com](mailto:jane.joneswarner@btinternet.com)

Simon Ablett, Cathedral Architect  
[simon@ablettarchitects.co.uk](mailto:simon@ablettarchitects.co.uk)

Richard Abraham, Chief Operating Officer  
[richard.abraham@portsmouthcathedral.org.uk](mailto:richard.abraham@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 via email to [vacancies@portsmouthcathedral.org.uk](mailto:vacancies@portsmouthcathedral.org.uk) including:

- a CV (no longer than three sides of A4 with minimum font size of Arial 10);
- a supporting statement (no more than 2 sides of A4 with a minimum font size of Arial 10) setting out how you meet the essential and desirable experience and skills outlined in the person specification, what attracts you to the post and why you believe you are the right person for the role;
- Recruitment Monitoring Form,

The successful candidate will be asked to complete a Confidential Declaration as part of our Safer Recruitment process.

**Applications must be received by Sunday, 19 June 2023 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 Wednesday 5 July 2023 in person. Please let us know if that is not possible for you.

Reasonable travel expenses will be reimbursed.

## Terms and Conditions of Appointment

Please refer to Draft Archaeologist Agreement.