

# PORTSMOUTH CATHEDRAL

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An aerial photograph of Portsmouth, UK, featuring the prominent silver and blue Spinnaker Tower on the left and the large, white, domed roof of Portsmouth Cathedral in the foreground. The city's buildings and the harbor are visible in the background under a clear blue sky with a few birds flying.

## Canon Chancellor and Vice Dean

### Application Pack 2023

# Introduction to the role and working at Portsmouth Cathedral

Dear Brother or Sister in Christ,

Thank you very much for your interest in the role of Canon Chancellor and Vice Dean at Portsmouth Cathedral. Please be assured of our prayers as you discern a potential calling to this role, now and throughout the appointment process. This key role in the Cathedral's life comes at an exciting time, with a renewed vision and strategy in place, and the cathedral seeking to develop and grow the scope of its mission and ministry ahead of the 2027 centenary of the cathedral and diocese.

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', and if you discern that God may be calling you to serve here, we would be delighted to hear from you.

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).



The Right Reverend Dr Jonathan Frost  
Bishop of Portsmouth



The Very Revd Dr Anthony Cane  
Dean of Portsmouth



# Canon Chancellor and Vice Dean

## Job Description

The Canon Chancellor and Vice Dean is an appointment made by the Bishop of Portsmouth, in close consultation with the Dean of Portsmouth and the Cathedral Chapter. The successful candidate will report to the Dean, and is responsible to the Chapter.

The purpose of the role is to play a full part in Chapter's responsibility for the governance and strategy of the Cathedral under the 2021 Cathedrals Measure, and in delivering the Cathedral's Vision and Strategy (<https://www.portsmouthcathedral.org.uk/vision>).

The 2021 Measure defines the 'ecclesiastical purpose' of the Cathedral as 'the seat of the bishop and a centre of worship and mission' and 'providing a focus for the life and work of the diocese'. Within that overarching purpose, the role includes membership of both Chapter and the Senior Management Team, and carries particular executive responsibility for learning and discipleship, volunteers, community engagement, safeguarding, artistic installations and exhibitions, as well as playing a full part in the liturgical, evangelistic and pastoral life of the Cathedral.



## Key responsibilities\*

### Learning and teaching

- To lead the Cathedral's work in the area of learning, teaching and theological reflection
- To lead the work of the Learning and Schools department, working with the Learning and Schools Officer in developing relationships with schools
- To lead the work of developing the Cathedral's relationship with Portsmouth University, further education colleges and other post secondary educational establishments.
- To encourage and enable learning opportunities relevant to the diocese, the Cathedral's parish, and to the wider community





## The Cathedral Community

- To lead in enabling congregational discipleship and growth (including numerical growth and financial stewardship) in collaboration with the Precentor and ministry team, having particular responsibility for Pompey Sundays (informal all-age worship) and Pompey Tots (our Toddler group)
  - To oversee and develop the Cathedral's community of volunteers, working with the Volunteer Co-ordinator in developing best practice in recruitment and delivery
  - To work and consult with the Precentor, who leads on pastoral care, in ensuring and enabling excellence in this area, and taking particular responsibility for Anna Chaplaincy
  - Sharing in the duties of residence, and of preaching and the leadership of Cathedral services
- To be Chapter's safeguarding lead, working with the diocesan safeguarding team
  - As Vice Dean, representing the Cathedral, and undertaking the duties of the Dean if the Dean is temporarily absent or unavailable which do not conflict with section 13 of the 2021 Cathedrals Measure (e.g. this does not include the charring of Chapter)

## The Wider Community

- To be the Chapter's lead in relationships with Ecumenical and Interfaith Partners, the Deanery Synod and meetings with Deanery clergy.
- To oversee and develop the role of the arts in supporting the mission of the Cathedral.
- To work with key staff and volunteers in widening engagement with the Cathedral.
- To work with the Dean and others in engaging with local bodies and organisations in a way that encourages partnership working and mutual learning.

\* Further areas of work may emerge as the Cathedral continues to deliver its renewed vision and strategy.

## Budget

- Accountable to Chapter for the financial management of the Cathedral finances devolved to the Learning and Engagement budget.

## Qualifications and Experience

The successful candidate will be a priest in the Church of England or the Anglican Communion, who has been in holy orders for at least six years. In order to be considered for the role of Canon Chancellor and Vice Dean, you will also be able to demonstrate:

- Significant leadership and pastoral experience in the Church, whether in a parish, diocese, cathedral or in some other capacity.
- Enthusiasm for the potential for Cathedrals in mission and evangelism, a valuing of the ethos of Cathedral liturgy and music (including the possibilities for innovation and experimentation) and a commitment to corporate prayer in the daily offices.
- The ability to work with, influence, inspire, listen and engage with others in a collegial and team-orientated way.
- Experience of working at board/trustee level, or of working collaboratively with a Board of Trustees and/or Governing Body.
- Experience of encouraging Christian learning, spiritual growth and discipleship; of working with schools, and an understanding of learning and teaching across the age range.
- Knowledge and understanding of contemporary theology and public engagement.
- Understanding of the arts, and the potential role of art and artistic installations in enhancing the mission of the Cathedral.
- Experience of developing and implementing strategic plans.
- Experience of successful financial management and improved financial stewardship.
- Have a good working knowledge of digital technology and ICT.



We are committed to encouraging applications that help to reflect the diverse communities that we serve, and are striving to build an inclusive culture where all feel welcome and respected. We would particularly welcome UKME/GMH and younger applicants.



## Context

For centuries Portsmouth Cathedral, often referred to as 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, inclusivity and compassion.

Dating back to 1180 the original chapel dedicated to Thomas of Canterbury became a parish church in the 14th century and a cathedral in the 20th 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.

## Worship

The worship of God at Portsmouth Cathedral both offers prayer on behalf of the whole community of Portsmouth, and sustains and extends the faith and witness of our different congregations. In addition to a range of Sunday services, we offer Morning Prayer and Holy Communion daily while our regular choral services expose visitors to beautiful and inspiring music. We seek to model liturgical excellence in the pattern of the Church of England. Emerging from the pandemic, we began a new informal café-style service known as Pompey Sundays which is now firmly established, recognising the important of the 'mixed ecology' aspect of the Church of England's vision and strategy. We also offer Taizé-style worship on a monthly basis.

## 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 BBC, tour internationally, and play an essential part in diocesan and civic services. Our ground-breaking and popular

## Cathedral Sing initiative

Cathedral Sing has involved collaboration between our Music and Learning departments, in delivering inspiring music-based cross-curricular content.

See more at [portsmouthcathedral.org.uk/cathedral-sing-choir-outreach](https://portsmouthcathedral.org.uk/cathedral-sing-choir-outreach)

## Education

Educational workshops and visits, and services for schools, are a vital part of our ministry, and an area in which we are seen as pioneers and as an example of good practice. Themed school workshops are held regularly throughout the year, and are complemented by family workshops during school

holidays. In 2019, the last year of normal operation before Covid, our Education and Learning team engaged with thousands of primary school children, and the summer of 2022 saw a return to our in-person diocesan primary school leavers' workshops and services, with nearly 800 children attending over three days

The Cathedral has close links with St. Jude's Church of England Primary School, which is in our parish, and is seeking to develop a closer partnership with Ark Charter Academy, the City of Portsmouth's Church of England secondary school. We also have fruitful partnerships with two all-through independent schools – The Portsmouth Grammar School (PGS), and Portsmouth High School (PHS) GDST. Partnerships with state schools, both church and community, are a priority for us.

We have recently appointed a new Learning and Schools Officer to lead our education provision, focussing on mission and outreach, helping children and young people from all backgrounds to understand the Christian faith, and interpreting the Cathedral as a sacred place of contemporary and historic significance.

## Art

Exhibitions are held throughout the year from major sales of work by local artists groups to smaller events with schools and individual artists. Portsmouth has a thriving cultural and artistic life, and perhaps our most spectacular installations of recent times have showcased the work of local artist Pete Codling, including the eight panels of his remarkable 'Soup of Souls', each illustrating an aspect of the maritime history of Portsmouth.







## 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 lay staff posts, excluding members of the Cathedral Choir. These include the Chief Operating Officer, a Learning and Schools Officer, the Director of Music, three Vergers, a Digital Marketing Manager, Events Manager, Visitor Experience Manager, Volunteer Co-ordinator, a Finance Officer and a small administration team led by the Office Manager who is also the Dean's EA.

The Chancellor line manages the Learning and Schools Officer who has a functional line accountability to the Chief Operating Officer in his role as head of lay staff.

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, a number of assistant (retired) clergy and two Cathedral Curates.

The Cathedral is supported by a large number of 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. By the autumn the Cathedral will be governed according to the 2021 Cathedrals Measure, which brings in a new joint accountability to both the Church Commissioners and the Charity Commission. The consultation process for the new Constitution and Statutes is likely to take place this July.

Chapter oversees the vision and strategy of the Cathedral, including the work of the Senior Management Team.



# Terms and Conditions of Appointment

- The Canonry is a Common Tenure post and a Statement of Particulars will be issued by the Chief Operating Officer to the successful candidate setting out the terms of the appointment.
  - The person appointed will be paid according to the Church Commissioners' recommended rates for a Commissioners' Canon. Working costs are reimbursed in accordance with current Chapter Policy.
  - Day off to be mutually agreed
  - Housing: The Canon Chancellor and Vice Dean lives at 50 Penny Street, a two minute walk from the Cathedral. It has four bedrooms, two bathrooms (one en-suite), two reception rooms, a large kitchen/dining room, large utility room, garage and balcony overlooking Governor's Green with views across the Solent to the Isle of Wight.
  - The Chapter will pay Council tax and water rates on this property. Costs of gas and electricity are met by the Canon Chancellor.
  - There is a removal and resettlement grant of £8000.
  - The Canon Chancellor has a designated desk in the Cathedral Offices.
  - The procedure for this appointment follows the General Synod's Code of Practice for Senior Church Appointments (GS Misc.455).
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- **Safeguarding.** The Cathedral takes the safeguarding of children and vulnerable adults very seriously and practises Safer Recruitment for all roles (both paid and voluntary), enhanced DBS for specific roles, and face-to-face or online training as required.

The Cathedral records and manages the checks and courses taken by staff and volunteers to ensure that DBS renewals take place and training is refreshed as required by each role.

For this role an enhanced DBS check will be required, and on-line safeguarding training will be required. This training will be arranged and paid for by the Cathedral for the successful candidate

- **Data Protection.** Ensuring that the Cathedral collects, stores, and deletes information in compliance with current data protection legislation and retention guidance is important to us and the sign of a healthy organisation.

Staff and volunteers in certain roles will be required to complete GDPR/DPA on-line training to help ensure the Cathedral handles all personal and contractual data entrusted to it in a proper and legal manner.

For this role GDPR training to Board level will be required. This training will be arranged and paid for by the Cathedral for the successful candidate.

# Application process and Interview

Applications should be made through Church of England's Pathways <https://pathways.churchofengland.org/search> and include a general statement setting out what attracts you to post and what you believe you would particularly bring to the Cathedral's mission and ministry.

Closing date for applications is midday on Friday 28<sup>th</sup> April 2023.

*Portsmouth Cathedral is an Equal Opportunities Employer and a member of Inclusive Church.*

## **Interviews will be held on Monday 22 May 2023.**

Interviews will be held in person at Portsmouth Cathedral, and candidates should be prepared to arrive in Portsmouth on the afternoon of Sunday 21 May. Reasonable travel expenses and overnight accommodation will be reimbursed.

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

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

## **For any questions regarding the application process please contact:**

Liz Snowball  
Dean's EA and Cathedral Office Manager  
[liz.snowball@portsmouthcathedral.org.uk](mailto:liz.snowball@portsmouthcathedral.org.uk)