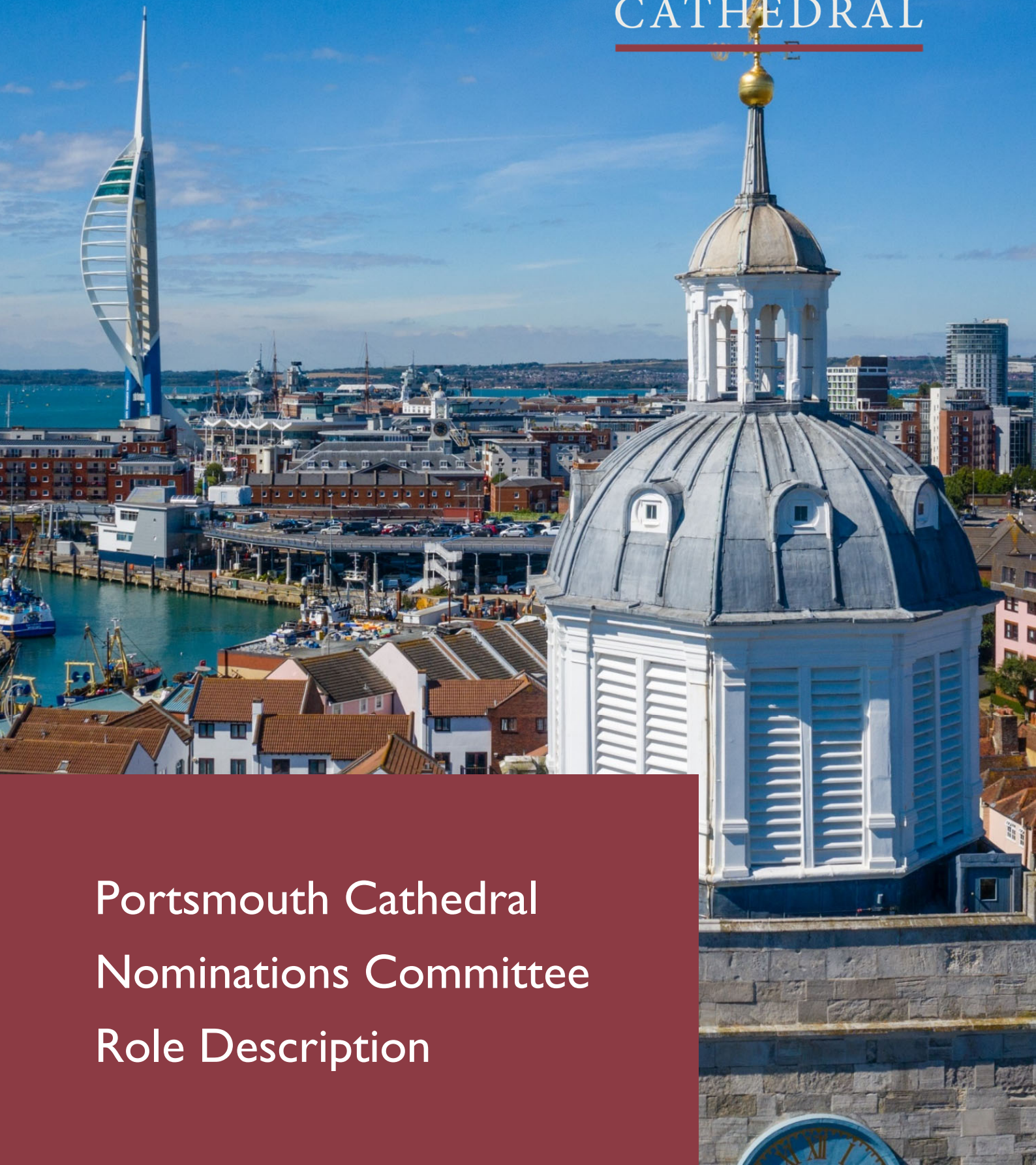


PORTSMOUTH CATHEDRAL



Portsmouth Cathedral Nominations Committee Role Description

Cathedral Governance and the role of the Nominations Committee

Who we are seeking to recruit

Portsmouth Cathedral is looking to recruit members of a new Nominations Committee. The Committee will advise and support the Chapter (which is the governing body of the Cathedral) in recruiting non-executive members to both the Chapter and its Committees and in helping to ensure that the membership is skilled, experienced and diverse. We set out below more details about the Nominations Committee and the key criteria for membership.

We are particularly looking for people who are interested in, and supportive of, the work of the Cathedral; are collaborative and team oriented; have experience of serving on a committee or board in their working lives or as a volunteer; and have practical experience of recruitment in the public, private or charitable sectors. You do not need to be a communicant member of the Church of England to be on the Committee. Interest, commitment and sympathy with the Cathedral's mission are the most important attributes; and there is scope to grow and learn in the role.

The time commitment is not huge. It is envisaged that the committee will meet two or three times a year with members available at other times to be consulted and offer advice. The initial term of office is three years.

If you are interested in finding out more, we would like to hear from you. The details of how to get in touch are at the end of this role description.

About the Cathedral

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's Vision and Strategy was renewed in 2020 and we seek to develop and grow the scope of our mission and ministry ahead of the 2027 centenary of both cathedral and diocese.

How Cathedral governance is changing

The Cathedral is governed by the Chapter (board of trustees), which is responsible for strategic direction and ensuring the Cathedral is sustainable and adapts to the changing needs of society. Effective governance is a prerequisite for a successful Cathedral.

Portsmouth Cathedral has begun the planning to implement the 2021 Cathedrals Measure at the end of 2023. This brings cathedrals under Charity Commission regulation and strengthens governance and operational frameworks. Chapter, the Cathedral's governing body, will become the Cathedral's trustee body and will comprise both executive and non-executive roles and new committees will be formed.

One of the aims of the Measure is that the membership of Chapter should bring together individuals with a broad range of skills, knowledge, expertise and experience to bring in best practice of strategic leadership for the Cathedral and lead the Cathedral in being transparent and accountable. The new Chapter will be supported by a number of subsidiary committees, one of which will be a new Nominations Committee.

For Chapter members there is a requirement for trustees to be a communicant member of the Church of England or another church which subscribes to the doctrine of the Holy Trinity.

Role of the Nominations Committee

The new Nominations Committee will be chaired by Sir David Normington GCB (a former senior civil servant and a lay canon at the Cathedral). **Its specific statutory functions are to:**

- advise the Chapter on the recruitment of non-executive members of Chapter and of Chapter Committees;
- advise the Chapter on the training needs of members of Chapter;
- keep under review the skills, knowledge, experience and diversity of members of the Chapter and to recommend improvements to the Chapter where they are identified as necessary;
- advise the Chapter on the procedure for the selection and approval of candidates for election as non-executive members;
- advise the Chapter on the recruitment of members of an advisory body;
- liaise and co-operate with other relevant committees and sub-committees of the Chapter; and
- recommend to the Bishop candidates for the role of senior non-executive member.

The membership of the Nominations Committee is appointed by Chapter with the following requirements:

- There will be a minimum of five and a maximum of seven members, including the Dean.
- At least one member of the Committee must be a non-executive member of Chapter, who will be appointed by Chapter for a renewable three-year term (and that person may also act as Chair).
- The Chief Operating Officer will be in attendance at this committee
- Each Committee member is appointed initially for a term of office of up to three years.

Safeguarding

At Portsmouth Cathedral, the safeguarding of children, young people and vulnerable adults, is embedded in everything we do. Recruitment of members of all our governance committees must follow the Church of England's Safer Recruitment process. This includes the requirement for references to be taken for all shortlisted applicants and, prior to confirmation of an appointment, prospective governance committee members will be required to provide a confidential safeguarding self-declaration form and complete an application for an enhanced DBS disclosure. Once appointed, all committee members will need to take part in regular training.

Expenses

The role is not remunerated but reasonable travel expenses will be reimbursed in accordance with the Cathedral's Expenses Policy.

Time Commitment

Meetings will take place at least twice a year although there will be more regular meetings during the implementation of the Cathedrals Measure. Successful candidates will be expected to attend all scheduled, special and other meetings as agreed and to participate in activities such as relevant training workshops unless agreed in advance with the Chair.

Attributes, Behaviours and Competences

Desirable Personal Attributes and Behaviours

We are looking for people who are

- Ethically anchored: committed to acting ethically, honestly and with integrity in their working and personal lives;
- Collaborative: good at working with others, drawing on the knowledge and expertise of others and respectful of different views and perspectives;
- Sound in judgement: able to analyse evidence and data objectively and give wise advice based on the evidence;
- Discreet: respecting the trust placed in them by others and always discreet in their handling of confidential information and conversations; and
- Supportive of the Cathedral's Mission: while being a communicant member of the Church of England is not an essential requirement, candidates must have sympathy with the Church's ministry and mission.

Skills and competencies

Successful candidates may come from a wide diversity of backgrounds and experiences and will, be able to demonstrate some of the following skills and expertise:

- Experience in leadership and management positions in the public, private or voluntary sectors with an understanding of how complex organisations work and are successful;
- Experience in recruiting to senior positions and/or to boards and committees with a strong commitment to achieving diversity in appointments;
- A track record in working successfully on committees and boards with people of diverse views and experience;
- An understanding of what makes for good governance in organisations, particularly as regards the skills and competencies of key personnel;
- Relevant expertise or experience in at least one of the following areas would also be an advantage: HR law, policies and practice; skills appraisal and development; charity governance and management; and the governance of the Church of England.

Expressions of Interest and Applications

Thank you for your interest in helping us. For an informal discussion please contact The Very Revd Dr Anthony Cane, Dean of Portsmouth through dean@portsmouthcathedral.org.uk.

If you would like to apply please send a CV with a covering letter to the Dean.

Portsmouth Cathedral is a member of Inclusive Church and 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.