



# PORTSMOUTH CATHEDRAL



Application Pack  
Elected Non-Executive  
Member of Chapter



# Introduction to the Elected Member of Chapter/Trustee role

Thank you for your interest in serving as an elected non-executive member of Chapter. We hope that you will consider seeking nomination.

Our new Constitution and Statutes under the Cathedrals Measure were adopted in late 2023 and earlier this month the Cathedral became a registered charity. The new Chapter must consist of between nine and twelve members and is led by the Dean as Chair. All members are now charity trustees. The other members are: four residentiary canons (two executive and two non-executive); the interim senior non-executive member (SNEM), and five other non-executive members, including the two elected members. All serve three year terms, with an option for a further two.

In May, the first election under the new Constitution will take place. Consequently, we are looking for people who are willing to be nominated for election. Those seeking election need to be nominated by two other people. The details of eligibility are given later in this document.

The role of the elected members is not to be representatives of the congregation. They are, however, at Chapter to ensure that the congregational voice, which was initially lost under the old Constitution but restored in 2019, continues to be heard. The only change is that neither are required to be a churchwarden, although there is nothing to prevent a churchwarden standing for election.

Potential candidates must be willing to contribute to the work of the Cathedral as trustees, and build on the commitment, enthusiasm and energy of existing members of Chapter, while continuing to broaden the diversity of thinking in Chapter. Although we are not looking for any specific skill set, successful nominees must be able to demonstrate that they have the skills necessary for working at board level.

While eligibility for the elected member includes being on the Electoral Roll, we are committed to growing in diversity and inclusion, and seek to reflect this in Chapter. We welcome and encourage applications from people of all backgrounds.

Might you be interested in this role and supporting Chapter and the wider Cathedral in achieving our goals as we head for our centenary in 2027? We look forward to hearing from you.



The Very Revd Dr Anthony Cane  
Dean of Portsmouth



Richard Abraham  
Chief Operating Officer

# Portsmouth Cathedral – Vision and Strategy



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 and a Cathedral in 1927. The building incorporates a wide range of architectural styles, from the medieval east end to the Nave, begun in the mid twentieth century and completed in 1991.

For centuries, Portsmouth Cathedral has been a beacon for people on land and at sea, helping them navigate the passage of time with faith and confidence in God. It is a building of greatness and simple enduring beauty, and a lively, inclusive, and compassionate community, which has a positive impact on the lives of people in its own parish, as well as the City and Diocese of Portsmouth.

Our choirs, worship and liturgy are first class; our environmental record is recognised as leading the Church of England; our outreach to schools is recovering at pace after the pandemic; our volunteers are top notch; and our paid staff and Ministry Team are full of talent and creativity.

Our vision and strategy emphasize that we are a community always open to God's will, affirming the good things of past and present, while also seeking further growth and development.

Our efforts are underpinned by six interrelated Strategic Objectives:

Worship and Music

Growing and Learning

Diocese and Community

Building and Heritage

Partnership and Engagement

Finances and Sustainability

All six are of equal value with Finance and Sustainability ensuring that the Cathedral has the financial resources to deliver on the dynamic vision encompassed within the other five strategic objectives.

The Cathedral's accounts are available through our website.

# Chapter



As a non-executive trustee, your role will be vital in the oversight of the overall management and administration of the Cathedral, and ensuring that the Vision and Strategy formed in 2020 is being effectively delivered. Chapter members have a collective responsibility and always act as a group, not as individuals. They give strategic direction to the Cathedral, setting overall policy, defining goals and evaluating outcomes. They are custodians of the good name and values of the Cathedral in its mission and ministry to the Cathedral community, the wider Diocese of Portsmouth and beyond.

On appointment, trustees receive a full induction including specific and general trustee training, which will be ongoing, to enable members to deliver their responsibilities. This will involve scrutinising board papers, leading discussions, focusing on key issues and providing advice and guidance on new initiatives.

Chapter has particular responsibilities as a body to ensure that a safeguarding culture is fully embedded into everything that the Cathedral does, and that it has appropriate policies and procedures to deal with safeguarding matters. It ensures the financial stability of the Cathedral and works to protect and manage its assets and ensure the proper investment of its funds.

Chapter is supported by its committees: a Finance Committee and a Nominations Committee, whose members include both executive and non-executive members of Chapter. Members of committees also discharge trustee functions, based on the role and responsibilities of the particular committee in question.

Chapter is advised on work to the Cathedral building and precinct by the Fabric Advisory Committee.

# Specific Responsibilities / Principal Tasks



As a member of Chapter, you will have a duty as a trustee of the Cathedral as a charity regulated by the Charity Commission. Trustees ensure that:

- the Cathedral complies with its Constitution and Statutes, charity law, relevant company law and any other relevant legislation or regulations;
- the Cathedral pursues its charitable objectives as defined in its governing documents;
- the Cathedral uses its resources exclusively in pursuance of its objectives for the benefit of the public;
- risks to the Cathedral are assessed and are appropriately mitigated;
- the Cathedral is being transparent and accountable, while ensuring that Chapter papers and information are treated with the appropriate confidentiality;
- they provide strategic leadership in line with the Cathedral's aims and values;
- they are clear about the Cathedral's aims and work to ensure that these are being delivered effectively and sustainably;
- they work as part of an effective team using the appropriate balance of skills, experience backgrounds and knowledge to make informed decisions, and taking collective responsibility for those decisions.

# Person specification



## Essential

- Proven ability to contribute at strategic level and offer constructive challenge.
- An actual communicant (within the meaning given in Rule 83(2) of the Church Representation Rules), or a communicant member of a church that is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity.
- Eligible to serve as a trustee (as defined by the Charity Commission).
- Willingness and ability to understand and accept their responsibility and liabilities as trustees, and to act in the best interest of the organisation.
- Ability to think creatively and strategically; exercise good, independent judgement; and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.

- A strong personal commitment to equality, diversity and inclusion.
- Enthusiasm for our vision and strategy.
- Willingness to lead according to the Cathedral's values.
- Commitment to the Association of English Cathedrals' Code of Governance, which includes the seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

## Desirable

- Experience at board level, not necessarily within the charitable sector.
- Experience or knowledge of working within a Christian setting.

# Term of Office

Members are appointed for three years, with the option for reappointment for up to three successive terms.

# Time Commitment

Chapter meets a minimum of four times per year. Meetings are normally held in the afternoon and this year's meetings are in February, May, July and November, with a further meeting with the Bishop and strategy 'Away Day' in the early autumn.

Chapter members are also welcome to attend meetings of the Fabric Advisory Committee (currently three per annum) and the Annual Parochial Church Meeting.

Ad hoc and support through working groups and/or support to the executive team may be required.

Members are encouraged to take part in the life of the Cathedral and, if possible, attend services and events of importance.

You will also need to be able to commit to approximately 10 hours of training per year, in addition to induction training. This includes:

- Specific training for Chapter members as trustees provided by the Association of English Cathedrals – either a day or two days during your first year in post.
- Online Safeguarding training provided by the Church of England at the appropriate level.
- Online GDPR and Data Protection training at Board Level on appointment (seven hours) and as part of continual development.
- Additional training for trustees, normally delivered during scheduled meetings.

# Remuneration

This is an unpaid trustee role. Reasonable out of pocket expenses will be paid in accordance with Charity Commission rules and the Cathedral's Expenses policy.

# Safeguarding and Data Protection

This appointment is subject to an Enhanced DBS check, as well as safeguarding training provided by the Church of England and Diocese pertinent to this role.

Portsmouth Cathedral is also committed to ensuring the protection of the data it holds and, therefore, this post will be required to successfully complete the Church of England's online training course at board level.

## More information

For an informal discussion about this role, please contact:

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

Richard Abraham, Chief Operating Officer, [richard.abraham@portsmouthcathedral.org.uk](mailto:richard.abraham@portsmouthcathedral.org.uk)

## Nominations and how to apply

An invitation to nominate candidates will be sent out to members of Chapter, members of Chapter Committees and all those on the Electoral Roll by 4 April 2024.

Any nominations must be supported by a proposer and seconder. Potential candidates must:

- be eligible to be a member of Chapter;
- not be disqualified from being a charity trustee; and
- confirm their willingness to stand for election and, if elected, to serve as a member of Chapter and as a charity trustee;
- be prepared to submit an election address.

Only those for whom a valid nomination is submitted and who have satisfied the Bishop, Chapter and the Nominations Committee that they are suitable to be a member of Chapter will be approved as candidates.

The election, if required, will take place electronically.

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

For more information about the process please contact [election@portsmouthcathedral.org.uk](mailto:election@portsmouthcathedral.org.uk).

