

St Edmundsbury  
Cathedral

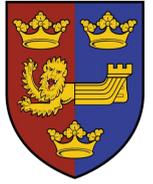


# Nominations Committee Member

Application Pack



# St Edmundsbury Cathedral



## Welcome

Thank you for thinking of applying to be a member of the Nominations Committee. We hope, after reading this application pack, you will decide to send us your application. There follows below some more about us and about the role.

St Edmundsbury Cathedral is situated in the historic market town of Bury St Edmunds, and serves the diocese of St Edmundsbury and Ipswich. It is at the heart of community life, a natural gathering place for worship, reflection, refuge, celebration, mourning, pilgrimage, debate, questioning and storytelling.

Our story begins with the founding of the Abbey in 1020 by King Cnut. He named the Abbey after Saint Edmund, martyred in 869 by the Danes, and to this day Cathedral, Abbey and town carry that name. Over the succeeding centuries, several churches were built within the precincts of the Abbey. The nave of today's Cathedral is the successor of one of those churches, started in 1503. Our Grade 1 Cathedral was further altered from the 18<sup>th</sup> century onwards, the most recent additions being a new Gothic style tower, cloisters and chapels. A sculpture by Elisabeth Frink entitled *Crucifixion* stands by the Treasury steps. The medieval *Susanna Window* contains Flemish glass and the west window depicts *The Last Judgement* - a magnificent example of late nineteenth-century craftsmanship. A painting of *The Martyrdom of St Edmund* by Brian Whelan sits in the Lady Chapel. The Ancient Library, founded in 1595, has over 550 books mainly dating from the fifteenth and sixteenth centuries; providing a valuable resource for students and research.

The successful candidate will be joining the Cathedral community of this special place at a time of unique challenge and opportunity. All the usual requirements that you would expect for such a post are set out in the role description which follows. If you think you might be the person to fulfil this important role, we would be delighted to receive your application.

The Very Reverend Joe Hawes  
Dean of St Edmundsbury



## Who we are

St Edmundsbury Cathedral is open for visitors and worshippers seven days a week, all year, providing a sacred space for reflection, prayer and sanctuary. Music forms a large part of activities, with several choirs and numerous musical events throughout the year. Our formal learning programmes are centred round our Learning Hub, in the heart of the Cathedral, where school children enjoy activities linked to the national curriculum, participate in reflective stories designed to encourage youngsters to behave more thoughtfully towards one another, and work with a team of local artists who help them respond to the world through creative art. Community groups such as the Mothers Union and Young Families regularly meet in the Cathedral. We have vibrant membership groups in the Friends of the Cathedral and the Friends of the Cathedral Music. More than 250 Volunteers tend the garden, welcome visitors and assist in our learning and community programmes. We offer 960 regular services a year and around 100 special services.

St Edmundsbury Cathedral Enterprises Limited oversees the Cathedral Gift Shop, our Tourist Information Point, Pilgrim's Kitchen (café/restaurant) and our external events facilities.

St Edmundsbury Cathedral is a lively and exciting community to be a part of. The extraordinary variety of people who are associated with the Cathedral and the remarkable diversity of the events which take place here mean that there is much to capture the imagination; much to be done, and much to enjoy.

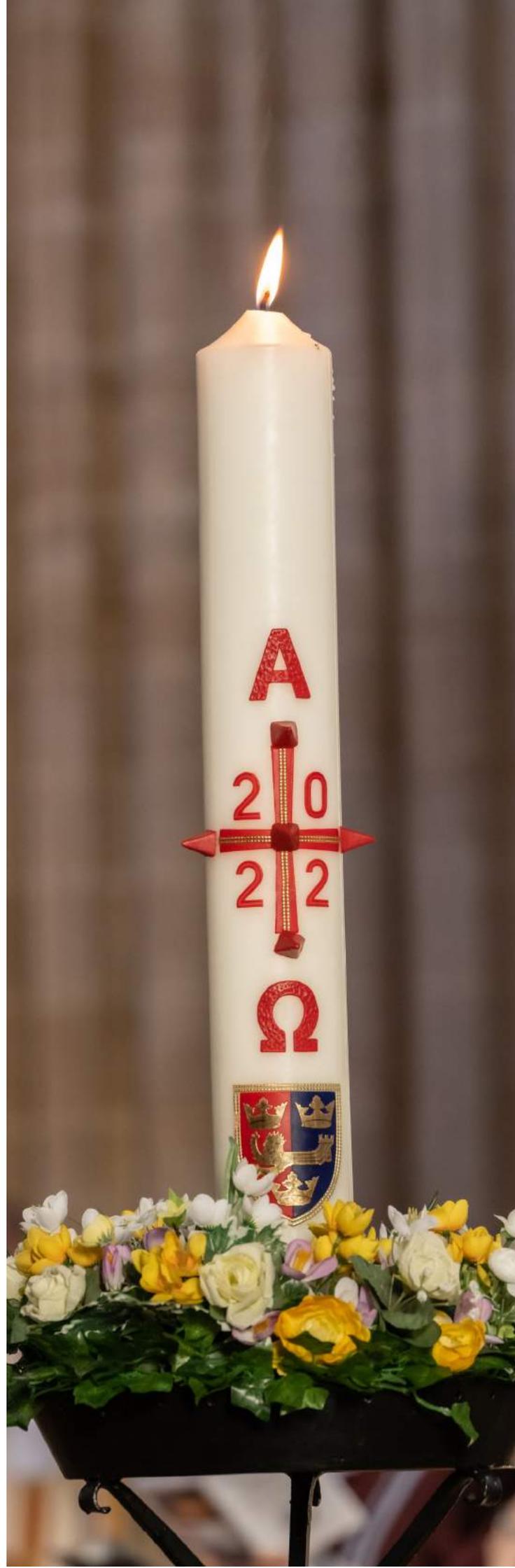


**Inclusive Church** ([www.inclusive-church.org](http://www.inclusive-church.org))

We are an Inclusive Church and warmly welcome applications from Black, Asian and Minority Ethnic (BAME) candidates who are currently under-represented on the staff team.

### Safeguarding

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Cathedral. This will include completing safeguarding training, adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role.





## Values

St Edmundsbury Cathedral is Suffolk's cathedral, situated in the heart of Bury St Edmunds, open and available to everyone. As a physical place it is the cathedra, the seat of the Bishop, a centre for worship and mission, and is a symbol of the aspirations of the wider diocese. As a spiritual place it is a focus for pilgrimage and pastoral care. As a place of heritage, located on the historic Abbey of St Edmund site, it is a window into key moments from the past thousand years. As a cultural place it is a venue for learning an exploration, for artistic and musical imagination and experimentation. As a convening place it gathers communities in debate, questioning and discussion. St Edmundsbury Cathedral is a sum of all these: a gathering place for the communities of our diocese and county, and for pilgrims and visitors from farther afield.

Our values inform how we do things and are values that can be lived. We hold our Benedictine principles close—principles such as love, care, hospitality, and community—and are presenting these values in t a way that relates to and can easily be understood in the twenty-first century. They are about how we work with each other, how we talk about the Cathedral, how we reach out to the whole of Suffolk and beyond, and how we transform ourselves as we grow together. They are Faith, Welcome, Compassion and Confidence.

**Faith** in God, Father, Son and Holy Spirit and God's unconditional love for all people. This is our Christian conviction, and it is what defines and shapes us;

**Welcome** to friends and to strangers; to people of all faiths or none; to those with whom we agree and disagree—building a culture of openness and collaboration and generosity across the county;

**Compassion** working alongside people in need, expressing love, tolerance and respect through our actions;

**Confidence** to challenge wrongs; to be honest about who we are and what we stand for; to be daring in what we do, how we do it and who we do it with.

# Cathedral Governance and the role of the Nominations Committee

The Cathedral is governed by the Chapter which is responsible for the strategic direction and ensuring the Cathedral thrives and adapts to the changing needs of society.

Once the Cathedral Measure 2021 is fully in force at St Edmundsbury Cathedral, Chapter will be regulated by the Charity Commission as well as by the Church Commissioners. All members of the Chapter will be charity trustees and will need to comply with charity law as well as ecclesiastical law.

Chapter will comprise both executive and non-executive roles and a few new advisory committees will be created.

To fill vacancies for the non-executive roles of Chapter and other committee roles, a Nominations Committee is to be formed. Its role is to enable Chapter to recruit and develop non-executive members of the new Chapter and the sub-committees as required.

## Terms of Reference

### Constitution

The Nominations Committee (the “Committee”) is established as a sub-committee of Chapter. The role and responsibilities of the Committee shall be as detailed in these terms of reference and shall not be amended except with the approval of Chapter.

### Purpose and Role

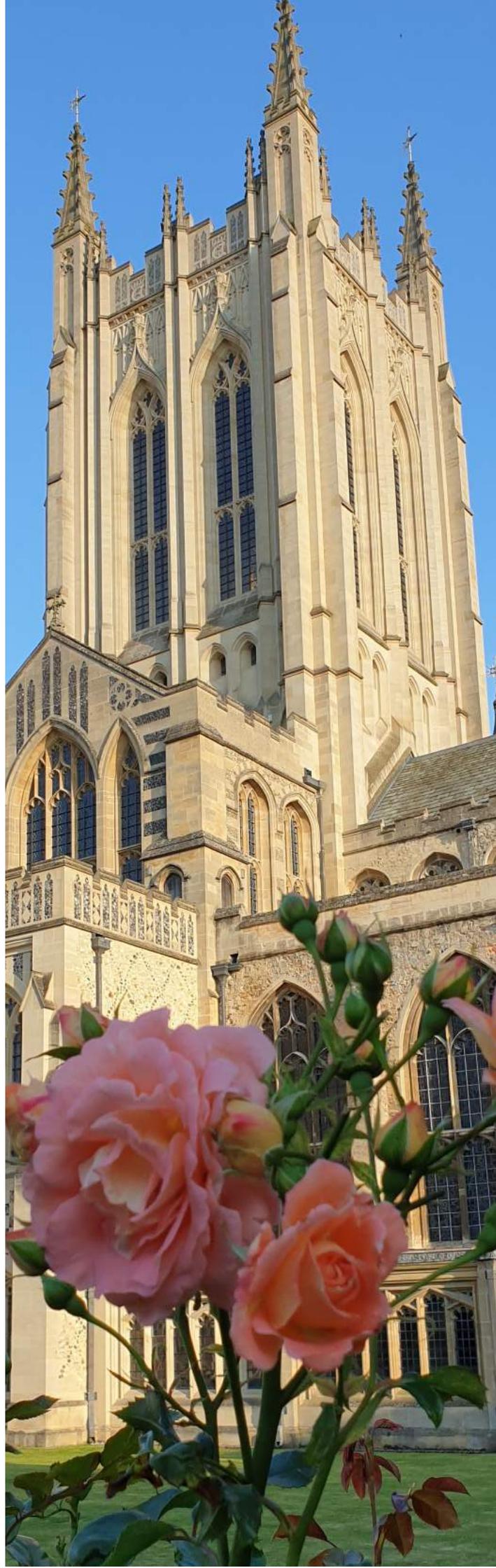
The purpose of the Committee is to make recommendations to Chapter regarding membership of Chapter.

### Membership

The Committee must have a minimum of four members and a maximum of seven members including the Dean who is an ex officio member.

The Committee shall comprise at least one members of Chapter, who must be a non-executive member of Chapter. Chapter may appoint additional members who are not members of Chapter.

Only members of the Committee have the right to attend nomination committee meetings. However, other individuals such as the Chief Operating Officer and members of Chapter with a special interest and external advisers may be invited to attend for all or part of any meeting, as and when appropriate and necessary.





Appointments to the Committee are made by Chapter and shall be for a period of up to three years and may be reappointed; but a member who has served more than two consecutive terms is not eligible for appointment as a member, until at least two years have passed since the member last ceased to hold office as such.

Chapter shall appoint the Committee chair who need not be a member of Chapter but, if a Chapter member, he or she must be a non-executive member of Chapter. In the absence of the Committee chair and/or an appointed deputy, the remaining non-executive members present shall elect one of themselves to chair the meeting.

If a member ceases to serve on Chapter, they shall automatically cease to be a member of the Committee

### **Quorum**

The quorum necessary for the transaction of business shall be two thirds of the members the majority being non-executive.

### **Frequency of meetings**

The Committee shall meet at least once a year.

It is for the Chief Operating Officer, at the request of the chair of the Committee, to convene a meeting of the committee.

### **Notice of meetings**

Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and any other person required to attend, no later than five days before the date of the meeting.

If it is not reasonably practicable for the relevant papers for a meeting of the Committee to accompany the notice of the meeting, the papers must be given to each person who received the notice of the meeting as soon as it is reasonably practicable.

### **Minutes of meetings**

The Dean's PA or another suitable employee shall minute the proceedings and resolutions of all Committee meetings, including the names of those present and in attendance.

A draft of the minutes of each meeting must be circulated promptly to each member of the Committee for approval.

Once the minutes of the meeting are approved, the minutes must be sent to every member of Chapter and may be sent to other persons as the Committee thinks appropriate.

At the Chapter meeting following the Committee's meeting, the Chapter must consider any material matters arising from the minutes of the Committee's meeting.

## Duties and Responsibilities

The Committee must advise Chapter on:

- the recruitment of non-executive members of Chapter;
- the recruitment of members of Chapter Committees; and
- the training needs of members of Chapter.

The Committee may recommend to the Bishop candidates for the role of Senior Non-Executive Member.

The Committee must keep under review the skills, knowledge and experience of, as well as the diversity among, members of the Chapter and to recommend improvements to the Chapter where they are identified as necessary.

The Committee will give full consideration to succession planning for Chapter members and senior executives in the course of its work, taking into account the challenges and opportunities facing the Cathedral, and the skills and expertise needed in the future and to fulfil its strategic vision.

The Committee will work and liaise as necessary with all other Chapter committees and shall make recommendations to Chapter on: membership of the Finance, Audit and Risk Committee and any other Chapter committees as appropriate, in consultation with the chair of those committees. It will also review the skills, knowledge and experience of, as well as the diversity among, members of those committees including the Nominations Committee itself.

## Periodic Review

The Chapter shall review these Terms of Reference every three years.

## Specific Requirements

### Desirable Personal Attributes

Ethically anchored – act with honesty and integrity; committed to act and behave ethically

Intellectual ability – have the ability to obtain and analyse relevant data; use object reasoning

Emotionally aware/resilient – are emotionally intelligent; remain calm under stress

Team oriented/collaborative – actively seek the views and knowledge of others and adopt a collaborative approach

Diligent/responsible – approach work in a conscientious way and take responsibility for their actions

Faithful/discreet – honour the trust placed in them by others and be discreet in their conversations

Humble/servant leader – place others' needs before their own; not be self-seeking or status oriented





## **Preferred Behaviours**

Open minded; active listener – are able to listen with an open mind and able to understand the viewpoints of others

Willing to commit; decisive – have the confidence and ability to reach rational decisions and commit to action

Dispassionately passionate – are passionate about what they believe in but remain dispassionate in discussion

Contextually adaptive – are able to adapt their approach to suit all the relevant contextual dynamics

Effective communicator – are able to express themselves clearly and concisely using relevant information

Respectful of others – value the views and giftings of others and accord them due respect

Keen to learn; open to ideas – objectively self-critical and seek to continually develop themselves and others

## **Professional Competencies**

Leading and directing complex organisations – have broad understanding of the leadership and management needs of complex organisations

Strategic planning and implementation – be aware of the processes used in strategic planning and the skills required

C of E culture and practice, locally and nationally – have participated in C of E organisations at local and/or national level

Christian teaching and practice – have a good general knowledge of the basis of faith within the Anglican community

Charity governance and management – be well informed of the responsibilities and obligations of Charity Trustees

Operational management of organisations – have a good general knowledge of good operational practices in managing organisations

Human resources management – have proven experience in HR management, especially recruiting and development

## **Expenses**

Members of the Nominations Committee must make their own way to the cathedral but travel expenses to any off-site meetings or training can be reclaimed. Parking can be booked on site for meeting attendance subject to availability.

## Diversity

St Edmundsbury Cathedral is a place for everyone. Through our people, we are building a culture which embeds respect, integrity and welcome and an organisation in which people are engaged and empowered to enable the Cathedral to develop and evolve.

We are committed to equality, diversity and inclusion for all its staff and volunteers. In line with this commitment, all applicants will be considered on the basis of suitability for the role of membership of the Nominations Committee regardless of any discrimination which is unfair or unreasonable.

There are a limited number of roles at St Edmundsbury Cathedral that are subject to a genuine occupational requirement for the post-holder who has a commitment to the Christian faith. In these cases such a requirement will have been made explicit in the advert and role description. Where a genuine occupational requirement is not asserted the Cathedral will consider all applicants regardless of religious affiliation.

## How to apply

Thank you for taking the time to consider joining us. If you are able to help us, please complete our standard application form and send with a covering letter to Kate Hibbert at [hr@stedscathedral.org](mailto:hr@stedscathedral.org) If you would like more information before applying please contact the Chief Operating Officer by emailing [sarah-janeallison@stedscathedral.org](mailto:sarah-janeallison@stedscathedral.org) or phone 01284 748720.

