

A photograph of St Edmundsbury Cathedral, a large Gothic-style stone building with multiple spires and tall windows. The cathedral is set against a blue sky with scattered white clouds. In the foreground, there are lush green trees and a well-maintained garden with various plants and flowers. A dark blue diagonal shape is overlaid on the bottom left of the image, containing text and a logo.

Application pack

**Nominations**

**Committee Member**

St Edmundsbury  
Cathedral





Welcome

Thank you for thinking of applying for the role of Nominations Committee Member at St Edmundsbury Cathedral. We hope, after reading this pack, you will decide to send us your application. We foster an environment of inclusivity and welcome applications from all age groups, backgrounds and Christian denominations in which you may belong to. We also encourage applications from those who are not local to the Cathedral but may have a strong influential affiliation with Suffolk.

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.

The successful candidate will be joining us at a time of unique challenge and opportunity. As we diversify what the Cathedral means to the local community and visitors, we are building a team here who are thinking outside of the traditional trappings of a place of worship. We want to be a place for fun, for challenge, for excitement and above all else, inclusivity and welcome.

All the usual requirements that you would expect for such a post are set out in the job description which follows. If you think you might be the person to join the team, we would be delighted to receive your application.

Dean Joe.

The Very Reverend Joe Hawes  
Dean of St Edmundsbury



# Who are we?

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 and exploration, for artistic and musical imagination. As a convening place it gathers communities in debate, questioning and discussion. St Edmundsbury Cathedral is all of these things: a gathering place for the communities of our diocese and county, and for pilgrims and visitors from farther afield.

It is also a lively and exciting place to work! After almost 50 years of building work and renovations, our former Parish church is now a beautiful example of a medieval build recreated in modern times. We're open for worship and visitors seven days a week, all year, providing a sacred space of welcome for reflection, prayer and sanctuary. We also offer music, events, learning and pilgrimage, as well as our Cathedral Shop and Pilgrims' Kitchen.

More than 250 Volunteers tend the garden, welcome visitors and assist in our learning and community programmes.

## Inclusive Church



We are an Inclusive Church and warmly welcome applications irrespective of gender or sexuality. We also encourage applications from Black, Asian and Minority Ethnic, Global Majority Heritage candidates, who are currently under-represented on the Cathedral 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 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.

The appointed candidate will need to have an enhanced DBS check (including barred list check) before commencing work. Safeguarding training will be given.



# Values

Our values inform how we do things at the Cathedral.

We hold our Benedictine principles close—principles such as love, care, hospitality, and community—and are presenting these values in a way that relates to and can easily be understood in the 21st 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.



# Role Description

St Edmundsbury Cathedral became a registered charity on 2 May 2023 and has a Board of Trustees referred to as Chapter. Chapter is accountable for the governance, strategic direction and management of the Cathedral, and has ultimate responsibility for the care, maintenance and development of the Cathedral estate, all aspects of Cathedral activity, and for securing its long-term viability and financial sustainability.

The Nominations Committee will enable Chapter members to meet their responsibilities by providing independent oversight of the Cathedral's recruitment systems. Its role is to enable Chapter to recruit and develop non-executive members to Chapter and the sub-committees as required.

In this instance the Cathedral is looking at recruiting someone with relevant understandings and experience who would thrive as a Committee member.

## Nominations Committee Member

The Committee must keep the activities and management of the Cathedral under review in relation to such matters as the Chapter has specified in these Terms of Reference.

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 is responsible for:

- recommending to the Bishop candidates for the role of Senior Non-Executive Member.
- reviewing the skills, knowledge, experience and diversity among members of the Chapter
- to recommend improvements to the Chapter where they are identified as necessary.
- considering 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.
- liaising 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.
- reviewing the skills, knowledge, experience and diversity among members of all committees including the Nominations Committee itself.



## 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.
- 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.

# Person

## Specification



### Desirable Personal Attributes and Behaviours:

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

### Preferred Behaviours

- are able to listen with an open mind and able to understand the viewpoints of others
- have the confidence and ability to reach rational decisions and commit to action
- are able to adapt their approach to suit all the relevant contextual dynamics
- are able to express themselves clearly and concisely using relevant information
- value the views and giftings of others and accord them due respect

### Professional Competencies

- have a broad understanding of the leadership and management needs of complex organisations
- 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
- have a good general knowledge of the basis of faith within the Anglican community
- be well informed of the responsibilities and obligations of Charity Trustees
- have a good general knowledge of good operational practices in managing organisations
- have proven experience in HR management, especially recruiting and development

**For a confidential conversation about the role, and your potential suitability, please contact Sarah-Jane Allison on 01284 748728 or email [sarah-janeallison@stedscathedral.org](mailto:sarah-janeallison@stedscathedral.org).**

