

A photograph of St Edmundsbury Cathedral in Ipswich, England, featuring its prominent central tower and Gothic architecture, surrounded by lush greenery and a clear blue sky with scattered clouds.

Application pack

Architect and Surveyor of the Fabric

St Edmundsbury
Cathedral





Welcome

"Thank you for thinking of applying for the role of Architect and Surveyor of the Fabric at St Edmundsbury Cathedral. 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 18th 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 Edmund 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 job description which follows. If you think you might be the person we are looking for to join our team, we would be delighted to receive your application."

Dean Be.



Who are we?

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 place in which to work. The completion of major building works has seen the Cathedral grow in size and activity and the place has become busier. 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 of the Cathedral's employees; much to be done, and much to enjoy.

Inclusive Church



We are an Inclusive Church and warmly welcome applications irrespective of gender or sexuality. We also encourage applications from Black, Asian, Minority Ethnic, and 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

The Cathedral Architect and Surveyor of the Fabric holds a key role with overarching responsibility for all matters concerning the Cathedral's fabric. This includes oversight of the structure, contents, furnishings, and setting. While they may not have specialist expertise in every area, they are expected to recognise when to seek and involve appropriate expert advice.

They are responsible for supervising all repair and conservation works to the Cathedral and ancillary buildings, as well as any maintenance work that could materially affect or permanently alter the fabric. In this capacity, they provide comprehensive advice on all aspects of the fabric, including its aesthetic qualities. The role, therefore, demands not only technical knowledge but also sensitivity to heritage, design, and context.

In the case of major new buildings, an open selection process is recommended to appoint the most suitable architect for the project. However, the Cathedral Architect and Surveyor of the Fabric must be fully involved in the development of the brief and consulted prior to any engagement with external architects or designers. Throughout such projects, they act as the guardian and "friend" of the Cathedral's fabric, maintaining close involvement to ensure continuity and integrity.

Typically, the Cathedral Architect and Surveyor of the Fabric serves as the lead consultant for any repair or conservation project, working alongside other professionals from various disciplines. Chapter must also ensure quinquennial inspections are carried out on all properties for which it is responsible, including those outside the Precinct. These inspections may be conducted by the Cathedral Architect and Surveyor of the Fabric or by another appointed professional.

Given the breadth of this responsibility, the Cathedral Architect and Surveyor of the Fabric is expected to play a central role within the Cathedral's team of professional advisers. They are required to attend all meetings of the Fabric Advisory Committee (FAC), unless otherwise permitted by the Chair, and must be familiar with any specific provisions within the Cathedral's statutes relevant to their role.

Furthermore, the Cathedral Architect and Surveyor of the Fabric should be willing and enabled to participate in the wider life of the Cathedral, recognising that many activities will intersect with their responsibilities.



Key Responsibilities

In advising Chapter on the care, maintenance, and conservation of the Cathedral and its ancillary buildings, the Cathedral Architect and Surveyor of the Fabric is expected to undertake the following key responsibilities:

Quinquennial Inspections and Reports

- Carry out a full inspection of the Cathedral and ancillary buildings every five years, in accordance with the Care of Cathedrals Measure 1990.
- Provide a written report to Chapter, detailing necessary works, prioritising urgency, and setting out a clear maintenance plan.
- The first report, due within two years of appointment, should be based on a full inspection and will act as the baseline for future planning.
- Reports are prepared in consultation with the Cathedral Archaeologist (where appointed) and submitted to the Cathedrals Fabric Commission for England (CFCE).

Chapter

- Submit reports to Chapter summarising:
 - Works carried out during the year
 - Progress on quinquennial recommendations
 - Advice on permanent records
 - Any other issues relating to the care and preservation of the fabric
- Work with the project board and project manager on the Abbey of St Edmund, Reborn project where applicable.

Attendance at Fabric Advisory Committee (FAC)

- Attend all FAC meetings to provide expert advice on matters relating to the Cathedral fabric, unless formally excused by the Chair.

Disaster Planning and Health & Safety

- Contribute to fire audits, disaster planning, and health and safety reviews, especially concerning:
 - Access for maintenance
 - Visitor and staff safety
- These areas are also reviewed as part of quinquennial inspections.

Planning and Budgeting for Repairs

- Following each quinquennial inspection, prepare a forward plan for repairs and improvements, typically covering a five-year period.
- Provide prioritised recommendations with indicative costings.
- Advise Chapter during the budgeting process to ensure funding allocations are sufficient to maintain the fabric effectively.

Project Development

- Be consulted at an early stage on any project or development affecting the Cathedral fabric.
- Prepare all necessary documentation required for FAC or CFCE approval.
- Advise whether proposed works fall within the scope of the Care of Cathedrals Measure 1990.

Specialist Advice

- Seek additional expert advice where required to support best practice.
- Collaborate openly with Chapter should a second opinion be needed.
- The FAC and CFCE can facilitate access to further specialist expertise when appropriate.



Carry Out Works

All repairs, maintenance, and alterations to the Cathedral and its ancillary buildings are carried out under the professional direction of the Cathedral Architect and Surveyor of the Fabric. They work closely with the Cathedral Archaeologist and other specialists to ensure that all projects respect the building's historic and architectural significance.

Maintenance

Regular maintenance is essential to protect the Cathedral's fabric and fittings. Tasks may range from clearing gutters to stonework repairs. Where maintenance could significantly affect the building, relevant approvals may be required. Chapter staff should agree maintenance methods, materials, and tools in consultation with the Cathedral Architect and Surveyor of the Fabric.

Conservation

The Cathedral Architect and Surveyor of the Fabric provides advice on caring for monuments, stained glass, ancient floors, furniture, and fittings, working with specialist conservators where necessary.

Repairs

The level of supervision for repair work depends on its complexity. Where a Clerk of Works is appointed, quality standards are agreed in advance with the Cathedral Architect and Surveyor of the Fabric, and any unexpected issues are referred back to them.

Specialist Consultants

For projects involving ventilation, heating, lighting, security, fire safety, organs, bells, or other installations, the Cathedral Architect and Surveyor of the Fabric advises on appointing and coordinating independent specialists to ensure all work is integrated and appropriate.

New Fittings and Works of Art

The Cathedral Architect and Surveyor of the Fabric is involved in proposals for new furnishings, memorials, stained glass, signage, and other artistic or liturgical changes.

They may design items, help select specialist designers, or review proposals to ensure they are suitable for the building's character.

Chapters should consult the Cathedral Architect and Surveyor of the Fabric before accepting any gifts or additions affecting the Cathedral's fabric or furnishings.

New Projects

For larger projects or new facilities, the Chapter considers whether the Cathedral Architect and Surveyor of the Fabric should lead the work or whether an external specialist is required. Early discussion ensures the right skills are engaged, and professional appointments are made in a transparent and accountable way.



Person Specification

The person we are looking for will bring:

- Strong technical skill set with experience in the conservation and repair of historic buildings.
- Experience of church repairs and re-orderings.
- Professional conservation accreditation.
- An understanding of the liturgical, mission, and other purposes of the Cathedral.
- Imagination and creativity to find workable and affordable solutions

Accountability

The Cathedral Architect reports to Chapter, and will be expected to do so formally once a year, providing a clear indication of what is to come as well as what has been delivered. The Cathedral Architect will also attend the Cathedral's Fabric Advisory Committee (FAC), working closely with the FAC Chair. The primary working relationships will be with the Chief Operating Officer. Close liaison will also be needed with the Dean.

Meeting Attendance

FAC meetings take place four times annually. Attendance is also required at internal Property planning meeting, as well as for site meetings or other project specific purposes as required. Chapter attendance would usually be once a year. Permanent office accommodation is not provided at the Cathedral but hot desk access, or (by appointment) a private meeting room can always be made available.

Cathedral Team

The Cathedral Architect will work most closely with the Dean, COO and The FAC Committee. The Cathedral retains a Cathedral Archaeologist who advises prior to there being construction / digging on site. The candidate would be expected to be familiar with such work and to be supportive of it.

Other Key Relationships

In addition to working closely with Cathedral staff, the Cathedral Architect / Surveyor of the Fabric will work collaboratively with a range of external stakeholders, including:

- Cathedrals Fabric Commission for England (CFCE)
- Amenity societies
- Historic England
- Local authority planning departments
- Other relevant heritage, conservation, and planning bodies

Successful relationships will be built on a clear understanding of each organisation's roles and priorities, combined with a commitment to early consultation and open communication at the outset of any project.



Fees and Time Commitment

An annual retainer will be paid (applicants should quote for this in their submission). The retainer is expected to cover:

- Attendance at agreed meetings and production of associated reports
- Ad hoc advice and support, including:
 - Responding to enquiries
 - Telephone consultations
 - Short reports and papers
 - Early-stage project development (including work that may not proceed)
- Expenses related to the above activities

The retainer assumes that work for Chapter will be given priority and that Cathedral staff can seek advice without incurring additional fees.

Time Commitment

The anticipated time commitment for work covered by the retainer is approximately two days per month.

Additional Work Outside the Retainer

Some reports and studies, for example, Quinquennial Inspections or more substantial project scoping work may fall outside the scope of the annual retainer.

Applicants are asked to:

- Identify which reports or studies would not be included in the retainer.
- Provide indicative costs for these items.
- Include hourly rates for any work outside the retainer, to be agreed following approval of a fee proposal.

For larger projects or more complex developments, applicants should outline:

- Their proposed fee structure (e.g. percentage-based fees or fixed-price arrangements).
- Example fees for projects of different scales, to assist the selection panel in assessing value for money.

To Apply

An application form can be found on our website: stedsCathedral.org/vacancies and once complete should be sent to: hr@stedsCathedral.org. Please feel free to submit a portfolio of work along side your application form if you so wish.

Closing Date: Friday 31 October

