

Application Pack

Chair of Nominations Committee - unremunerated



WORCESTER
CATHEDRAL

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About Worcester Cathedral



Worcester Cathedral is a magnificent sight as it rises majestically above the River Severn. Worcester has been the seat of a bishopric since the Seventh Century, and the Cathedral was served by monks until the Reformation. St Oswald and St Wulfstan were among the bishops. Since the eighteenth century, the Cathedral has been famous for its part in the annual Three Choirs Festival, the oldest choral festival in existence. Today the Cathedral is the centre of a vibrant community of clergy and laypeople, offering the praises of God each day, serving the city and diocese of Worcester, and attracting visitors from all over the world.

Cathedrals are unique and wonderful spaces, providing welcome and inspiration to pilgrims, visitors and future generations. They are integral to their local communities (never more so than during the coronavirus pandemic) but also recognised nationally and globally as key heritage sites.

Our Cathedral community is diverse with over 50 staff and 300 volunteers. We are rightly proud of the tremendous heritage and number of partners we work with across the Cathedral and City to provide a warm welcome to our visitors, to promote learning about the history of the Cathedral, attend our many events and activities and to participate in the worship and music that is at the heart of our Cathedral.

New legislation governing all cathedrals has given us the opportunity to appoint to a new, non-executive post, that of Chair of the new Nominations Committee.





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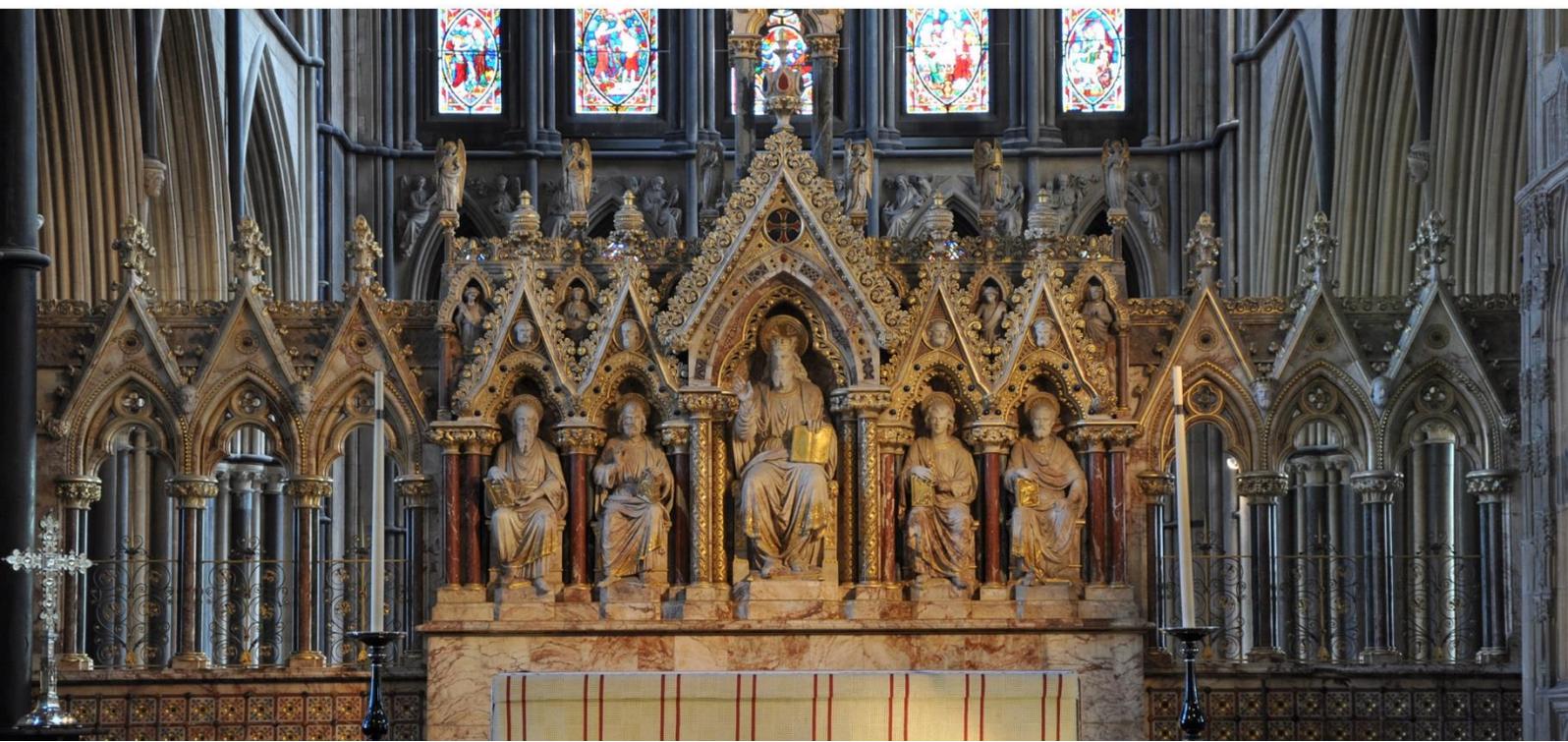
Management and Governance

The governance of the Cathedral is the responsibility of the Chapter, which comprises residentiary canons and lay canons with professional expertise and is chaired by the Dean. The Chapter is responsible for strategy, oversight and financial sustainability and meets monthly. There are a number of sub-committees that have delegated tasks from Chapter, eg Finance Committee, Safeguarding Committee, Investment Committee and other standing groups, eg Fabric Advisory Committee, that are required under the current Cathedral Measure.

There is a group of about 50 staff that work across a number of teams. The Senior Management Team comprises senior lay staff team and clergy in their executive functions. This group meets monthly and is chaired by the Dean. There are a number of management groups that meet where relevant and comprise staff working in their executive roles.

New legislation, the 'Cathedrals Measure 2021' means that over the next few years, all cathedrals will register as charities with the Charity Commission and for our cathedral, this will require some changes in governance and an opportunity to add new skills and expertise to our Chapter in a non-executive capacity.

In this instance we are seeking to appoint a Chair for a new Nominations Committee.





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The role

Chair, Nominations Committee (Voluntary position)

Under guidance from the Cathedrals Measure 2021, a new nominations committee will be formed and it's principal function is to advise the Chapter on the recruitment of non-executive members, the recruitment of members of committees of the Chapter and any training needs within the Chapter. In addition, the Committee will also review the diversity, skills, knowledge and experience of the members of the Chapter to provide support where required in the form of recommendations to the Chapter. More broadly, the postholder will have the opportunity to help guide and support the Cathedral through it's early days as a charity and beyond.

The Cathedral is committed to being an inclusive organisation and one of our key ambitions is to increase the diversity of Chapter. Candidates should be able to demonstrate an understanding of, and commitment to, the purpose and ethos of this Cathedral community within the Christian world. They must have proven experience of the principles and expectations of a charity trustee, while bringing their own particular background to contribute to the Chapter's work. A good grounding in charity governance, legal frameworks and diversity and inclusion best practice would be highly desirable.

For an informal conversation about this post, please contact Rachel Tucker, Associate Partner at Faerfield who is supporting us in our search, on 07495 496886 or email her at r.tucker@faerfield.co.uk

To apply please submit a Covering Letter (no more than two sides of A4), your CV (optional), a completed Candidate Application Form and a completed Equal Opportunities Monitoring Form (downloadable [here](#)) to worcestercathedral@faerfield.co.uk by Friday 11th March 2022. Interviews to be held week commencing 4th April 2022.



Job Description and Person Specification

Key functions of the Nominations Committee

1. To advise the Chapter on the recruitment of non-executive members of Chapter;
2. To advise the Chapter on the recruitment of members of Chapter Committees;
3. To advise the Chapter on the training needs of members of Chapter; and
4. To 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.

Key responsibilities of the Chair of the Nominations Committee

1. To approve the agenda and draft minutes of Nominations Committee meetings;
2. To chair and participate in the meetings of the Nominations Committee;
3. To report on the activities of the Nominations Committee to the Board;
4. With the support of the Chapter, ensure the Nominations Committee is acting within its powers and terms of reference; and
5. Provide support and direction to Nominations Committee members to ensure their contribution is relevant and effective.

PERSON SPECIFICATION

Desirable Personal Attributes

1. Understanding the principles and practice of good corporate governance and the role of the Nominations Committee.
2. Experience of working with Boards/Committees.
3. Experience of chairing boards, committees or meetings.
4. Willingness to work within the Terms of Reference for the Nominations Committee.
5. Able to exercise independent judgement.
6. Able to think objectively.
7. Able to inspire confidence in others and respect the views of others.

Candidates need not meet all of the person specification criteria to apply. However, there is an expectation that all candidates will be able to demonstrate suitable knowledge and experience of making senior appointments.

Knowledge and Experience

- Experience of making senior appointments, ideally through proven skill in recruitment or on Appointment Panels
- Experience in, understanding of, and commitment to, equality, diversity and inclusivity
- Experience as a non-executive or equivalent role
- Experience of assessing competencies, using competency frameworks/skills matrices
- Familiarity with performance management schemes for senior executives



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Job Description and Person Specification

Skills

- Influencing skills
- Recruitment skills
- Active listening and curiosity
- Ability to provide specific and constructive feedback
- Ability to analyse and interpret evidence and information quickly in order to make informed and robust decisions

Personal Qualities

- Willingness to support and champion collective decision making
- Works supportively and builds team cohesiveness with fellow Committee and wider Chapter and staff executive in an inclusive way



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Worcester Cathedral is fully committed to Equal Opportunity policies.