

A photograph of Rochester Cathedral, showing its prominent spire with a blue clock face and a large Gothic window in the foreground. The sky is overcast.

Rochester
CATHEDRAL

Recruitment Information Pack

Fundraising Coordinator

April 2024

Information for Candidates

The Role

We are seeking a highly motivated and enthusiastic person to work as a Fundraising Coordinator.

The Fundraising Coordinator is responsible for leading the work to raise funds to support the revenue costs of the Cathedral and towards securing external funding to support capital projects.

The Fundraising Coordinator will work collaboratively across the departments and in collaboration with the Rochester Cathedral Trust. All Cathedral employees are expected to work as a team to ensure the Cathedral fulfils its mission.

This role is fixed term for two years.

Hours of work

The role is full-time. Part time hours will be considered for the right candidate.

Salary

The salary is £46,000 per annum for 35 hours per week.

Annual Leave

The holiday entitlement is 33 days for full time employees, which includes the 8 public holidays. This will be pro-rata for part-time hours. The leave year runs from 1st September – 31st August.

Pension

The post-holder will be eligible to join the Church of England Workers' Pension Fund and will be automatically enrolled in the scheme from the commencement of employment, subject to meeting the eligibility requirements. This is a contributory scheme. The current arrangement is that the Chapter pay 5.5% and the employee must pay a minimum contribution of 2.5%.

Disclosure and Barring Service Requirement

A standard DBS check is required for this post.

Safeguarding

Rochester Cathedral is committed to attracting and recruiting to, training, managing and promoting a culture of safeguarding, especially for children, young people and vulnerable adults. The Cathedral has adopted the Church of England policy statement 'Promoting a Safer Church (2017)'; Safeguarding Learning and Development (2021) and the Safer Recruitment and People Management Guidance (2021). Every member of our team is recruited according to these documents, and they are required to complete safeguarding training at the appropriate level to create, develop and maintain a safe environment and culture for all.

Values

All Cathedral employees are expected to work as a team to ensure the Cathedral fulfils its mission as the seat of the bishop and a centre of worship and recognise the importance of the Cathedral's role in providing a focus for the life and work of the Church of England in the Diocese of Rochester.

Equality Statement

We actively encourage applications from all backgrounds and those who are underrepresented. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone, regardless of, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

The Cathedral's Chapter recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination. The Chapter will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public. All employees and those who act on the Chapter's behalf are required to adhere to this policy when undertaking their duties or when representing the Chapter in any other guise.

Recruitment Process

Rochester Cathedral is committed to Safer Recruiting and working practices in line with the Church of England Safer Recruitment and Guidance document 2021.

The closing date for applications is: 12 noon on Monday 29th April 2024.

Applications should be made using the form available on our website
<https://www.rochestercathedral.org/work-with-us>

The application form should be accompanied by a short letter outlining your suitability for the role.

Please see the full job description and person specification of the role detailed below.

If you would like to have an informal discussion about the post, please email Simon Lace, Chief Operating Officer (simon.lace@rochestercathedral.org) and he will arrange a suitable time for a telephone conversation.

Completed applications should be returned, by email to: recruitment@rochestercathedral.org stating 'Fundraising Coordinator' application' in the subject box.

**CVs will not be accepted.
No recruitment agencies please.**

Interviews

The interview process will be a competency-based interview and test.

Appointment

Appointment will be subject to:

- Evidence of right to work in the UK
- Proof of identity and address
- Two satisfactory references
- Standard DBS check

Accessibility

If you require any reasonable adjustments to be made for you to attend the interview, please let us know.

Job Description

Job Title:	Fundraising Coordinator (FC)
Line Manager:	Chief Operating Officer (COO)
Job Purpose:	The Fundraising Coordinator is responsible for leading the work to raise funds to support the revenue costs of the Cathedral and towards securing external funding to support capital projects.
CONTEXT:	The FC will work collaboratively across the departments and in collaboration with the Rochester Cathedral Trust. All Cathedral employees are expected to work as a team to ensure the Cathedral fulfils its mission.
DBS requirement:	Standard DBS
Safeguarding:	In recruiting, training and managing, Rochester Cathedral is committed to a culture of safeguarding, especially for children, young people, and vulnerable adults. The Cathedral has adopted the Church of England policy statement 'Promoting a Safer Church (2017)'; Safeguarding Learning and Development (2021) and the Safer Recruitment and People Management Guidance (2021). Every member of our team is recruited according to these policies and is required to complete safeguarding training.

Key Responsibilities

1. Responsible for the development, production and delivery of a comprehensive fundraising strategy to include the activities of all of the Cathedral's stakeholders and partners.
2. Responsible for researching trusts, foundations, potential corporate sponsors and major donors, and making targeted applications to achieve fundraising income targets.
3. Lead on the development of sponsorship opportunities for the public event programmes offered by the Cathedral.
4. Responsible for ensuring that financial information relating to all grants, donations and legacies is provided to the Finance Department to ensure accurate and timely financial reporting as required.
5. Ensure the effective administration and record management of all sources of donated income to the Cathedral.
6. Correspond and make personal contact with individuals, groups, corporate supporters and trusts as required by the COO.
7. Create and present performance reports to the appropriate groups/committees etc to ensure clear visibility of the efforts required to reach the targets.
8. Responsible for ensuring quality control of development and fundraising communications.
9. Assist with the fundraising activity of the Rochester Cathedral Trust.

10. Prepare interim and final reports to funders in a timely fashion and manage ongoing relationships.
11. Responsible for the development of the Cathedral's Legacy campaign and ensure that accurate records are maintained and compliance with any conditions attached to the legacy.
12. Promote giving through public media and direct marketing, corporate sponsorship, events and anniversary celebrations in conjunction with our Communications and Marketing Manager. Responsible for maintaining a record of donations that are given followed.
13. Working with the Finance department to have oversight of visitor donations, online donations and the Cathedral's stewardship programmes.
14. Ensure fundraising activity is in keeping with the Fundraising Regulators' Code of Fundraising Practice and other relevant regulations.

Other

15. To undertake such additional duties and tasks as reasonably required by the COO.
16. Ensure that the highest standards of professional performance are maintained.
17. Ensure compliance with the Cathedral's safeguarding policies and procedures.
18. Participate in the arrangements for performance review and appraisal.
19. Ensure that professional skills are regularly updated through participation in training and development activities.
20. Attend meetings of subcommittees and other groups as appropriate.
21. Ensure the efficient and timely execution of administrative tasks related to the role.
22. Some evening and weekend work may be required.

Person Specification

	Essential / Desirable
Values	
Understanding of and enthusiasm for the Cathedral's overall mission.	Essential
Ability to work in sympathy with the Christian faith.	Essential
Equal opportunities: understands, supports, and promotes inclusion and diversity in the workplace and for every member of the community that the Cathedral serves.	Essential
Safeguarding: understands the importance of the care and protection of children, young people and vulnerable adults visiting and participating in Cathedral activities. Everyone who participates in the life of the church has a role to play in promoting a Safer Church for all.	Essential
Education & Training	
Educated to degree level or similar qualification.	Essential
Evidence of continued professional development.	Desirable
Qualification from the Chartered Institute of Fundraising	Desirable
Knowledge & Experience	
Minimum of two years' demonstrable experience of fundraising or marketing campaigns either within a charity or in other sectors.	Essential
Demonstrable relevant success at soliciting income from Trusts and Foundations or similar (such as philanthropists or corporates).	Essential
Experience of writing bids for funding and grant applications	Essential
Experience of working in a non-for-profit Third Sector environment.	Desirable
Experience of working in a heritage setting.	Desirable
Experience of working in a faith-based organisation.	Desirable
Awareness of the GDPR, particularly with reference to charities and fundraising	Desirable
Competencies	
Able to communicate effectively with worshippers, clergy, volunteers and staff as well as funders and donors	Essential
Ability to research and analyse information.	Essential

Proactive, enthusiastic and with a 'can-do' attitude.	Essential
Self-starter with the ability to instigate and complete new ideas and developments.	Essential
IT literate, including the use of Excel to a high standard.	Essential
Able to work accurately with a high attention to detail.	Essential
Good organisation and time management skills to prioritise deadlines and manage the full range of duties.	Essential
Able to work effectively within a team with the ability to operate independently as and when required.	Essential
Able to maintain complete confidentiality at all times.	Essential
Able to exercise sound judgement.	Essential
Good creativity and persuasion skills	Essential

Rochester Cathedral

Here, down the centuries, the Christian faith has found expression through worship, prayer and service. We continue to participate in God's love for the world today through mission and purposeful engagement. Our Strategic Development Plan seeks to enhance the Cathedral's desire to nurture human flourishing and become more Christ-like in our attitudes and daily living. The Cathedral Chapter has identified three key areas which will be our main focus for greater resilience and provide a springboard for future development.

1. Remain true to our Benedictine tradition by ensuring that all are welcome, and everyone is valued.
2. Grow communities of hope through prayer, worship and action.
3. To grow a more sustainable and resilient organisation.

Our Strategic Plan recognises the importance the Cathedral plays in the lives of many people, of all faiths and of none, both as a historic landmark and as a holy place. It seeks to work alongside other partners and stakeholders in enabling the Cathedral to be a truly inclusive space which signposts the Kingdom of God.

Rochester

The Cathedral sits at the heart of historic Rochester, opposite the Norman Rochester Castle and only 200 metres from the river Medway. Rochester is a busy town with exceptional heritage, an independent high street, and a busy night-time economy. It has excellent transport links to London (35 minutes by train to St. Pancras) and the south coast.

The Cathedral is the seat of the Bishop of Rochester and the cathedral church of the Diocese of Rochester. The Diocese of Rochester includes 268 parishes in Medway, west Kent and in the London Boroughs of Bromley and Bexley.

Rochester lies in the Medway unitary authority area and is one of the five Medway towns, the others being Chatham, Strood, Gillingham and Rainham. Over half of the unitary authority area is rural in nature. Because of its strategic location by the major crossing of the River Medway, it has made a wide and significant contribution to Kent, and to England, dating back thousands of years, as evident in the siting of Watling Street by the Romans and by the Castle and Cathedral and the Chatham naval dockyard and its associated defences.

Medway is one of the boroughs included in the Thames Gateway development scheme. It is also the home of Universities at Medway, a tri-partite collaboration of the University of Greenwich, the University of Kent and Canterbury Christ Church University on a single campus in Chatham.

History

Rochester Cathedral was founded in AD604 and is the second oldest cathedral in England. Much of the current building is Norman and the earliest parts were built by Bishop Gundulf in the late 11th century (he was also responsible for the construction of Rochester Castle and the White Tower of London). After a serious fire in 1137, the Cathedral was rebuilt in the Romanesque style, and it is this part (from 1140-60) that is the Nave today. Further building began in the 1180's, when the Eastern end was remodelled in the Gothic style. In the 1340's Bishop Hamo de Hythe added a central tower and spire and redecorated the Quire. He also added the library doorway, with its superb carved surround.

From this date, no further major building was added but there was substantial underpinning to the South Quire transept between 1825-1840, by Lewis Cottingham, which stabilised the building.



The Cathedral was established as a Benedictine foundation by Bishop Gundulf in 1083 and it remained as such until 1541. The ruins of the cloister and other monastic buildings form the backdrop to the Cathedral gardens. The Cathedral played an important part in the struggles of King John and the Barons, being used as a stable during the siege of the Castle. It was again used by the army during the Civil

War and each of these invasions by secular forces left their mark, either through subsequent rebuilding or through loss of paintings and decorations.

The Cathedral's Crypt, Library and Vestry were extensively restored as part of a Heritage Lottery Funded Project, Hidden Treasures, Fresh Expressions. The £6.8 million development was completed in 2017. The newly restored Crypt provides generous new spaces for both internal and commercial exhibitions/events/activities and is where our excellent café is located serving a range of refreshments to visitors daily.

The Cathedral is home to *Textus Roffensis* (the Book of Rochester). Compiled in Rochester around 1123 *Textus* contains English laws going back to the 7th century, from the first Christian kingdom in Kent in the time after the mission of St Augustine in AD597. In the words of historian Michael Wood "it is the foundational document of English law, which along with our language and literature, is our greatest legacy to the world".

Governance

The Cathedral is a registered Charity (Reg. Charity No, 1206900). It is governed by the Cathedrals Measure 2021 and by its own Constitution and Statutes, which conforms to that Measure. The care of the fabric of the Cathedral is governed by the Care of Cathedrals Measure 2011.

The head of the Cathedral is the Dean who is supported by a Chapter, (Trustees) consisting currently of four other members of clergy (two Canons appointed by the Chapter and two Canons appointed by the Church Commissioners) and seven Lay Canons who were recruited for their skills and expertise in specific areas of Cathedral life. Chapter is responsible for leadership, strategy and policy for the Cathedral. Chapter is also responsible for all the statutory duties of corporate governance, including mission and worship within the Cathedral; good financial planning and control; health and safety; safeguarding; human resources; and care of the fabric. Chapter meets monthly. The senior lay member of staff is the Chief Operating Officer.

The College of Canons is a statutory body of the ordained and lay canons of the Cathedral. It receives the Annual Report and Accounts and meets annually to review the year and offer advice and guidance to Chapter. The College offers informed opinions from across the Diocese to Chapter.

The Fabric Advisory Committee is a statutory body responsible for ensuring that the Cathedral's fabric is preserved in accordance with the rules set down in the Care of Cathedrals Measure 2011. The committee consists of experts in the conservation and repair of historic buildings and artefacts and is supported by the Cathedral architect and archaeologist. It meets quarterly.

The Finance Committee advises Chapter on matters relating to finance and investments. It is chaired by a lay member of the Chapter and consists of two other members of Chapter and four voluntary members, recruited for their financial expertise. The Dean and the two chief officers attend the monthly Finance Committee meetings.

Other Bodies

The Rochester Cathedral Trust

The Cathedral Trust exists to support the Cathedral through raising funds to promote its work. Its main purpose is to raise funds for the Cathedral to ensure that its missions can be sustained and to assist with the upkeep of the fabric and maintenance of its musical traditions. It meets regularly to plan the fund-raising campaigns. The Trust's Patron is the Duchess of Edinburgh, and Jools Holland is Music Patron. Trustees are high profile individuals from across the Diocese and other parts of Kent. The Trust has given generously to support Cathedral projects. It is a Registered Charity (Reg. Charity No. 291616).

The Association of the Friends of Rochester Cathedral

The Friends is a body dedicated to supporting the fabric of the Cathedral through fund raising and endowment income. Like the Trust, the Friends have also given generously to support Cathedral projects.

Rochester Cathedral Enterprises Limited

Rochester Cathedral Enterprises Limited (RCEL) is a wholly owned subsidiary company set up to maximise the Cathedral's commercial potential for generating income. Profits from RCEL are paid across to the Cathedral as Gift Aid. The RCEL Board is comprised of members of Chapter and up to three external members recruited for their specialist knowledge and expertise. In 2023 RCEL's trading operations made a net surplus of over £280,000.

Music

Music is an integral part of the worship at the Cathedral. The top line of the Cathedral Choir is currently made up of 20 boy and girl choristers most of whom attend King's School Rochester.

The adult professional singers of the Cathedral Choir comprise six Principal Lay Clerks supported by a pool of Deputy Lay Clerks. There is also a Voluntary Choir (which lead the services on various occasions during the year) and a Children's Choir which offers opportunities for local young people to take part in choral singing, as part of the Cathedral's community music programme.

The Cathedral is committed to excellence in music and an Endowment Fund has been created with the intention to raise sufficient capital to support the cost of music in the future. The Music Endowment Fund currently stands at £1.83million. The Rochester Cathedral Trust's objective is to raise funds to reach a target for the Endowment of £3million.

Resources and Finance

Our Annual Report and Accounts are available on our website (www.rochestercathedral.org). In 2024 the Cathedral will have a general income of more than £1.86million. This relatively small income means that all resources must be carefully husbanded, and that use must be within mission and strategic guidelines. We aim to achieve a small surplus each year. As a free to enter Cathedral, our aim to encourage donations from worshippers and visitors.

Careful fiscal management is maintained by a strict budget and financial control to which all staff members adhere. Monthly management accounts are shared with all budget holders and presented to the Cathedral's Finance Committee and then to Chapter each month. Adverse variances are discussed with budget holders, and everyone recognises the importance of maintaining a positive annual outcome.

We hold an investment portfolio of £6.24m and we ensure that this is invested in line with Church of England ethical guidelines. We own 44 properties in Rochester and aim for 100% occupancy of commercial and residential properties and try to ensure that vacancies are as short as possible. Property is the principal source of investment revenue and in 2021 rents accounted for £593k of income (2020 £590k).

Staff and Volunteers

The Cathedral staff team is small (31 FTE) but dedicated. The Chief Operating Officer has overall responsibility for all departments. The Cathedral is also supported by a team of over 300 volunteers, who offer a wide range of expertise, time and service to support Cathedral life and mission.