

# Grants and Projects Manager

Application Pack August 2021



# Who We Are

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## About the Cathedral

Set in the medieval heart of this glorious city, Wells is the earliest English Cathedral built in the Gothic style. The Cathedral has an international reputation and is the recipient of several Tourism Excellence Awards. Known as England's most poetic Cathedral, Wells has deservedly gained an enviable reputation for its lovingly maintained Gothic architecture, its world class music, and its Ministry of Welcome to some 290,000 visitors each year as well as the 150,000 or so people, drawn from local, national and international audiences, who come to the Cathedral for services, concerts, lectures and a wide range of other special events and activities.

Situated on the edge of the Mendip Hills in the County of Somerset, Wells is one of England's most beautiful and compact cities, built around the beautiful Cathedral of St Andrew. Its picturesque surroundings include a charming market square and high street, the Bishop's Palace and the magnificent Vicars' Close, the UK's oldest medieval street still used for its original purpose.

Underpinning the life, worship and ministry of the Cathedral is a diverse organisation where a lot is achieved with modest resources. It oversees and delivers a broad and diverse tapestry of activities which includes a world

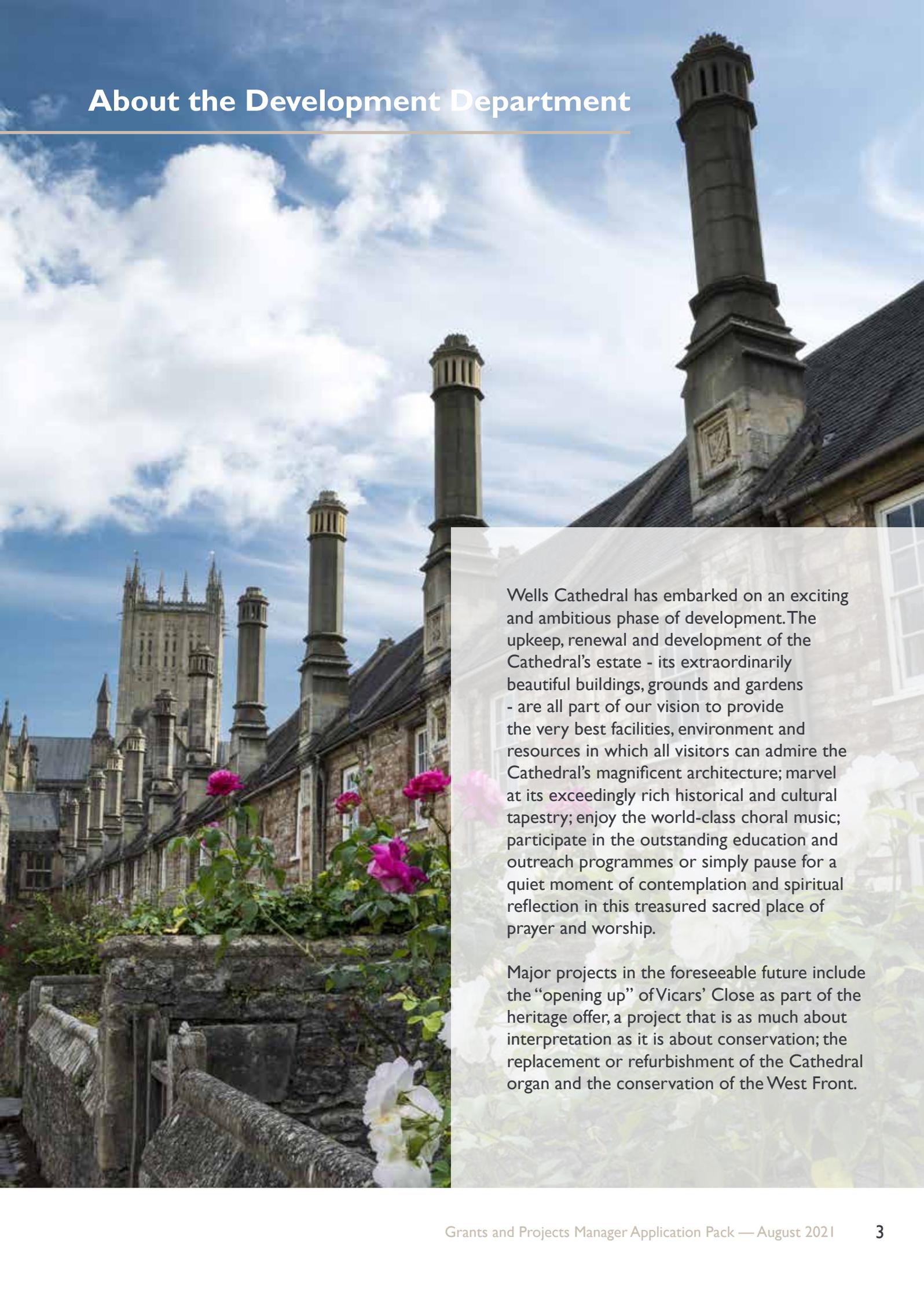
class choir, a works and estates department, a team of virgers, a library and archives, a programme of education, learning and outreach, finance, HR and administration functions, volunteer management and trading companies. Funds to support the Cathedral as a place of worship and mission (involving maintaining our buildings, supporting those in liturgical roles, clergy, musicians and lay staff, and enabling the Cathedral buildings to be open to all every day of the year) come from a variety of sources. These include congregational giving, legacies, income from visitors, sums generated by trading activities, income from investments and property, donations from fundraising appeals by individuals, trusts and foundations, as well as through the generous support of the Friends of Wells Cathedral, the Wells Cathedral Trust, the Wells Cathedral Preservation Trust and the Wells Cathedral Chorister Trust.

## How we are governed

The Chapter is the governing body of the Cathedral and, with the College of Canons and the Cathedral Council, currently forms the "body corporate" of the Cathedral. The Chapter sets the strategic direction for the Cathedral, and orders its worship and mission. It also has responsibility for care and maintenance for the Cathedral and its estate. Chapter meets formally 11 times a year.

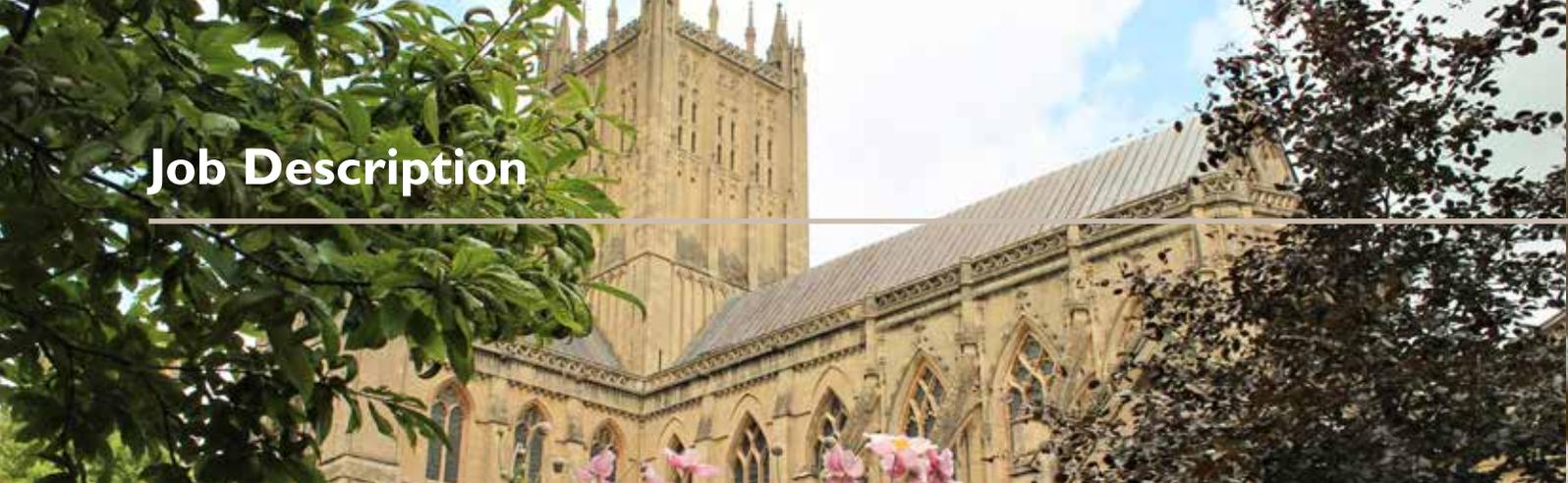
# About the Development Department

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Wells Cathedral has embarked on an exciting and ambitious phase of development. The upkeep, renewal and development of the Cathedral's estate - its extraordinarily beautiful buildings, grounds and gardens - are all part of our vision to provide the very best facilities, environment and resources in which all visitors can admire the Cathedral's magnificent architecture; marvel at its exceedingly rich historical and cultural tapestry; enjoy the world-class choral music; participate in the outstanding education and outreach programmes or simply pause for a quiet moment of contemplation and spiritual reflection in this treasured sacred place of prayer and worship.

Major projects in the foreseeable future include the "opening up" of Vicars' Close as part of the heritage offer, a project that is as much about interpretation as it is about conservation; the replacement or refurbishment of the Cathedral organ and the conservation of the West Front.

A photograph of Wells Cathedral, a large Gothic-style stone building with a prominent central tower and many windows. The cathedral is partially obscured by green trees in the foreground. The sky is blue with some light clouds.

# Job Description

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## **Post**

Grants and Projects Manager

## **Key purpose of post**

To deliver funding to support the work of the Cathedral through writing and first-class relationship management skills for Trusts, Foundations and other statutory funding bodies.

To develop and manage a growing portfolio of small, medium and large sized Charitable Trusts and Foundations, establishing and building relationships through email, telephone, written proposals, progress reports and meetings. To identify, research and cultivate new Charitable Trusts and grant givers using a variety of prospect research resources. The Development Director will work in conjunction with the post holder on all the major trusts.

To build strong internal relationships, across the departments and Senior Management Team, to enable the effective delivery of the Cathedral's strategic and operational plans. To use Donorfy to maintain accurate, up to date trust data and inform the long-term programme.

## **Location**

Wells Cathedral, Cathedral Green, Wells, BA5 2UE

## **Reporting to**

The Development Director

## **Hours of Work**

28hrs per week



# Main Duties and Responsibilities

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## Specific Responsibilities

- Research and apply to new Trusts, Foundations and funding bodies, building a portfolio of sustainable funding for current and future development projects
- Work with colleagues across the organisation to develop accurate and inspiring proposals
- Communicate the work of Wells Cathedral appropriately to key prospects, ranging from short case-studies to in-depth project descriptions including complex financial data, whether it be for solicitation, thanking, recognition or providing regular feedback to donors
- Contribute first class stewardship of trust donors; maximising opportunities for project visits and for personal involvement; ensure written reports, proposals and thank you letters are compelling and accurate. All data is stored on the Cathedral's new CRM system
- To work alongside the Development Director and Development Office Administrator to share knowledge and create the best possible opportunities for the Cathedral
- Any other duties as directed by and agreed with the Development Director

## General Responsibilities

- Be an ambassador for the Cathedral sharing its vision and mission
- Ensure that you work actively with other colleagues and wider organisational goals
- Be open to innovation and take an entrepreneurial approach to fundraising
- Keep up to date with developments in fundraising and sector trends

# Person Specification

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## Qualifications and Experience

### Essential

- Degree or equivalent experience.
- Experience of securing funding for capital projects and operational funding.
- Proven track record of building successful relationships with key funders.
- Proven fundraising success within another organisation.
- Demonstrable experience of delivering income targets.
- Demonstrable experience of utilising a CRM donor management system.
- Knowledge of current charity sector trends and developments.

### Desirable

- Experience of working for the Church.
- Experience of working within a complex work environment with multiple stakeholders.
- Experience of digital fundraising.
- Understanding or willingness to understand the structure and culture of the Church of England and its Cathedrals.
- Experience in Project Management.

## Skills and Abilities

### Essential

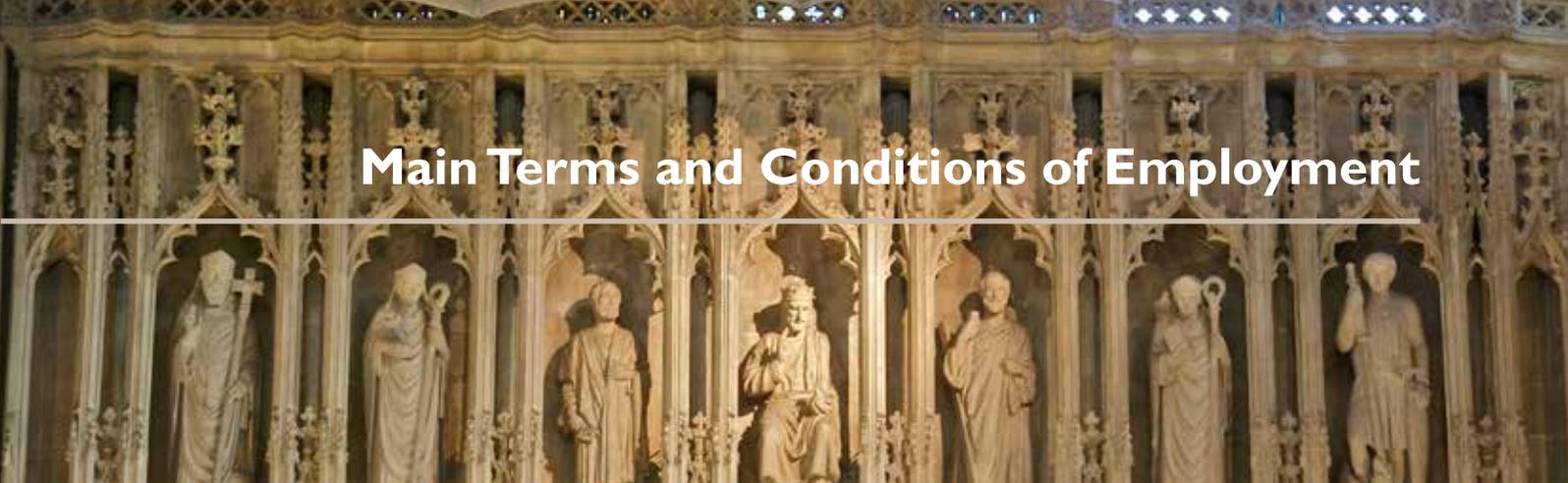
- An ability to think both strategically and tactically about the relations between potential donors and fundraising goals and contribute to the development of long-term fundraising relationships.
- An ability to juggle multiple projects and prioritise own workload.
- Excellent personal presentation, communication and social skills, both oral and written.
- The ability to represent Wells Cathedral at all levels with multiple stakeholders including the ability to promote interest amongst prospective donors in the goals of the Cathedral.
- Exceptional communication skills with the ability to deliver succinct and clear communication with integrity to all audiences.
- Excellent relationship management skills.
- Excellent budgetary, administration and organisational skills.
- Ability to innovate.
- Excellent analytical, numeracy and literacy skills.

## Work-Related Personal Qualities

### Essential

- Inspiring, proactive and professional approach.
- Ambitious and results driven.
- Commitment to producing high quality work with an attention to detail in all things.
- Comfortable working under pressure, and working in a small fast paced team.
- A diplomatic, creative and collaborative colleague with a positive outlook.
- Flexible working style.
- An empathy and enthusiasm for the role that Wells Cathedral fulfils in terms of its work and ministry, with the ability to communicate this in a highly effectively manner to supporters and prospects.

# Main Terms and Conditions of Employment



## Hours of Work

28 hours per week.

## Salary

£22,000 per annum (£27,500 per annum FTE) subject to annual review, payable on 24th of the month, or the earliest and nearest working day thereto.

## Pension

Defined Contribution Scheme. Contributions as % of salary:

Age	Employee	Employer
<50	3%	5%
50-55	4%	8%
>55	5%	10%

## Holiday

Five working weeks inclusive of bank holidays. The holiday year runs from 1 January to 31 December.

## Discount

A discount of 10% is available from the Cathedral Shop and Café.

## Expenses

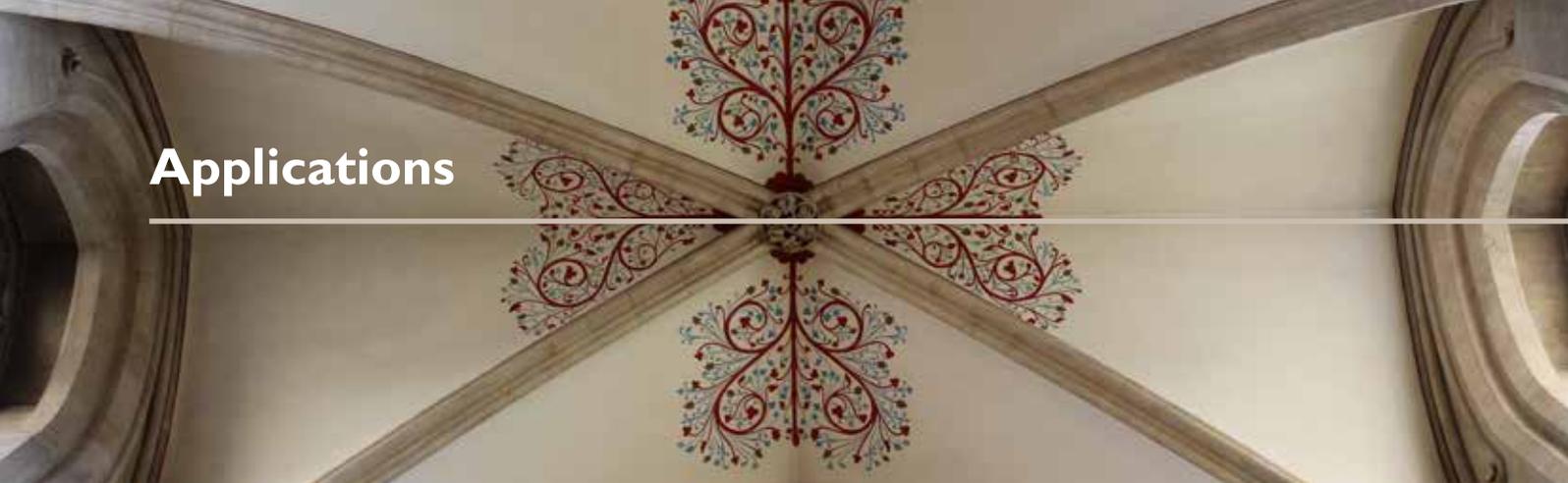
All reasonable working expenses will be met in line with Cathedral policy.

## Professional Development

The Cathedral does consider applications to fund or part-fund appropriate professional qualifications and may pay the membership for a professional body, subject to specific agreement.

## Probation

This post will be subject to a probationary period of 6 months.



# Applications

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## How to Apply

Applications must be received by **midnight on Sunday 08 August 2021**.

Application forms, with a covering letter no more than one side of A4 describing what attracts you to this role should be returned to Human Resources, either by post to **Wells Cathedral Offices, Chain Gate, Cathedral Green, Wells, Somerset. BA5 2UE**, or by email to [recruitment@wellscathedral.uk.net](mailto:recruitment@wellscathedral.uk.net)

## Shortlisting

Short listing will take place on **Monday 09 August 2021**.

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. All applicants will be notified of the outcome of the shortlisting process.

## Selection Process

Interviews will take place in the Cathedral Offices, Wells on **Tuesday 19 August 2021**.

Further details regarding the selection process will be communicated at the time applicants are invited for interview. The appointment will be subject to satisfactory references.

## Queries

We hope you find this pack provides all the information you need in order to consider your application for this post. If, however, you have any further questions please contact the Development Director, Jonathan Sawyer at [jonathan.sawyer@wellscathedral.uk.net](mailto:jonathan.sawyer@wellscathedral.uk.net) or by calling **01749 832214**.



Wells Cathedral is committed to the safeguarding and protection of children, young people and adults. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles.

This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our Cathedral, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the Cathedral website.

All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation within the Data Protection Act 2018.



Discover more online at  
[wellscathedral.org.uk](http://wellscathedral.org.uk)



Images courtesy of Iain MacLeod-Jones, Jason Bryant, and Jason Budd

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