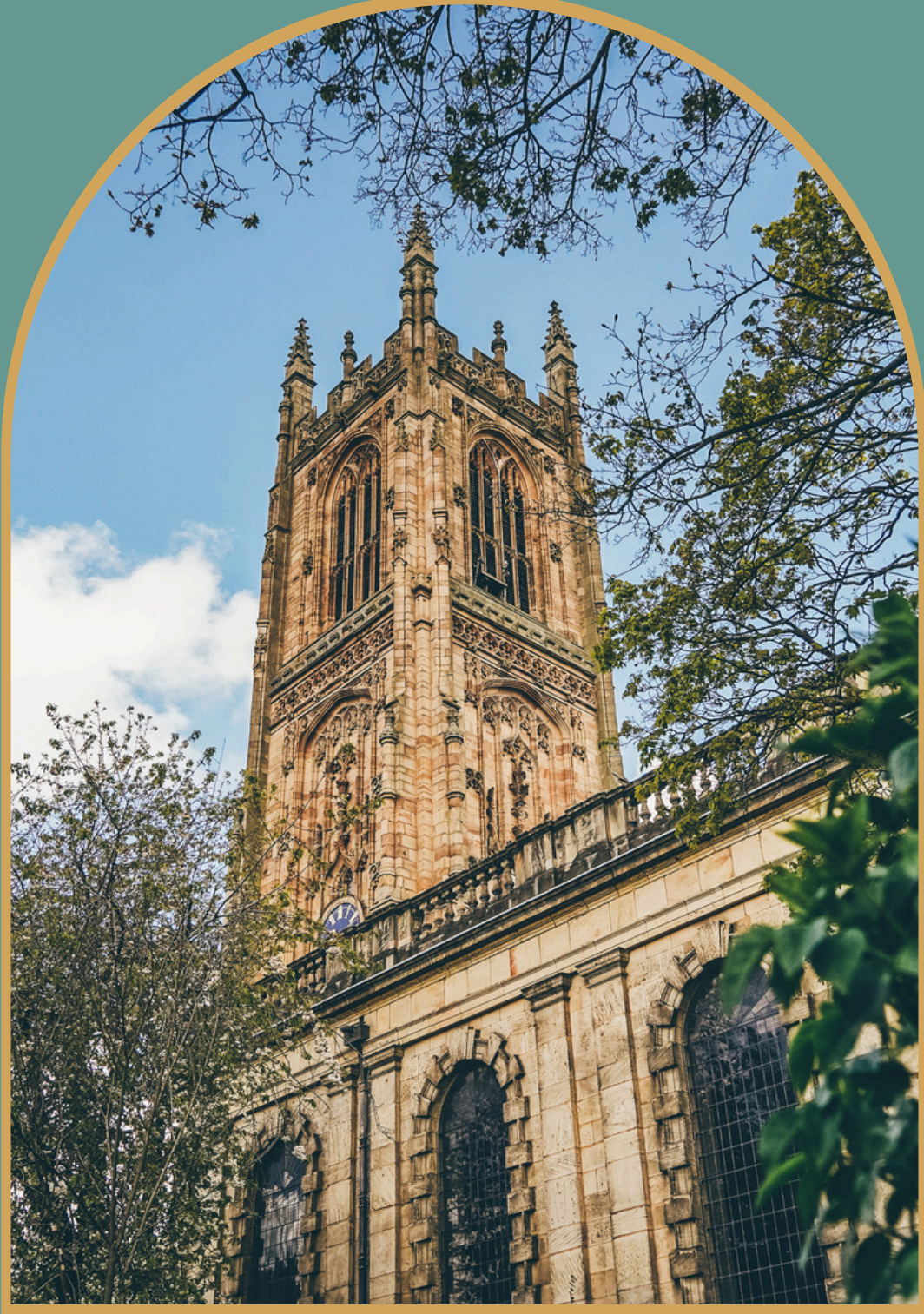


# Derby Cathedral

The Cathedral Church of All Saints





# Welcome to Derby Cathedral!

Thank you for engaging with this candidates' briefing pack for the post of Strategic Fundraiser



Derby Cathedral is at the heart of the community, a gathering place for worship, reflection, celebration, pilgrimage and storytelling. We are at a unique point in our history, with the 100th year commemoration of becoming a cathedral just over two years away in 2027. Our journey has seen us diversify in what it means to be cathedral, and our exciting arts, culture and events programme continues to demonstrate that we wish Derby Cathedral to be a place open to all.

Our congregations and communities continue to grow both in number and diversity and this reflects the increasingly diverse nature of the city of Derby. We foster an environment of inclusivity and welcome applications from all groups, regardless of background or Christian denominations. We also encourage applications from those who may not be local to Derby Cathedral but have a strong influential affiliation to Derby and the Diocese.

In everything we do, we seek to be open to all and be a safe space where a healthy culture is instilled throughout all our work. The Cathedral Chapter has a deep commitment to bring transformational change to ensure those who are most at risk in society can be sure of a safe and warm welcome in this Cathedral Church.

All English Cathedrals are now registered charities with dual regulation between the Church Commissioners and the Charity Commission. This is an exciting opportunity to join the Cathedral team as the Strategic Fundraiser.

I do hope this Information Pack will give you a flavour of the values of Derby Cathedral and very much look forward to hearing from you.

If you would like an informal conversation about the role, please contact Carol Thomas, Chief Operating Officer, contact details are at the back of this Information Pack.

**The Very Revd Dr Peter Robinson**  
Dean of Derby

## Who are we?

Hallowed in 1927, at the same time as the founding of the Diocese of Derby, Derby Cathedral is a lively, busy, urban, Parish Church Cathedral at the heart of the life of the City of Derby and the County of Derbyshire, serving local populations and communities. Derby Cathedral plays a vibrant part in the musical life of the East Midlands and hosts a wide range of key civic occasions each year including many special services. Derby Cathedral Choir's reputation for excellence is spreading far and wide and both Sunday and weekday services continue to grow both in numbers and diversity, representing the diverse nature of the city.

Derby Cathedral is the seat of the Bishop, a centre for worship and mission and serves the communities of the city of Derby and county of Derbyshire. We are a multifaceted institution; a place of worship, heritage and history, a go to place for learning, a place to gather during times of celebration and times of sorrow. A place to convene when difficult questions need answering and debates need to take place as well as a quiet space to reflect.

The Chapter, the Cathedral's governing body, meets at least nine times a year and is responsible for all aspects of governance, including adhering to the Code of Conduct from the Charity Commission now we are a registered charity. Chapter members bring a wealth of experience in many areas, including secular areas of business and this depth of knowledge and commitment supports a collegiate working style.

The Chapter is served by a number of committees, such as the Nominations, Committee, Audit and Risk, Cathedral Safeguarding Committee and Finance Committee and soon to be formed, Cathedral Community Advisory Body. Each committee has its own unique Terms of Reference, with one commonality; to bring transformational change to those they serve.



The Cathedral has approximately 20 paid members of the team who deliver an outstanding amount of work, given the limited resources available. The Senior Management Team, accountable and reporting to the Chapter, meets at least twice a month with focus on operational delivery as well as the strategic direction of the Cathedral.

In December 2021, the Chapter approved the Strategic Development Plan. This sets out six key focus areas for the next five years and embraces the Diocese of Derby's vision. The Strategic Development Plan can be found here [Strategy | Derby Cathedral](#)

The Cathedral is open seven days a week, all year round, providing a sacred space of welcome for reflection, prayer and sanctuary. We have over 200 volunteers who support clergy and the paid members of the team to deliver the vast number of services, events, activities, and learning opportunities Derby Cathedral offers.

Our communities are growing to reflect the diverse nature of Derby City, and we welcome applications from the Global Majority (Black, Asian and Minority Ethnic communities), who are currently under-represented on the Cathedral team.

The Chapter has a number of stimulating and ambitious projects ahead of them, including how to think creatively to ensure the Cathedral building is fit for the 21st century and how to reach the ambitious Church of England Net Zero target to name just two. This is an exciting time to join the Cathedral team and where collaborative and collegiate working is at the core of everything we do.

All those who engage in Cathedral activity, be that in a paid, or voluntary capacity are expected to demonstrate a commitment to safeguarding the welfare of children and vulnerable adults who are involved or visit the Cathedral. Therefore, this role requires the completion of basic safeguarding training (online).



## The Purpose of the Role

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The purpose of this role is to secure vital financial support for Derby Cathedral as we work towards long-term financial sustainability. Rooted in our mission to serve as a spiritual, cultural, and community beacon, this motivated individual will seek to address our current budget deficit while laying the foundation for a resilient and thriving future.

The Chapter aim to conserve the Cathedral's heritage, maintain essential operations and expand the outreach programmes as well as delivering an inclusive and diverse range of fundraising initiatives. This role will lead on this and together with cultivating meaningful relationships with donors, partners and the wider faith community, support the Chapter's aspiration for financial resilience to conserve our sacred heritage, bring growth and transformational outcomes to the communities we serve.

As a member of the Senior Management Team, and by working together, the Strategic Fundraiser through their leadership will develop and deliver innovative campaigns, events and initiatives which align to the Chapter's Strategic Development Plan and support the Chapter's aspiration for financial resilience.

The Chapter has recently been successful in being awarded a grant from The National Lottery Heritage Fund. This funding is the first step towards the long term ambition to secure significant funds for a large capital project to ensure the Cathedral is relevant in the mid-20<sup>th</sup> century. In collaboration with the Chief Operating Officer, the Strategic Fundraiser will identify and start to develop partnerships with charitable trusts and foundations who would potentially fund aspects of a large capital reordering project.



You will be joining a committed team where collaboration and mutual respect are at the heart of everything we do. We value every individual's contribution, and we are looking for someone who naturally thrives in a cooperative and community-focused organisation. The successful candidate will demonstrate, through their application, a genuine alignment with this way of working.

We are also deeply committed to building a more diverse and representative team. We warmly welcome applications from individuals of Global Majority Heritage, reflecting the rich diversity of those who visit and engage with their Cathedral.

## Strategic Objectives and Responsibilities

- Design and implement a strategic fundraising plan, setting out clear aims, objectives and KPIs and ensuring alignment with the Cathedral's wider strategic plan.
- Develop and deepen relationships with key funders, Trusts and Foundations, articulating the Cathedral's vision and strategy from a funding perspective.
- Identify and start to develop partnerships with charitable trusts and foundations who would potentially fund aspects of a large capital reordering project.
- Develop strategies to grow visitor donations, providing the tools, training and empower those who welcome visitors to have the confidence to ask for donations.
- Develop programmes to encourage long-lasting engagement and individual giving that will drive an increase in number and engagement to maximise income potential.
- Identify innovative ways to secure and increase restricted income streams, for example a legacy scheme.
- Identify and explore, in collaboration with the Dean, opportunities to build relationships with influential stakeholders and high net worth individuals to secure major gifts.
- Develop and deliver a strategic communications plan which incorporates a biannual programme for reaching and influencing existing and potential donors.

## Operational Objectives and Responsibilities

- Working with the Senior Management Team and Heads of Departments identify and raise funds for the Cathedral to deliver its core activity including ongoing ministry, projects across a range of areas, including learning, music, arts and culture, fabric conservation and building development.
- Review and make recommendations on all methods of fundraising, including, but not limited to the Cathedral's Music Patron Scheme, Giving strategy and Friends of Derby Cathedral.
- Work with the Dean and clergy to promote stewardship within the Cathedral community, seeking to grow unrestricted income from regular congregational giving and legacies, and to maximise giving at key services through the year.
- Be an active participant in Generosity Week and provide inspiration on how to build a Generous Community; develop coherent messaging to demonstrate the impact of giving.
- Act as a representative and ambassador for the Cathedral, liaising with partners and supporters, managing relationships with grant giving bodies and individual donors to retain engagement and provide opportunities for future funding/donations.
- Liaise closely with the Finance Manager to ensure accurate reporting, recording and management of all grants and fundraised income. Incorporate a system for analysing and measuring effectiveness of fundraising programmes which informs future campaigns. Present these reports to the Finance Committee and Chapter.
- Lead on the implementation of a donor database and ensuring accurate records are maintained of those who financially contribute to the Cathedral in line with current GDPR regulations.
- Develop and maintain relationships with key stakeholders both internal and external, for example; the Association of English Cathedrals, the Diocesan Giving Advisor, Cathedrals Administration and Finance Association and the National Giving Team.



# Person Specification

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- A strategic, collaborative thinker who is goal-oriented with the ability to work efficiently to manage the funding pipeline, achieve targets and contribute to the achievement of strategic goals.
- High performing team player with excellent communication skills, agile with an innovative approach to achieving ambitious fundraising targets.
- Passionate about people, working with a wide variety of roles and personalities in the Cathedral community.
- A genuine enthusiasm to cultivate exceptional donor care and building meaningful relationships.
- Actively supports the Cathedral's commitment to a healthy culture and promoting equality, diversity and inclusion with cultural awareness and openness to learn and engage with the growing diverse Cathedral communities and congregations.
- Has the confidence, skills and the right attitude to be prepared to make a fundraising ask, as appropriate.
- Skilled fundraiser with a passion for building strong, lasting relationships with individual supporters, together with excellent bid writing qualities.
- A successful track record in generating fundraising income streams, with experience in securing significant donations and gifts.
- Experienced and has the expertise in identifying and promoting stewardship campaigns.
- Strong communication abilities both verbal and written, with the ability to tailor messages according to the audiences.
- Has impeccable presentation skills and be comfortable representing the Cathedral and engaging with external stakeholders at the highest level.
- Bring creativity and innovation by designing engaging campaigns and events, thinking outside the box to attract new supporters and funding streams.

# Personal Qualities

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- Always act in the best interest of the Cathedral with a commitment to the Cathedral's mission.
- Excited and passionate about raising the profile of the Cathedral with local businesses, stakeholders and other charities.
- Strong interpersonal skills with an empathetic and listening ear to understand donor motivations.
- Present the best possible image of the Cathedral in general and, in particular, in all contact and communications with the general public, visitors, suppliers and all other external organisation with credibility and respect.
- Trustworthy and ethical in handling donor information and funds.
- Adopt a listening, learning and a supportive team approach to work.
- Commit to being an active participant to introducing the Cathedral's newly re-imagined values and behaviours, including embedding a healthy culture.
- Be in sympathy with and understand the ethos of the Church of England.



# Terms and Conditions

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**Remuneration:** £40,000-£45,000 depending on experience.

**Pension:** A contribution of up to 9% employer contribution (depending on age).

**Location:** Office space provided in the Cathedral Centre, 18-19 Iron Gate, Derby. The Chapter adopts a flexible working approach and hybrid working is an option. A parking space also provided.

**Working time:** 35 hours per week, Monday-Friday. As a member of the Senior Management Team, additional hours may be required in the evenings and weekends.

**Annual leave:** 25 days per annum plus Bank Holidays.

This role does not require a DBS Check, although the completion of the Church of England's safeguarding training is mandatory within three months of start date.

**How to Apply:** The Chapter of Derby Cathedral follow the Church of England's Safer Recruitment and People Management Guidance. All applicants must use the downloadable Application Form to apply for the role, CVs are not acceptable. Any offer of employment will be subject to two satisfactory references, one which must be from a current or recent employer.

For an informal chat about the role, please contact the Chief Operating Officer, Carol Thomas, [carol@derbycathedral.org](mailto:carol@derbycathedral.org) to arrange a suitable time and date.

Visit our website [derbycathedral.org](http://derbycathedral.org) to download the Application Form.

Completed forms to be returned to Carol Thomas via email; [carol@derbycathedral.org](mailto:carol@derbycathedral.org).

**Closing date:** Ongoing

**Shortlisting:** TBC

**Interview date:** TBC

# Safeguarding

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The Cathedral takes the safeguarding of children and vulnerable adults very seriously. Members of our committees are expected to undertake any safeguarding training provided by the Church of England and Diocese pertinent to their role and the Cathedral records and manages the checks and courses taken to ensure that training is refreshed as required.

# Equality, Inclusion and Diversity

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The Cathedral is committed to the principles of equality and diversity in employment and does not discriminate on grounds of gender, age, appearance, race, sexuality, class, ability, culture, nationality, political belief or trade union activity. The Diocese of Derby, including the Cathedral, would like to increase the diversity of its leadership and we would welcome conversations with and applications from those who are members of under-represented demographics in the church.

