



Lead Fundraiser (Projects)

Candidate briefing pack.



June 2022

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Dear Applicant,

Thank you for your interest in applying for the post of Lead Fundraiser (projects) at Coventry Cathedral. This is a vital post for us and a key member of our wider management team. You will be essential in helping us build on our previous fundraising successes and secure the future of our amazing and iconic spaces and the work we do here.

Context

Coventry Cathedral is a living breathing space which welcomes worshippers, tourists, audiences and school children daily from near and far, either visiting or looking for place of sanctuary. With daily worship, and events taking place all year round, a busy tourist offer and a thriving education programme, all housed in the building coined “new cathedral” built in 1962. The Cathedral is also custodian of its predecessor- a 12th century building, destroyed and ruined in the Blitz during Nov 1940. The site and story has risen to international recognition, becoming a symbol and example of reconciliation. Both the new and Ruined Cathedral are grade I listed.

During 2022 we are working to implement changes which will see the Cathedral (along with all other English cathedrals) become a registered charity. This will open up new fundraising doors for us and we are keen to maximise the opportunities this will bring.

Our fundraising has been successful for a number of years and we have an established donor base and have made a number of successful grants bids for projects across our organisation. However, we need to build on and extend this. Your skills and enthusiasm will be vital to us taking the next steps in our journey to generate income.

About Us

The Cathedral team is made of approximately 30 permanent members of staff and a team of volunteers. With a broad variety of specialisms within the team we pride ourselves in working across these together to meet the various challenges which we face. To help you understand more about us, I have listed our strategic objectives and values below. I hope they will give you a flavour of us as an organisation. Fundraising is a key enabler to the delivery of everything we do.

Diversity

We recognise that our team of staff and volunteers is not as diverse as we would like it to be and does not yet reflect the vibrant diversity of our City. We would therefore encourage applications from people who may help us to become more diverse. We know a broader range of backgrounds and life experiences in our teams enriches us as an organisation.

Our Strategic Objectives

- *To confirm the Cathedral as the spiritual heart of the city and Diocese*
- *To grow the Cathedral congregations*

- *To secure the Cathedral as a tourist attraction, place of pilgrimage and of learning*
- *To confirm the Cathedral as a major regional venue for arts and events*
- *To facilitate and support the work of reconciliation with our partners locally, nationally and internationally*

These are enabled through:

- *Fit for purpose, well maintained campus and buildings*
- *Committed people including staff volunteers congregation and other partners*
- *Effective communications within and beyond our present reach*
- *A sustainable financial base*

Our Values

Hospitality – of both people and ideas

Faith and Spirituality – being open to the challenge and resources of God

Reconciliation – embracing and welcoming difference and diversity

Art and Creativity – expressing the life of God amongst us in ways beyond words

Risk Taking – confidently stepping out of the familiar in the service of God

Excellence – always reaching beyond our present practice and experience

Community – respecting and caring for one another

We are seeking someone who is in sympathy with our ethos as a Christian organisation at the heart of this great City of Coventry. You do not need to be a practicing Christian. Our values drive and shape us and if you feel you bring your skills, experience and expertise to help us achieve our vision and deliver our values, then we would love to hear from you.

I hope you find this information useful in preparing your application.



The Very Reverend John Witcombe MA MPhil

The Dean of Coventry



Job Description

Job Title:	Lead Fundraiser (projects)
Hours:	21 hours a week
Salary:	£29,232 pa pro rata. (actual salary of £17,539 for 21 hours / week)
Reporting to:	Chief Operating Officer
Work base:	The Cathedral and its offices (central Coventry)

Key responsibilities:

- To raise funds to support the Cathedral's business, operations and projects across all areas, with a focus on project fundraising
- To develop and deliver an effective fundraising plan for the Cathedral.
- To work with colleagues on campaigns, bids and applications to deliver income from a wide variety of income streams
- To line manage the donor manager, volunteers or contractors as required in the delivery of the fundraising plan.

Fundraising Plan

- Develop and deliver a clear, focused fundraising plan to deliver the strategy already in place.
- Work with the Dean and other members of the Senior Leadership team to ensure this is owned across all Cathedral departments and that all stakeholders understand and deliver their role in it
- To develop coherent messages for fundraising projects which result in income targets being achieved.

Donor management

- To line manage the donor manager who will be responsible for maintaining relationships with regular donors and managing regular donor income streams.
- To work with the donor manager to increase the regular donor base through promotion and events as appropriate.
- To be an effective representative of the Cathedral with our larger donors and donor organisations in respect of the priority projects being progressed.
- To ensure effective donor management approaches and strategies are in place and are consistently carried out
- To develop our legacy giving programme and manage those signing up

- To ensure the requirements of GDPR are met, good fundraising practice is adhered to and that our CRM records are up to date.
- Develop and consistently deliver effective donor communications using appropriate methods of retaining engagement and providing opportunities for future donations.

Events

- Plan and deliver fundraising events, in conjunction with colleagues as appropriate, including attending events, assisting with guest lists, meeting donors and stakeholders.

Grant applications

- To research opportunities for grants which could be applied for, for both the priority projects but also smaller grants for specific activities as required.
- To work effectively with potential funders to ensure applications are targeted and appropriate
- To make grant bids and / or support relevant colleagues in making these
- To ensure grant criteria (reports, updates, results) are met once grants have been received.

Key Activities and relationships

As Lead Fundraiser you will be responsible to the Chief Operating Officer and part of the Cathedral Operations Team. You will be expected to work closely with colleagues on the Operations Team and support them as well as the Dean and Canons by ensuring fundraising plans and activity support the needs of Cathedral ministries.

Terms and Conditions

- 21 hours per week.
- You will be working 21 hours per week with occasional weekends, early mornings and evening work required. Some work may be carried out remotely where appropriate, but you will need to be in the office at least twice per week on a regular basis. The Cathedral operates time off in lieu for extra hours worked.
- A starting salary of £29,232 plus non-contributory membership of a suitable pension scheme into which the Cathedral will pay 8 % of salary.
- 24 days annual leave (some of which will be compulsory) plus 8 public holidays. No additional payment or time off in lieu will be awarded for bank holiday working.

Person specification

Attributes	Job Description	Desirable/ Essential	Assed through Application/ Interview
Knowledge and understanding	Some knowledge of church life and culture of the church as an organisation,	D	App
	Sympathy to the ethos and faith of the Cathedral as a place of worship	E	App / int
	Knowledge of grant funding applications and experience of making successful applications	E	App / int
	Knowledge of donor management and relevant data protection / legal requirements	E	App / int
Skills and Abilities	Excellent organisational skills and ability to plan and prioritise workloads to meet deadlines and customer needs	E	App / Int
	Energy to work with enthusiasm to raise money to meet Cathedral priorities	E	Int
	Excellent writing skills in relation to grant applications	E	App / Int
	Good all-round communication and relationship building skills at all levels including face to face, by phone and or in writing.	E	App / Int
	Able to work closely and co-operate with colleagues as a member of a small team	E	
	Good IT skills, especially Excel, Word and Outlook and CRM software	E	
Education	Membership of a relevant professional body (Chartered Institute of Fundraising)	D	App
Experience	Experience of working in fundraising and securing grants from trusts and or foundations	E	App
	Experience of ensuring grant conditions are met	E	App / Int
	Experience of working with individual donors to support their giving and to secure donations to desired purposes.	E	App
	Experience of planning and delivering fundraising events	E	App / Int
	Experience of line managing others	D	App / Int

Job Applicant Privacy Notice

COVENTRY CATHEDRAL ('we' or 'us') provide this notice to make job applicants aware of our policies relating to the processing of personal data in accordance with the Data Protection Act 1998 as amended, replaced, re-enacted or consolidated from time to time (including without limitation the General Data Protection Regulation (EU) 2016/679 and any national laws which relate to the processing of personal data ('Data Protection Legislation')) references to 'Personal Data' and 'Sensitive Personal Data' within this notice shall be references to those terms as defined in Data Protection Legislation.

Personal Data

We ask for Personal Data from job applicants including CVs and any ancillary information provided as part of your application to assist with our recruitment processes. Any Personal Data about you which is obtained by us during the application process (including any information obtained directly from you or from third parties such as your referees or as part of pre-employment checks) or as part of pre-employment checks may be retained and used by us for the purposes of considering your suitability for employment, conducting appropriate checks and as otherwise reasonably required for our legitimate interests and compliance with applicable law.

If your application is successful, and you subsequently become employed by us, the information described above will form part of your personnel file. If we do not employ you, we may still retain for up to 6 months so that we can consider you for future roles.

Sensitive Personal Data

You may also supply us with Sensitive Personal Data including but not limited to data relating to your racial or ethnic origin, religious or similar beliefs, physical or mental health and sexual orientation by completing our equal opportunities monitoring form. This information is gathered for equality of opportunity monitoring purposes and is anonymised. The provision of such Sensitive Personal Data by you is entirely voluntary.

If we receive information regarding any medical condition, disability, or relating to your physical or mental health including information provided within return to work forms, meetings or in medical reports, we will only use this information for the purpose of providing any necessary adjustments in accordance with equality legislation, to ensure compliance with employment law, to monitor sickness absence and to inform decisions regarding your fitness for work.

Staff Privacy Policy

For further information regarding the Personal Data we collect about you, how we use it, including disclosure to third parties, how we maintain security of your information and your rights to access the information we hold about you, please see our Staff Privacy Policy which is available from the Office Administrator.

Guidance on completing your application

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and abilities we are looking for in the person specification.

To apply for the post please send us a copy of your CV along with a maximum of 2 A4 pages telling us how you meet the criteria set out in the Job Specification. The covering letter is your opportunity to provide all the information we need to help us understand how you meet the requirements of the job, and plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short listing decisions are based solely on the information you supply on your CV and covering letter. Even if we already know you as current or previous employee, it is important that you complete the application process in full.

Please ensure your CV lists two references. One of these should be from your current (or most recent) employer.

Depending on the number of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. *However, we guarantee to interview all disabled applicants who meet the Essential Criteria.*

Please e-mail, your CV and covering letter to **Stella.perry@coventrycathedral.org.uk** or by post to **Recruitment, Coventry Cathedral, Youell House, 1 Hill Top, Coventry, CV1 5AB.**

Ensure you clearly state the full job title to which you are applying.

All applications must reach us on or before the closing date which is 14 July 2022 with interviews provisionally scheduled for 25 July 2022. Late applications will not be considered.

Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your CV and cover letter will be retained and form the basis of your personnel record. By submitting your CV you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

Equal Opportunities

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

Work Permits

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Short-listed applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

References

In the event of an offer of employment being made, we will take up references and reserve the right to validate all information entered on the CV.

Questions?

If you have any questions or queries, please contact Stella Perry our Office Administrator on 024 7652 1227 or email stella.perry@coventrycathedral.org.uk.