

**Appointment of a  
Chief Financial and Operating Officer  
(CFOO)**

[www.blackburncathedral.com](http://www.blackburncathedral.com)

**November 2020**

## Welcome from The Dean, the Very Reverend Peter Howell-Jones

Thank you for your interest in the position of Chief Financial and Operating Officer (CFOO) at Blackburn Cathedral. As we prepare to work differently following the challenges of COVID-19 we are looking for a creative and experienced CFOO who can inspire others and have the drive and skills to work with Chapter to deliver our strategic plan.

This is a new role responding to legislative change affecting all English cathedrals. Whilst adopting language commonly associated with the business world, the role of CFOO within the cathedrals network is more directly related to that of senior civil servant or bursar of a large charitable organisation.

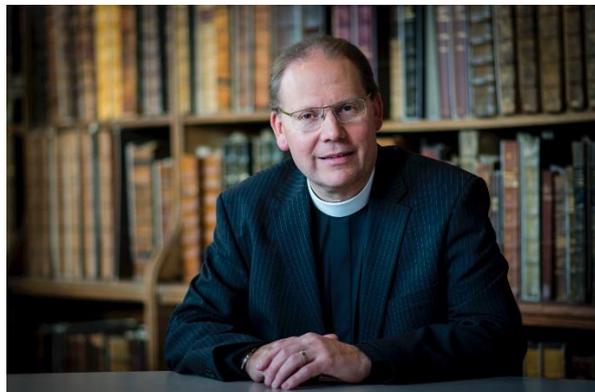
We are seeking a CFOO who shares our vision and commitment to keep telling the story of Jesus and helping people to encounter God afresh through worship and service to the wider community in ways that are meaningful and have relevance in our world today. With significant experience of the business and accounting world, the CFOO will bring an entrepreneurial spirit, creativity, energy and drive to assist the Dean and Chapter in the delivery of our strategic aims and objectives and will themselves play an important part in shaping the future life, growth and sustainability of the Cathedral.

The impact of COVID-19 should not be underestimated in the affect it has had on the mission and ministry of Blackburn Cathedral. Our financial position is fragile, but our commitment as a team to navigate these uncertain times successfully is both encouraging and exciting to be part of. You will be joining a team who enjoy working together and are excited by the challenges that are before us. As Charles Darwin once said "It is not the strongest of the species that survive, nor the most intelligent, rather, it is those most responsive to change." We aspire to appoint a CFOO with the tenacity and determination to respond to the changing environment around us and help to get the job done!

Our website [www.blackburncathedral.com](http://www.blackburncathedral.com) will provide you with a glimpse of who we are as a community.

If you would like to speak further please contact Pauline Rowe, Executive Assistant to the Dean on 01254 277431 to arrange a phone conversation.

Once again thank you for your interest.



With every blessing

**The Very Reverend Peter Howell-Jones**  
Dean of Blackburn

## Background Information

Blackburn Cathedral is a living community of prayer and worship, a centre of excellence in Church Music, education and community engagement and plays a key role as the Mother Church of the Diocese of Blackburn serving the Christian and wider community across the whole of Lancashire. It is also the most prominent of Blackburn's heritage assets and tourist attractions.

Blackburn Cathedral is a truly remarkable building. Reference to a church on the site is made in the *Domesday Book*, compiled in 1086, though other sources – the Saxon chronicle among them - would seem to support the long-held belief that a church dedicated to St Mary can be dated to the year 596.

The Cathedral Church we know today is a development of the 1820-26 design built by John Palmer, when Blackburn emerged as the fulcrum of the industrial revolution. The early nineteenth century church was extensively rebuilt after a fire in 1831, and the bulk of it survives in the present structure as the western tower, nave and side aisles.

A century later, William Temple, then Bishop of Manchester, chose Blackburn as the focus for a new diocese. The church of St Mary was chosen to be the new cathedral and an extension scheme by William Adam Forsyth sought to take the building a stage further. Work started in 1928, and halted in 1941 during World War II, began again with a reduced budget in 1951 but never finished Forsyth's plans, which included a central tower of dominating Gothic proportions.



In 1962 Laurence King was appointed architect. His design for a concrete central corona reduced the building Gothic emphasis and was made ready for its eventual consecration in 1977.

But work never stops. The Archbishop of York, Dr John Sentamu visited Blackburn Cathedral in July 2016 to officially open the new Cathedral Court. The development includes the first cloisters to be built at a UK cathedral for over 500 years and also marks the final portion of the large-scale regeneration of the areas around the Cathedral.



## Cathedral Governance

Since 1999, cathedrals have been governed in accordance with the Cathedrals Measure <http://www.legislation.gov.uk/ukcm/1999/1/contents> . The Measure states the purpose of cathedrals and specifies how they are to be governed, creating three new bodies which together form the body corporate of a cathedral – the Chapter, Council and College of Canons.

### Chapter

There are twelve members of Chapter. The Dean (chair) and four residentiary Canons, a Canon appointed by the College of Canons, two members appointed by the Bishop from within the cathedral congregation, two members appointed by the Bishop's Council and two members appointed by the Bishop.

### The Cathedral Council

The Council meets at least twice a year to support the spiritual, pastoral, evangelistic, social and educational work of the Cathedral, and to review and advise Chapter in their oversight of the cathedral's mission and ministry. Its membership is drawn from across the diocese and specified in the Cathedral Constitution and Statutes. The Council is chaired by a lay person who is appointed by the diocesan bishop.

### The College of Canons

The College is chaired by the Dean and meets twice each year. There are 20 ordained canons, 15 lay canons and two Ecumenical Canons in addition to the Residentiary Canons, suffragan bishops and archdeacons.



**Our Vision, Purpose, values and critical projects can be found on our website:**

[https://blackburncathedral.com/single/wp-content/uploads/2019/10/BC\\_strategy.pdf](https://blackburncathedral.com/single/wp-content/uploads/2019/10/BC_strategy.pdf)

The 2019 accounts can be found at:

[https://blackburncathedral.com/single/wp-content/uploads/2020/05/2019-Accounts\\_.pdf](https://blackburncathedral.com/single/wp-content/uploads/2020/05/2019-Accounts_.pdf)

## Job Description

Job Title: Chief Financial and Operating Officer (CFOO)

Responsible to: The Chapter through The Dean

Line Manager: The Dean

- The Chief Financial and Operating Officer is a combination of COO and CFO and has overall responsibility for both Finance/Administration and Operations.
- The CFOO is responsible for the day to day operation, matters of statutory compliance across the Cathedral's operations and financial control of the Cathedral including oversight of staff, effective governance and the delivery of the Chapter's Mission Strategy.
- The CFOO works collaboratively with the Chapter, leading on the implementation of the strategic aims and goals and is responsible to the Chapter for the administrative support and functionality and matters of statutory compliance across the Cathedral's operations.
- Attends meetings of the Chapter, and takes a full part in all discussions, but is not a member of Chapter.
- Has a clear understanding of the place and importance of Safeguarding and works closely with those responsible for all these matters.



## Key Responsibilities

### Strategic

1. To assist the Chapter in delivering the vision and overall strategic objectives, ensuring realistic timeframes, and key performance indicators.
2. To secure financial sustainability, achieve growth and optimise the efficient use of resources.
3. Together with the Dean, and Residentiary Canons to lead the Cathedral in a time of strategic change as it seeks to meet the challenges of renewing vision, developing new and sustainable ways of working, and responding to the wider Church and Diocese call for creative mission and engagement.
4. To ensure the successful implementation of agreed strategy and in particular the development and delivery of a supporting business plan.

## Finance

1. Develop and maintain effective systems of financial management, ensuring the financial integrity and security of Cathedral activities
2. To maintain and develop financial sustainability, achieve growth and optimise the efficient use of resources.
3. To manage the Cathedral bank accounts including the supervision of day to day processing of receipts, payments and transfers by other Finance Department staff.
4. To work with the Auditors in the production of the annual report and accounts including preparation of trial balances, end of year reports, consolidated statement of financial activities, balance sheet and notes to the accounts as required.
5. To prepare monthly management accounts for Chapter and Finance Committee.
6. Prepare all necessary returns to Church Commissioners, Church of England Pensions Board, Payroll and Charity Commission.
7. To have responsibility for the day to day operations of the Cathedral according to the values, standards and budgets agreed by Chapter.



## Executive

1. To have responsibility for the day to day operations of the Cathedral according to the values, standards and budgets agreed by Chapter.
2. To have responsibility for HR across the non-clergy staff management and business planning, ensuring that heads of department undertake roles within this appropriately and in line with the Cathedral Strategy.
3. To oversee the appointment and induction of all staff ensuring job descriptions, terms of employment and contracts are in place. To develop and oversee annual appraisal and professional development. To administer and ensure grievance and disciplinary procedures followed and holiday and sick leave monitored.
4. To oversee and manage the care of the Cathedral building and its wider estate working closely with the Cathedral Architect, the Archaeologist and Virgers as required.
5. To ensure that the Cathedral building is maintained in line with the recommendations of the Quinquennial Report and that a programme of work is planned, costed and implemented with regular reporting to Chapter.
6. To work closely with the Chair of the Fabric Advisory Committee and to function as secretary.
7. To put in place and run delivery programmes and teams for the strategic plans and key individual projects.

## Administration

1. To assist Chapter in meeting its statutory and other obligations.
2. To ensure the effective running and forward planning of Chapter and other parts of the governance, statutory bodies and administrative function.
3. To ensure compliance with health and safety legislation and policy, data protection and good practice in sustainability and other general policies.
4. Working with the Cathedral Safeguarding Management Group, to ensure compliance with safeguarding (working with and through the Diocesan team and the Chapter Safeguarding Lead), monitor the Chapter's safeguarding policy, and to ensure that recommendations are brought to the attention of Chapter.
5. To develop open and transparent ways of working throughout the administration, with good communication and engagement at all levels.
6. To exercise the overall responsibility for Human Resources throughout the Cathedral.
7. To attend to all matters to do with residential property on site ensuring that we comply with all legislation relating to landlord and tenant relations.
8. To ensure the grounds are well managed and enhance the external environs of the Cathedral.

## Governance and Support to Chapter

1. To be the Chapter Clerk, and to oversee the secretarial support to the Cathedral Council and the College of Canons.
2. To attend meetings, contributing to agenda planning, actions and correspondence in partnership with the Chair of each body drawing attention to matters requiring a decision and ensuring that there is prompt provision of the minutes of meetings and agreed action points communicated.
3. In partnership with the Dean to develop and embrace Chapter's strategic vision and development agenda and ensure effective delivery.
4. To assist in developing closer working relationships with the Bishop of Blackburn's Office, senior staff of the Diocese and to be conversant with the life and strategic objectives of the Diocese.
5. To liaise with Blackburn Cathedral Trust and the Cathedral Chapter, to support appropriately the fundraising activity within the life of the Cathedral.
6. To work closely with the officers of the Friends of Blackburn Cathedral and to oversee all applications from Chapter.

The key bodies with which the CFOO will work are the Chapter, the Senior Management Team, the Diocesan Safeguarding Adviser and Cathedral Safeguarding Officer, the Finance Committee, the Fabric Advisory Committee, the Cathedral Council, the Blackburn Cathedral Trust, Blackburn Cathedral Enterprises and the Cathedral's professional advisers. Attendance at the meetings of these bodies is expected.

The CFOO will also relate to, and be supported by, the AEC (the Association of English Cathedrals) and CAFA (Cathedral Administration and Finance Association).



## **Person Specification**

The CFOO holds a pivotal role in the life and witness of the Cathedral with overall supervisory responsibility for operations across the organisation. As a communicant member of a Christian denomination, or in strong sympathy with and commitment to the life and mission of the Cathedral, the CFOO will be willing to participate in public worship and other Cathedral events as and when required and be committed to the opportunities for education, social engagement, community cohesion and heritage. In addition, the CFOO has responsibility for managing the financial and risk management functions of the Cathedral and has oversight of financial strategy, ongoing development and monitoring of control systems designed to preserve assets and report accurate financial results.

The Chief Financial and Operating Officer will:

- Have extensive people management skills with a proven track record in developing, motivating and leading a diverse team to drive key commercial, strategic and operational initiatives, achieving targets and meeting deadlines.
- Be suitably financially qualified and be able to demonstrate significant financial management skills.
- Be a team player alongside both clergy and lay managers.
- Have a good understanding of the Charity and heritage sectors including the management of volunteers.
- Demonstrate the ability to prepare and implement robust policies and procedures.
- Demonstrate excellent presentation and communications skills.
- Demonstrate high standards of professional behaviour.
- Demonstrate proven ability in delivery of successful change management.
- Lead by example with energy, drive and passion.
- Have a robust personality which commands the respect and confidence of the Chapter and staff.
- Welcomes innovation and seeks new opportunities to develop further our income generation still further.

## **Terms and Conditions of Employment:**

The employer is Blackburn Cathedral on a permanent contract and the post holder will be responsible to the Chapter through the Dean.

As the senior lay employee of the Cathedral, the remuneration is such as to expect the post holder to work such hours and times that are necessary for the proper performance of the job. In view of the nature of the role and the work and mission of the Cathedral this will require some flexibility and will include some evening and weekend working, as well as attendance at some significant Cathedral services.

### **Salary**

£40-50k depending on skills and experience.

### **Place of Work**

Blackburn Cathedral Office, Cathedral Close, Blackburn, BB1 5AA.

### **Probation**

The position is subject to a twelve-month probationary period, during which the appointment may be terminated by either party with one month's notice. After the successful completion of the probationary period the notice period is three months' notice on either side.

**Benefits**

28 days' holiday per year plus UK Bank Holidays.

Entitlement to join the Cathedral pension scheme with the Chapter contributing 5% of gross monthly salary.

**Expenses**

Reasonable working expenses will be met in line with Chapter policy.

**Office and Administrative Support**

A desk is provided for the Chief Financial and Operating Officer within an open plan office.

**THE RECRUITMENT PROCESS****Applications**

To apply for this post, please submit the following:

- a completed outline application form (available on the website).
- a cover letter which addresses the appointment criteria described in the person specification, explaining how your skills and experience match the requirements of the role.

Completed application forms should be sent to: [Pauline.Rowe@blackburncathedral.co.uk](mailto:Pauline.Rowe@blackburncathedral.co.uk)

**CLOSING DATE FOR APPLICATIONS**

12 noon on Friday 4<sup>th</sup> December 2020

**Selection Process**

Shortlisting will take place on Monday 7<sup>th</sup> December and candidates selected for interview will be advised by Wednesday 9<sup>th</sup> December.

The selection process for those shortlisted will be conducted over two days on Monday 14<sup>th</sup> and Tuesday 15<sup>th</sup> December. Candidates will be interviewed by two panels and be asked to begin each with a short presentation.

Any offer of appointment will be dependent on the receipt of satisfactory references and an enhanced DBS clearance.



# Organisation Chart

