

Appointment of Cathedral Architect

Specification and Application Pack
June 2022



blackburncathedral.co.uk

Introduction

Blackburn Cathedral is seeking to appoint a new Cathedral Architect to support and guide the Chapter in its care for, and development of, the fabric of the Cathedral Church, enabling it to fulfil its vision: in telling the story of Jesus Christ, we seek to help people encounter God through worship and service to the community. We are working towards being a Cathedral that has values rooted in the person and life of Jesus Christ and in the community that he builds which we summarise as: proclamation, joy, love and self-giving service. We hope to appoint a Cathedral Architect who will support and promote these values.

This appointment comes at a strategic moment in the Cathedral's life, and follows the tenure of James Sanderson who is retiring as Cathedral Architect after over twenty years. Chapter is considering its long-term strategic plan as we emerge from the challenges of the pandemic these last few years and prepare to reignite delivery of our strategic plan. Part of our vision is to explore the wider use of the Cathedral building and the potential reordering of the east end of the Cathedral, including the Jesus Chapel. We are at the early stages of drafting our Liturgical Plan 'Gathering round the Table' and it is expected that the Cathedral Architect will contribute to the final document. The successful candidate will understand the building in the context of that vision, and be able to identify how it can develop to support this in the future, as well as understanding and preserving its significant heritage.

Blackburn Cathedral is set in a multi-faith urban context which has recently undergone significant renewal and development. The creation of a new Cathedral Quarter [this includes a Cathedral Close with residential property for clergy, Virgers, music department and others] has provided a greater sense of place and focus within the town.

To the east of the Cathedral is Cathedral Square - a large public green space part owned by the Cathedral but managed by Blackburn with Darwen Council. Cathedral Square is a gathering place with numerous public events throughout the year.

Blackburn is an increasingly diverse town, with positive and creative partnerships. The Cathedral sees itself as a significant partner in the life of the town and is seeking to develop partnerships further during the next few years as a Cathedral for the whole borough and indeed the county of Lancashire, which covers most of the same area as the Diocese of Blackburn.

Primary responsibility:

The buildings within the 'red line', specifically the Cathedral building, Cathedral Close and Church House.

We will also require the Cathedral Architect to represent the Cathedral's interests when works are undertaken across the site by third parties or tenants.

The specific expectations of the role of Cathedral Architect, in accordance with the Care of Cathedral's Measure (2011), are listed in the "The Role and Duties of the Cathedral Architect" (links to both documents can be found in the Appendices).

Accountability

The Cathedral Architect reports to Chapter, and will be expected to do so formally once a year, providing a clear indication of what is to come as well as what has been delivered. The Cathedral Architect will also attend the Cathedral's Fabric Advisory Committee (FAC), working closely with the FAC Chair. The primary working relationships will be with the Chief Financial and Operating Officer (CFOO - also known as Chapter Clerk) and the Dean of Blackburn.

Meeting Attendance

FAC meetings take place 4 times annually. Attendance is also required at internal planning meetings (approx. six times annually) as well as for site meetings or other project specific purposes as required. Permanent office accommodation is not provided at Blackburn Cathedral but hot desk access, or (by appointment) a private meeting room can be made available.

Cathedral Team

Blackburn Cathedral has a small staff team (approximately 10 people). The Cathedral Architect will work most closely with the Dean, CFOO, Head Virger.

Upcoming projects:

Blackburn Cathedral has the following projects in the pipeline for the medium term:

- Reordering of the Quire & Jesus Chapel.
- Work to ensure all parts of the building are accessible and welcoming (undefined as yet, but may include work to the Jesus Chapel).
- Installation of a livestreaming cameras and new sound system.
- Rewiring of the Cathedral.
- Satisfactory delivery of snagging issues relating to the new build of Cathedral Court.
- Internal Cathedral decoration.
- Crypt redevelopment (still under discussion).
- Work to reduce our carbon footprint significantly, undefined as yet but likely to include new lighting scheme, additional solar panel installation, exploration of ground & water, air source heat pumps.

For these projects to be successfully delivered Chapter will require a comprehensive fundraising case for support and a long-term masterplan for capital projects. The Cathedral Architect will play an important role in their development and, it is hoped, project delivery.

Partnerships

As well as working closely with Cathedral staff, the new Cathedral Architect is expected to develop strong and effective partnerships with the CFCE, amenity societies, Historic England, the local authority planning department and other stakeholders. These partnerships should be based on an understanding of their respective roles and priorities, and a willingness to consult and discuss early in project lifespans. The Cathedral has a Cathedral Archaeologist who has been retained by the Cathedral for over two decades and has significant knowledge of the Cathedral estate.

Fees

An annual retainer will be paid. This is expected to cover:

- Attendance at the meetings identified above and the production of any related reports;
- Ad hoc support, enquiries, telephone conversations and support, as well as short papers and reports at the early stage development of projects – some of which may not come to fruition. The retainer fee implies that work for Chapter is given priority and that Chapter and its officers may seek and receive advice without incurring fees;
- Expenses.

We anticipate the time commitment for the above to be an average of two days per month.

Some reports and studies e.g. Quinquennial Inspection, or more substantial project scoping work, may fall beyond the retainer. Applicants are asked to indicate report(s) that might fall under this heading and provide indicative costs for them as well as indicative rates for work outside the bounds of the retainer. If work is outside the retainer the Cathedral will welcome an approach where it is paid for on an hourly rate (following the approval of a fee proposal) where all parties are aware of costs.

We will expect applicants to set out a schedule of fees for ad hoc additional work as described above (including time charge rates for all practice staff), along with a proposal as to their approach for bigger and more developed projects (e.g. percentage based fees etc). It would be useful for the selection panel to see example fees for different scale projects.

Handover

It is hoped that there will be a period of handover with the current Cathedral Architect during September 2022.

Appointment

The new Cathedral Architect will be appointed for an initial five-year term (including a 12 month probationary period). There will then be a year on year rolling contract.

Application process:

The full application pack including appendices is available on request from Colin.Jones@blackburncathedral.co.uk

To apply, applicants should write stating:

- why they are interested in the post of Cathedral Architect at Blackburn Cathedral;
- the skills and experience they can bring;
- the philosophy behind their approach to the care and conservation of historic buildings and the task of Cathedral Architect, noting in particular the vision and context of Blackburn Cathedral;
- how they would fulfil the criteria set out in this specification;
- a fee proposal to include the retainer and your approach to charging fees for additional reports, project work, ad hoc work etc;
- an example of a Quinquennial Inspection report that you have undertaken (of a church, cathedral or historic building).

Please include:

- a CV;
- information about your practice structure;
- relevant portfolio information;
- Two referees

References:

Please give **names, occupations and addresses, including e-mail** of three persons to whom reference can be made. At least one should be your current employer. Please obtain their permission.

We are likely to receive a large number of submissions, so we would encourage you to be as concise and focussed as possible, ideally limited to ten sides of A4.

These should be emailed to:

Colin Jones, Chief Financial and Operating Officer, Blackburn Cathedral, 10 Cathedral Close, Blackburn, BBI 5AA.
Colin.Jones@blackburncathedral.co.uk

Should you wish to discuss the role or clarify any points in advance of applying, please contact Pauline Rowe, Executive Assistant & Operations Manager (Pauline.Rowe@blackburncathedral.co.uk) or phone 01254 277431 who will make arrangements for you to speak with the Dean or Chief Financial and Operating Officer.

The closing date is Midday, Thursday 7th July 2022

Shortlisted candidates will be notified Thursday 14th July 2022

Interviews, which will include a presentation, will take place in Blackburn on Friday 22nd July 2022.

Please keep this date available should you be called for interview.

A tour of the site will be provided for each candidate.

Following interview, the successful candidate will be appointed to start by 1st September 2022 and the post is subject to a probationary period of 12 months.

Appendices:

- Map showing red line in the context of the wider Cathedral Close
- Blackburn Cathedral Quinquennial Inspection Report 2019
- Blackburn Cathedral Strategic Plan

Please also see:

[Care of Cathedrals Measure 2011](#)

[Cathedrals Measure 2021](#)

[CFCE document "The Role and Duties of the Cathedral Architect"](#)