



ROLE: Non-Executive Director of Winchester Cathedral Enterprises Ltd

SALARY: Not Remunerated

TIME COMMITMENT: 4 Board meetings per year plus additional meetings as required, further details below

DBS CHECK: ENHANCED

C OF E SAFEGUARDING TRAINING REQUIRED: CO Basic, C1 Foundation

BACKGROUND:

We are seeking 2 Non-Executive Directors with broad commercial leadership skills and experience to join the Board of Winchester Cathedral Enterprises Ltd (WCEL), in a rewarding voluntary role to drive an ambitious commercial strategy, within the context of a cathedral setting.

WCEL is a wholly-owned subsidiary of the Chapter of Winchester Cathedral and represents the commercial arm of the Cathedral's activities. All taxable profits are ordinarily covenanted to the Chapter of Winchester Cathedral. It undertakes a range of commercial activities within and around the Cathedral and in the Visitors' Centre, namely:

- A retail outlet including an e-Commerce offering.
- The oversight of a catering operation, which is outsourced and pays commission to WCEL.
- The hire of rooms and spaces for events.
- The management of the Cathedral's own commercial events ranging from the world-famous Winchester Cathedral Christmas Market to concerts, theatre productions and exhibitions.
- Operating a ticketing function for events.

PERSON SPECIFICATION

The ideal applicant will be an enthusiastic commercial leader or business owner, with significant strategic experience, who would like to give something back.

Familiarity of one or more of the following would be an advantage:

- Running a business as an entrepreneurial leader
- Retail selling
- Retail buying
- Marketing
- Financial leadership

The successful applicants will:

- Exhibit the Cathedral's values of Kindness, Openness and Excellence
- Have good communication skills
- Be able to think strategically within the context of a small but varied business and associated financial constraints
- Be able to be a critical friend of the Cathedral's management and contribute positively to board discussions
- Be able to help the company deliver its commercial objectives within the context of operating within a cathedral setting
- Be able to bring deep and current knowledge of relevant sectors, recent trends and related risks and opportunities for WCEL
- Have sympathy with the mission of the Cathedral, although it is not necessary to hold an active Christian faith

GENERAL INFORMATION

- Board meetings take place face to face in Winchester 4 times per year during the working day, and usually last 2 – 3 hours.
- Additional meetings may be required on rare occasions for urgent matters.
- Directors are expected to attend meetings physically where possible (occasional virtual attendance may be possible) and to prepare properly by reading the relevant papers.
- It is anticipated that directors will be available for informal discussion with management, the Chair or other directors, and to provide advice on specific matters from time to time.

Winchester Cathedral is called to renew, inspire and unite people in faith, hope and love. We live by our values of Kindness, Openness and Excellence in all that we do. These values extend to its commercial subsidiary.

We are fully committed to promoting a positive culture of equality and diversity in which staff and volunteers are able to reach their full potential. To maintain and build the diversity of our Trustees, we strongly welcome applications from all ages, gender and backgrounds.

We are committed to providing a welcoming, respectful and safe environment for all, including children and adults who may be at risk of abuse and neglect.

The care and protection of children, young people and adults involved in Cathedral activities is the responsibility of everyone who participates in the life of the Cathedral Community.

We expect all staff and volunteers to share this commitment and follow safer recruitment policies and procedures.

All shortlisted candidates will be required to complete an Application Form and confidential declaration prior to interview.

All successful candidates will be subject to pre-employment checks, including satisfactory references and undertaking DBS checks where appropriate and Safeguarding training relevant to the job role.

HOW TO APPLY:

To apply please send a CV and covering letter explaining how you meet our requirements and why you are interested in joining the Board to:

recruitment@winchester-cathedral.org.uk

For further information, please email us to arrange an informal discussion or visit our website:

<https://www.winchester-cathedral.org.uk/get-to-know-us/careers/>

Closing date for applications is before 9am on Monday 13th June 2022

Interviews will be held week commencing Monday 27th June 2022



Winchester Cathedral Enterprises Ltd (WCEL) Non-Executive Director Role Profile

Remuneration:	This role is not remunerated
Key relationships:	The Chair of WCEL and fellow directors, Dean, COO, CFO, Senior Executive Team
Time commitment:	Board meetings; see below
DBS Level Required:	Enhanced

Background:

Winchester Cathedral has been at the heart of a vibrant community for nearly 1,000 years. Today, the Cathedral welcomes many visitors and pilgrims each year. They come to share in daily worship and hear the world-class choir, to enjoy the wonderful setting, stunning architecture, priceless treasures and to attend an extensive programme of events.

Winchester Cathedral Enterprises Ltd (WCEL) is a wholly-owned subsidiary of the Chapter of Winchester Cathedral and represents the commercial arm of the Cathedral's activities with turnover currently of about £2m. All taxable profits are ordinarily covenanted to the Chapter of Winchester Cathedral. It undertakes a range of commercial activities within and around the Cathedral and in the Visitors' Centre, namely:

- A retail outlet including an e-Commerce offering.
- The oversight of a catering operation, which is outsourced and pays commission to WCEL.
- The hire of rooms and spaces for events.
- The management of the Cathedral's own commercial events ranging from the world-famous Winchester Cathedral Christmas Market to concerts, theatre productions and exhibitions.
- Operating a ticketing function for events.

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Role description:

WCEL seeks non-executive directors with broad commercial leadership experience and sector knowledge of one or more of the following areas:

- Heritage or Visitor Attractions Experience
- Retail
- Events Management

As a commercial leader, familiarity of one or more of the following would be an advantage:

- Running a business as an entrepreneurial leader
- Retail selling
- Retail buying
- Marketing
- Financial leadership

The successful applicant will:

- Exhibit the Cathedral's values of Kindness, Openness and Excellence
- Have good communication skills
- Be able to think strategically within the context of a small but varied business and associated financial constraints
- Be able to be a critical friend of the Cathedral's management and contribute positively to board discussions
- Be able to help the company deliver its commercial objectives within the context of operating within a cathedral setting
- Be able to bring deep and current knowledge of relevant sectors, recent trends and related risks and opportunities for WCEL
- Have sympathy with the mission of the Cathedral, although it is not necessary to hold an active Christian faith

The Board of Directors is responsible for the overall governance and strategic direction of WCEL, its financial health, activities and developing its aims, objectives and goals to benefit the Cathedral.

Duties of a non-executive director:

- Fulfil a director's statutory duties to promote the success of WCEL by exercising independent judgement and reasonable care, skill and diligence.
- Support and constructively challenge where appropriate the management of WCEL to ensure that WCEL conforms to high standards of corporate governance and makes appropriate decisions.
- Bring experience, creativity, expertise and independent perspective to bear on the setting of WCEL's commercial strategy and approve the annual budget and plan.
- Provide advice on aspects of WCEL's activities to enhance its financial and commercial performance.

- Monitor and evaluate the performance of the management of WCEL in meeting its objectives.
- Consider the framework for assessing and managing risk, ensure the integrity of financial information and the efficacy of controls, and ensure WCEL complies with its memorandum and articles of association, company law and any other relevant legislation or regulations.
- Ensure that WCEL operates within the context of being a subsidiary of Winchester Cathedral, reflecting its values and safeguarding the reputation of the Cathedral.
- Ensure WCEL remains financially stable.

General information:

- Board meetings take place face to face in Winchester 4 times per year during the working day, and usually last 2 – 3 hours.
- Additional meetings may be required on rare occasions for urgent matters.
- Directors are expected to attend meetings physically where possible (occasional virtual attendance may be possible) and to prepare properly by reading the relevant papers.
- It is anticipated that directors will be available for informal discussion with management, the Chair or other directors, and to provide advice on specific matters from time to time.

PERSON SPECIFICATION	Essential	Desirable
Qualifications/Specific skills		
Leadership or Management qualification or equivalent demonstrable experience in a leadership role, either as a senior Manager or a business owner in an SME Previous board experience	E	D
Experience/Knowledge and skills	E	
Empathy for the vision, mission and values of the Cathedral A willingness to devote the necessary time and effort Demonstrable strategic experience and vision Good, independent judgement; willing to speak their mind and positively challenge An understanding and acceptance of the legal duties, responsibilities and liabilities of directorship		



WINCHESTER
CATHEDRAL

Open and approachable; can engage with others and work as part of a team

Positive, enthusiastic and confident

Able to evaluate and interpret management and financial information and other data/evidence

Commercial awareness and judgement

Commitment towards Safeguarding, Equality, Diversity and Inclusion