



JOB DESCRIPTION

Job title:	Cathedral Manager
Location:	St Chad's Cathedral, Queensway, BIRMINGHAM
Responsible to:	Dean of the Cathedral
Contract tenure:	Permanent (full time, 35 hours per week) <i>(The post requires flexibility, including occasional evening and weekend work to support major liturgical, civic and diocesan events and to respond to operational needs)</i>
Salary range:	£42,000 - £48,000 p.a. depending on relevant experience

Role Summary

St Chad's Cathedral is the Mother Church of the Roman Catholic Archdiocese of Birmingham. While operating as both a parish and a cathedral in its own right, it functions within the wider governance and support structures of the Archdiocese and draws on specialist diocesan services.

The Cathedral Manager is a senior leadership role, responsible for the day-to-day operational and administrative management of the Cathedral and its wider site. Reporting directly to the Cathedral Dean, the postholder enables the worship, pastoral life and mission of the Cathedral by ensuring that all non-clerical and non-liturgical matters are professionally managed.

Following the departure of the Cathedral Administrator, the Cathedral Manager will provide temporary oversight of selected administrative and coordination duties to ensure continuity of support. These responsibilities will be shared and managed alongside the wider Cathedral team and will be kept under review. The arrangement is transitional, and the precise long-term configuration of the Cathedral Administrator function will be considered once the new Cathedral Manager is in post and able to assess operational needs with the Dean.

The role is specifically designed to remove routine operational, people-management and business oversight from the Dean, while recognising that ultimate responsibility and canonical authority remain with the Dean. The postholder will work collaboratively with the Dean, Cathedral Staff Team and diocesan colleagues to ensure clarity of roles, appropriate delegation and effective use of diocesan expertise.

Organisational Context

The Cathedral team is structured broadly into two complementary areas:

- **Buildings**, currently comprising stewards, catering (P.T.), and cleaning staff, with responsibility for the physical fabric of the Cathedral and site, safety, security, facilities management and statutory compliance.
- **Admin**, currently comprising the Administrator/PA to the Dean (P.T.), an Education Support Officer (P.T.) and a Finance Officer, with responsibility for administration, public and parish interaction, volunteers, finance, education, and support for liturgical, pastoral and civic activity.

The Cathedral Manager provides overall coordination, leadership and management, ensuring that the team work coherently, effectively and in alignment with the Cathedral's mission and diocesan policies.

Key Responsibilities

The postholder will undertake the following responsibilities, working closely with the Cathedral Dean Cathedral Team and relevant diocesan teams:

Operational and Facilities Management

- Provide overall oversight of the day-to-day operation of the Cathedral, Cathedral House and associated site.
- Ensure that buildings are safe, welcoming, well maintained and compliant with statutory and diocesan requirements.
- Manage Health & Safety, security, access arrangements and risk management for a complex public building.
- Coordinate the work of the Team and external contractors, drawing appropriately on diocesan Property and Operations expertise.
- Contribute to the clarification and development of effective working arrangements between the Cathedral and Diocesan teams where buildings or facilities are shared.

Financial Management, Controls and Fundraising

- Prepare, manage and monitor operational budgets in collaboration with the Dean, the Cathedral Finance Officer and diocesan finance teams.
- Ensure robust financial controls, transparency and accountability in line with diocesan policies.
- Oversee day-to-day financial administration.
- Support the development of income, including donations, events, grants and fundraising activity, working with diocesan colleagues where appropriate.
- Promote a culture of prudent stewardship of resources in support of the Cathedral's mission.

People and Volunteer Management

- Provide line management and professional leadership to Cathedral staff.
- The postholder will lead the Cathedral team (staff and volunteers), currently comprising operational, administrative and support roles, with exact team composition subject to ongoing review.

- Ensure effective delegation, role clarity and collaboration in the Cathedral team.
- Oversee recruitment, induction, development and performance management of staff in accordance with diocesan HR policies.
- Provide oversight of volunteer arrangements, recognising their vital contribution to the life of the Cathedral.
- Ensure safeguarding awareness, appropriate training and a supportive working environment.

Governance and Compliance

- Ensure compliance with diocesan policies, charitable and civil legislation, safeguarding requirements, data protection and employment law.
- Support the Dean in matters of governance, risk management and reporting as required.
- Maintain clear and appropriate boundaries between canonical responsibility and lay managerial accountability.

Relationship Management and Engagement

- Build and sustain trusted and collaborative working relationships with the Cathedral Dean, the wider Cathedral team and the clergy.
- Act as the primary point of contact on operational matters with diocesan teams, contractors, statutory agencies and civic partners.
- Support the coordination of worship, parish life, education, civic activity and visitor use of the Cathedral.
- Contribute to the gradual development of the Cathedral's visitor and tourist offer, recognising that this is currently modest and capable of growth over time.

Administrative, Liaison and Event Coordination (Interim Responsibilities)

Interim Duties

- Liaison: Support operational communication with clergy, curial staff, diocesan contacts and civic or ecumenical partners where appropriate.
- Diary & Events: Assist with coordinating the Cathedral diary and supporting major liturgical, civic and diocesan events in collaboration with the Dean and Site Manager.
- Admin Support: Handle general operational enquiries and support essential administrative returns (e.g., annual pastoral statistics).

These interim responsibilities are intended to be transitional and aligned with the operational aspects of the Cathedral Manager role, rather than replacing the former Cathedral Administrator position. It will form part of the postholder's initial work to assess the overall team structure and administrative needs going forward.

Person Specification

Essential Experience and Skills

- Significant experience in operational management within a complex organisation.
- Demonstrable experience of financial management, budgeting and financial controls.
- Proven people-management experience, including responsibility for staff and volunteers.
- Sound understanding of governance, compliance, risk management and organisational accountability.
- Strong organisational and interpersonal skills, with the ability to coordinate multiple teams and stakeholders.

Desirable Experience and Skills

- Experience of working in a cathedral, church, heritage or charitable setting.
- Familiarity with historic buildings or conservation environments.
- Project management experience.
- Experience in facilities management within a complex organisation.
- Experience of or aptitude for fundraising, income development or grant funding.
- Confidence with digital systems relevant to operations, finance or volunteer management.

Values and Disposition

- Sympathy with and respect for the mission, values and teachings of the Roman Catholic Church.
- Ability to work sensitively and respectfully within a worship-centred environment.
- Personal integrity, discretion and judgement.
- A collaborative, service-oriented and enabling leadership style.

Code of Conduct

Conduct yourself in a manner that reflects the values of the Catholic Church, demonstrating high levels of personal integrity and professionalism. Adhere to the Diocesan Code of Conduct at all times.

Data Protection

Handle personal data safely in line with Diocesan data protection policies. Report any data breaches, subject access requests or concerns immediately to your line manager or the Data Compliance Manager.

Health and Safety

Adhere to all Diocesan Health & Safety policies and procedures, to ensure a safe working environment.

Safeguarding

Comply with Diocesan Safeguarding procedures and uphold a commitment to a safe and welcoming environment for all.