



Cathedrals' Workshop Fellowship (CWF)

Role Title

CWF Executive Director.

Background to Cathedrals' Workshop Fellowship

Founded in 2005, the Cathedrals' Workshop Fellowship (CWF) is a group of nine Anglican cathedrals which have joined together to create a new generation of crafts men and women capable of caring for our cathedrals and heritage buildings in the 21st century. Cathedrals in the Fellowship are: *Canterbury, Durham, Exeter, Gloucester, Lincoln, Salisbury, Winchester, Worcester and York Minster.*

The CWF currently offers apprentice stonemasons, carpenter/joiners, electricians and plumbers a recognised career development route from entry at NVQ Level 2 through to higher level qualifications. It delivers its own two-year work-based study programme leading to the award of a Foundation degree (Arts) in Applied Historic Building Conservation and Repair, validated by the University of Gloucestershire.

The CWF is entering a new phase of development which will seek to broaden its reach and offer specialist craft skills training and development to the commercial heritage building sector, by widening access to its Foundation degree and developing short courses and CPD.

Main purpose and scope of the role

The CWF is seeking to appoint an individual to manage and coordinate its activities on behalf of the nine participating cathedrals in a way that maintains the defined standards of its collaborative partner(s) and respects the ethics and integrity of the cathedrals.

This is an unpaid role requiring the flexible commitment of approximately two days a week throughout the year. Part-time secondment of a senior cathedral employee may be considered.

Position in the organisation

Reports to: Receiver General, Canterbury Cathedral.

Works with: The CWF Academic Programme Manager (APM).

Budget responsibilities: Preparation of an annual budget and monitoring the financial performance of CWF, working with York Minster, to maintain financial stability. This involves producing budget forecasts and six-monthly financial statements for settlement of Cathedral costs, and taking remedial action where necessary.

Key Operational Responsibilities

- To manage the CWF within the agreed organisational structures as defined in the Operational Handbook and Cathedrals' Agreement
- To implement the delivery of the CWF's Strategic Plan and operational goals in the context of the Operational Handbook
- To communicate progress and issues to the Cathedral Chapters via the Governance Group of Cathedral Chief Operating Officers
- To increase participation in the CWF by other Cathedrals and heritage organisations
- To seek partnerships with external funders and related organisations in order to achieve operational goals and minimise the costs of CWF to the Cathedrals
- To ensure that all contracted administrative requirements of the UoG and other collaborative partners are met

Detailed Tasks

Organisational:

- To convene meetings of the Governance Group of Cathedral Administrators (normally one per year)
- To Chair the Resources and Policy Advisory Group (one per year)
- To review and update the CWF Operational Handbook as required
- To monitor and respond to government policy and legal developments (e.g. GDPR)

Functional:

- Working with the APM to manage and administer the work of the CWF
- Working with Canterbury Cathedral, to ensure that all contracted legal and administrative requirements of the CWF are fulfilled
- To manage and monitor the financial performance of CWF
- To liaise with funders and external partners on matters relating to the CWF
- To manage the CWF in the manner agreed and documented in the Operational Handbook and Cathedrals' Agreement
- To liaise with Cathedral Works Managers (howsoever termed) on any matters relating to the performance and wellbeing of their students

General:

- To ensure positive publicity for CWF activities and achievements and to market it via the CWF Website, other media outlets (including participating Cathedrals) and, where appropriate, social media
- To provide pastoral support for staff and students within the CWF, as appropriate
- To ensure that complaints are dealt with speedily and properly
- To ensure that the CWF is a safe environment for staff and students in all respects