



Exeter
Cathedral

Careers

Non-Executive Members of Chapter *Application pack*

Introduction from the Very Revd Jonathan Greener, Dean of Exeter

Thank you for taking the time to read our application pack.

The Cathedral moved to Exeter in 1050, and has been undergoing change pretty much ever since. This remains true in our day - we have recently experienced major changes, both in terms of our governance and our building.

With regard to governance, a new Cathedrals Measure became law in 2021. Our new Constitution and Statutes became effective in 2023 and provide for a Chapter made up of the Dean and our four Residentiary Canons, plus six or seven non-executive members. As our Governing Body, the Chapter holds the spiritual life of the cathedral, ensures it is a safe and life-giving place for everyone who comes here, takes care of the building and seeks to make us financially and commercially viable. In doing all this, we have constant regard to the fact that we are the seat (cathedra in Latin) of the Bishop of Exeter.



We have now been through the initial period of establishing some new ways of working. With two of our Non-Executive Members coming to the end of their three-year term and for personal reasons not seeking reappointment, we are looking to appoint two new Non-Executives. The two appointed will be practising Christians with an interest in the cathedral, who want to make a difference to this wonderful building, and all that it is and can be for the people of Devon.

One of those appointed will also be prepared to serve as the Safeguarding Lead on behalf of the Chapter. Rest assured this role does not land you with full safeguarding responsibility - the Dean is ultimately responsible, but we have also an experienced team, including a Cathedral Safeguarding Officer, who conscientiously implement our safeguarding procedures and policies. The role of the Safeguarding Lead is to report to the Chapter and to ensure that safeguarding is embodied in its life and discussions.

We are less specific about the other appointee, and are open to applicants with a variety of interests and specialisms. It could be helpful to have someone with an entrepreneurial spirit: as we look to the future a major challenge we face is identifying new income streams to

help support the Cathedral's life and ministry.

A key piece of work over the past couple of years has been the development of a new Strategic Plan for the Cathedral which was launched in the autumn [exeter-cathedral.org.uk/about-us/strategic-plan](https://www.exeter-cathedral.org.uk/about-us/strategic-plan). This outlines our desire to build up our worshipping community, to reach out more effectively to the people of Devon and beyond, and to make ourselves financially stronger for the long term. It also includes the further development of the building.

We have just reached the end of a major building project and are currently learning to inhabit the new space. Highlights include the construction of a new cloister (the first addition to the Cathedral for over 500 years), the creation of a new Treasures Exhibition, and the refurbishment of the eastern half of the cathedral: including new heating, lighting, and sound. The intention has been to protect the building for the long term, to reduce our carbon footprint, and to improve the experience for everyone who comes to the cathedral, and thereby make us more sustainable for the long term - all of them goals that we shall carry forward into the next phase of our work.

I am to retire in July of this year, and an Interim Dean, the Very Revd Stephen Waine, has been appointed to lead the Cathedral, while the search for the new permanent Dean is taking place. So you will be joining the cathedral in a time of change, with all the opportunities that offers to help shape its life and mission going forward.

If becoming more involved in the life of Exeter Cathedral appeals to you, and you think you might be the right person for this position with a can-do approach, please do be in touch. We shall do our best to answer any questions you may have - in the hope that you will be interested in applying to become a member of Chapter.



About Exeter Cathedral

A centre of worship, a vibrant community hub and a world-class heritage destination, Exeter Cathedral has been at the heart of Devon for nearly a thousand years. Now, as then, it offers a refuge for reflection and a place for prayer - as well as stage for artists, performers and musicians. It has witnessed a fascinating history and remains home to a living Christian faith, a place for learning and a retreat for relaxation. Exeter Cathedral is, at once, a centre of innovation and of ancient treasures; telling stories of the past while carefully conserving them for the future. Innovatively sharing its secrets to welcome a new generation.

Our Vision

At Exeter Cathedral, we seek to:

- Be a community of engaging worship and prayer, gracious welcome and transformation (Worship)
- Offer an inclusive invitation to engage with our worship, community, arts, heritage and events (Welcome)
- Enable all who engage with our life to flourish within a healthy safeguarding culture (Wellbeing)

Safeguarding

Exeter Cathedral is committed to following best safeguarding procedures and practices to protect children and vulnerable adults. It is therefore an essential contractual requirement that all employees complete safeguarding at the appropriate level identified for their role and attend refresher training when invited by the Cathedral.



Role Description for a Non-Executive Member of Chapter

Exeter Cathedral's new Constitution and Statutes, adopted in 2023, require the appointment of at least five Non-Executive Members to serve on Chapter alongside the Dean and the Residentiary Canons.

[exeter-cathedral.org.uk/about-us/constitution-statutes-for-exeter-cathedral/](https://www.exeter-cathedral.org.uk/about-us/constitution-statutes-for-exeter-cathedral/)

Appointments of Non-Executive Members, who are installed as Chapter Canons, are made by Chapter in consultation with the Bishop of Exeter and on the recommendation of the Cathedral's Nominations Committee. Appointments are made for a renewable period of up to three years. As a result of rotation in Chapter membership one immediate vacancy for a new Non-Executive Member has recently arisen and another will become open in November.



The immediate vacancy is for a Non-Executive Member who will take a strategic oversight of Safeguarding as well as fulfilling the general responsibilities of a member of Chapter. The Cathedral has a dedicated Cathedral Safeguarding Officer and other specialist support, including from the Diocesan Safeguarding team, but it is important that Safeguarding oversight is properly exercised at Chapter level.

For the Non-Executive Member vacancy that will arise in November we would particularly welcome applications from people with Commercial and Entrepreneurial experience to help the Cathedral optimise its potential for providing a world-class experience to everyone who enters its doors. Alongside its mission role as the Mother Church of the Exeter Diocese, the Cathedral is a nationally and internationally recognised visitor destination and events venue. It attracts over 100,000 visitors each year and hosts a year-round programme of over 120 performances and public events. Its annual Christmas Market alone is visited by over 500,000 people.

The Chapter has “the general control and management of the administration of the Cathedral and, accordingly, [members] are the Charity trustees of the Chapter for the purposes of the Charities Act 2011” and is accountable for undertaking this work efficiently and

effectively, within the context of Christian worship and mission. Chapter is chaired by the Dean, who is accountable to Chapter for the work of the executive. The Chapter's specific responsibilities include:

- To order the worship and promote the mission of the Cathedral;
- To formulate proposals, after consulting the Bishop, in connection with the strategic direction and mission of the Cathedral;
- To prepare an annual budget;
- To prepare an annual report and accounts for audit and subsequent approval;
- To keep under review the constitution and statutes
- To manage the property which is vested in the Chapter and the income accruing from it, and, in particular, ensure that any necessary repairs and maintenance in respect of the Cathedral and its contents and other buildings and monuments are carried out.



Principal Responsibilities for a Non-Executive Member of Chapter

The principal responsibilities of the Non-Executive Members of Chapter are to:-

- Share with the other members of Chapter responsibility for the governance, oversight and leadership of the Cathedral;
- Provide external perspectives on the Cathedral and an element of challenge for full-time
- Chapter members in ensuring proper governance in all areas of Chapter's work;
- Participate fully in Chapter meetings and, as appropriate in other Chapter work, including sitting on

or chairing sub-committees of Chapter; and

- Join the rest of Chapter in key aspects of the ceremonial and worshipping life of the Cathedral.

Non-Executives will not usually have management responsibilities for staff, but may be involved in supporting staff to achieve particular objectives. Details of the existing Chapter members can be found here, [exeter-cathedral.org.uk/news-events/latest-news/meet-the-new-cathedral-chapter](https://www.exeter-cathedral.org.uk/news-events/latest-news/meet-the-new-cathedral-chapter)



Person Specification

- Commitment to the mission and work of the Cathedral
- A baptised and confirmed member of the Anglican Church, or of another Church in communion with the Church of England, or of a church which is not in communion with the Church of England, but which subscribes to the doctrine of the Holy Trinity.
- Experience of governance in a complex organisation;
- Able to give the time to attend meetings in business hours, and to participate appropriately in Cathedral services;
- A good team player and able to communicate with people at all levels
- Have relevant experience , as set out above, to support Chapter and the work of the Cathedral
- Willing to undergo DBS Enhanced Disclosure and attend Safeguarding training.
- Ideally experience of being a Charity trustee.

Time Commitment

There are around six Chapter meetings each year. These are usually on the third Thursday of the month, and are preceded by Morning Prayer (8.15 am) and Eucharist (8.35 am), which members are encouraged to attend where possible. There is at least one Chapter Awayday each year: and there will be sub-committee meetings as relevant to the Canon's particular area of expertise.



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How to apply

Please complete the application form, available on our website at:

www.exeter-cathedral.org.uk/about-us/vacancies/

Please submit your CV along with a covering letter stating your skills and experience confirming that you meet the Christian requirements of the role.

Applications can be sent by email or post to:

Catherine Escott, Chief Operating Officer, 1 The Cloisters, Exeter, EX1 1HS

Email: vacancies@exeter-cathedral.org.uk

The closing date for applications is 12noon on Friday 22 May 2026

Interviews will be held at the Cathedral on 16 June

Thank you for your interest in this role.

We look forward to hearing from you!