



# Non Executive Member of Chapter and Lay Canon

Candidate Information Pack

Canterbury  
Cathedral

---

# Introduction from the Dean and the Senior Non-Executive Member of Chapter

Thank you for your interest in becoming a Non-Executive Member of Chapter and Lay Canon at Canterbury Cathedral.

## **Dean of Canterbury – The Very Reverend Dr David Monteith**

I was installed as Dean on 17 December 2022. It is a great joy and privilege to serve Canterbury Cathedral as Dean, but this also comes with challenges and hard work ahead of us. During 2024, the Chapter has drawn together a new Strategic Plan 2025-2035 to see the Cathedral's mission and ministry expand and develop over the next five years.

In February 2024 Canterbury Cathedral became a formally registered charity with the Charity Commission. This came through implementation of the Cathedrals Measure of 2021, which sees all Cathedrals adopting new governance models, including new Constitution and Statutes, and becoming registered charities.

As part of this new governance structure, the Cathedral Chapter are looking for a person of experience and expertise who can make a significant contribution to the governance of the Cathedral.

Being a member of Chapter is equivalent to being a charity trustee and puts you at the heart of our team of nearly 600 volunteers, staff, and clergy as well as our worshipping congregations: local, regional, and international. You will have the opportunity to contribute to the long-term vision, strategy, and sustainability not only of one of the truly great buildings of our nation, but also to a centre of Christian spirituality, worship, and heritage spanning over a thousand years.

## **Senior Non-Executive Member of Chapter – Jane Ibbotson**

I joined Chapter in January 2022 and have found the last three years a hugely rewarding and exciting time to be involved with the Cathedral. It is inspiring to be part of the history and tradition of the Cathedral and to be able to bring skills as a non-executive member of Chapter to help shape the future strategy and direction. As a Chapter, we are a strong and supportive team who bring a variety of skills and perspectives to the discussion. We are looking for someone to join us who has excellent marketing and communications skills, ideally with expertise in visitor promotion and engagement, and digital expertise, who wants to be part of a collaborative team providing robust governance for the Cathedral as we move forward with a new Strategic Plan.

---

This is a significant time for the Cathedral as we work with a new understanding of human connectedness and need for kindness and care, of digital opportunities, and of the pressing need for action in the face of climate emergency. We want Canterbury Cathedral to be fully inclusive, offering a warm hospitality to all our visitors from across the world.

This is a special opportunity and a rare privilege to be able to contribute to shaping and leading the future growth and impact of the Cathedral by sharing the love of God in Jesus Christ. We hope that, like us, you will be inspired by both the extraordinarily rich contemporary life and the heritage of this place and will want to come to join a great Cathedral team.



---

# About Canterbury Cathedral

Founded by St Augustine in 597 AD, Canterbury Cathedral is a unique place of worship, a major pilgrimage destination, a masterpiece of art and architecture, and one of the UK's most-visited historic sites. Often referred to as 'England in stone', the Cathedral has been at the centre of momentous events and upheavals. It is the Mother Church of the worldwide Anglican Communion, seat of the Archbishop of Canterbury, UNESCO World Heritage Site, and resting place of royalty and saints.

Primarily this is a place of Christian community, worship and witness. We believe that God's saving love has been revealed to us in the life, death, resurrection and ascension of Jesus of Nazareth.

Every stone and stained glass window is shaped to give glory to Christ whose name is given to this metropolitan cathedral church. St Augustine was sent here by Pope Gregory the Great as a Christian missionary in 597. He discovered indigenous Christians and worked with them to establish a larger Christian community. In time this became the principal seat of the Archbishop of Canterbury who

leads the Church of England and the worldwide Anglican Communion.

Here our stories of church and state intersect. This includes the martyrdom of Archbishop Thomas Becket on 29 December 1170. He was canonised as St Thomas of Canterbury. Canterbury was already a site of pilgrimage, but St Thomas' shrine elevated it to one of the most important in medieval Christendom. Subsequent centuries offer layer after layer, making a 'thick story' to discover. We sense this in the majesty of our medieval building, the quiet mystery of our crypt, and as our imagination is fired walking around our gardens, ruins and cloisters.

Today, our community is drawn from local people and Christians from across the Diocese of Canterbury and the Anglican Communion, from visitors and tourists, from refugees and those cut off from society through exclusion as well as thousands who join us online for worship. Here we are drawn together in a pilgrimage of faith. Like medieval pilgrims to Canterbury, we find it to be a place of miracle and transformation where we encounter the presence of Jesus Christ.









---

# How we are Governed

Chapter is the body corporate of Canterbury Cathedral. Its members have the general control and management of the administration of the Cathedral. Canterbury Cathedral became a full charity in February 2024 (under the Cathedrals Measure 2021) and as well as being regulated by the Church Commissioners, will also be regulated by the Charity Commission for England and Wales.

The objects of Chapter are:

- To advance the Christian religion in accordance with the faith and practice of the Church of England, in particular by furthering the mission of the Church of England.
- To care for and conserve the fabric and structure of the Cathedral church building.
- To advance any other charitable purposes which are ancillary to the objects referred to above.

Chapter Members have the following statutory and regulatory duties:

- Ensure that the Cathedral complies with its governing document (constitution and statutes), charity law, relevant company law and any other relevant legislation or regulations.
- Ensure that the Cathedral pursues its charitable objects as defined in its governing document (constitution and statutes).
- Ensure the Cathedral uses its resources responsibly and exclusively in pursuance of its objects for the benefit of the public.
- Contribute actively to Chapter's role in giving firm strategic direction to the Cathedral, setting overall policy, defining goals and setting targets and evaluating performance against those agreed targets.

- Ensure that a safeguarding culture is fully embedded into everything that the Cathedral does and that it has appropriate policies and procedures to deal with safeguarding matters.
- Ensure the financial stability of the Cathedral, protect and manage its assets and ensure the proper investment of its funds.
- Appoint auditors annually.
- Ensure that the culture, working practices and decision-making processes promote diversity and inclusion.

Further duties include:

- To attend to all matters concerning the appointment of chief officers and other designated senior staff to the Cathedral such as the Director of Music, Surveyor to the Fabric and Cathedral Archaeologist.
- To exercise the power if necessary to provide for the incorporation of limited companies for the better management of the Cathedral.
- To act as an advocate for the Chapter of Canterbury within and beyond the Church of England, across the city, the Diocese of Canterbury.
- To provide critical friendship and constructive challenge to Chapter colleagues and the Senior Leadership Team.
- To serve, as appropriate, on Chapter Committees, Sub-Committees and Working Groups.

The Chapter has drawn together a new Strategic Plan 2025-2035, to find out more please visit this [link](#).



---

# Our Commitment to Equality, Diversity & Inclusion

We are committed to increasing diversity and inclusion within Chapter. This means reflecting critically on issues of diversity and inclusion within all that we do, identifying and taking appropriate actions to reduce inequality, and welcoming challenge.

We welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, socio-economic background or other difference.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for care and childcare whilst you're attending an interview.
- Paying for your travel costs to the office and back for interviews if they are held in person.
- Making any reasonable adjustments - for example ensuring we have sign language interpreters organised in advance if you'd like them.
- Providing this document in a Word document format readily available to download.
- Offering a first stage interview to disabled applicants who meet the minimum criteria for the role.

If there is anything else you're concerned about or think we could provide, please let us know.





---

# About the Role of Member of Chapter and Lay Canon

Chapter members play a vital and strategic role in maintaining the Christian vision and mission of the Cathedral, as well as its corporate governance. As a Trustee this will mean a commitment to collective decision-making and corporate values, over and above your areas of expertise. More details relating to the Chapter's responsibilities are available on our website [here](#).

Details of what it means to be a charity Trustee can be found on the Charity Commission website [here](#).

All Chapter members must either be an actual communicant (within the meaning given in Rule 83(2) of the Church of England's Church Representation Rules) or a communicant member of a Church which is not in communion with the Church of England but subscribes to the doctrine of the Holy Trinity.

As a Lay Canon you will be involved in the worshipping, ceremonial and social life of the Cathedral and will become formally a member of the College of Canons. You will be invited to robe and process as a member of the College of Canons at major Cathedral events and are encouraged to worship whenever you can regularly, robed or in the congregation, at the Cathedral. You will be invited to attend occasional Chapter sponsored social events. You will be invited to Cathedral lectures and learning opportunities.

In this recruitment campaign we are seeking to appoint one member of Chapter and Lay Canon with marketing and communications acumen and experience, particularly in the area of visitor development and promotion.









---

# Person Specification

We are particularly interested to hear from candidates who have a communications background, with experience of promotion through different methods of marketing, and communication through the press and social media.

We are also seeking candidates who:

- Are committed to the Cathedral's Christian vision, mission and ministry.
- Are able to reflect the ethos set out in the Nolan Principles within our charitable context.
- Show demonstrable strategic leadership and management skills and able to provide effective strategic guidance.
- Have strong intellectual and analytical skills with a broad based and long term view of strategic and organisational goals.
- Possess the highest levels of trust and integrity.
- Have the ability to gain the trust, respect and support of fellow members of Chapter and the wider Cathedral community.
- Are able to show empathy in dealing with others and to engage diplomatically and with authority in dialogue and debate on critical issues.
- Are able to voice concerns appropriately in a frank but professional manner and to deal with conflict constructively.
- Have knowledge of principles and processes in equity, diversity and inclusion (EDI).
- Have excellent interpersonal and communication skills, capable of relating well to diverse stakeholder groups.





---

# Additional Information

## Time Commitment

The Chapter of Canterbury usually meets six times a year including an annual away day in October. Chapter members may also be requested to be members of other committees/sub-committees of Chapter. Chapter Meetings normally take place on the first Friday, every other month, in the mornings and last for three hours. Papers are sent five days in advance and Trustees are expected to have read the papers prior to the meeting. All members of Chapter are invited to annual Members' Day with an opportunity to meet all Committee members.

Chapter members may choose to be involved in the worshipping life of the Cathedral at regular and special services, although this is not expected to be at the expense of an existing commitment to their local church.

## Conflict of Interest

All candidates will be asked to declare any conflicts of interest. This will be examined to see if an actual conflict exists.

## Terms of Appointment

This is a three year appointment in the first instance, with the opportunity to renew for two further, consecutive terms.

## Location

Canterbury Cathedral and occasional alternative off-site venues.

## Training and ongoing development

Mandatory safeguarding and GDPR training and other training as may be identified.

## Remuneration

The position is unpaid, although we reimburse travel costs and other direct reasonable expenses incurred.









---

# How to Apply

The recruitment process is being undertaken by Inclusive Boards on behalf of Canterbury Cathedral. If you wish to apply for this position, please supply the following by 23:59 on 06/04/2025.

- A detailed CV, setting out your career history, with responsibilities and achievements.
- A cover letter (maximum two sides of A4) highlighting your suitability for the role for which you're applying and how you meet the person specification. Please note that the cover letter is an important part of your application and will be assessed.
- Details of two professional referees together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent.

If you have further questions after reading this pack, please email [canterbury@inclusiveboards.co.uk](mailto:canterbury@inclusiveboards.co.uk) or call 0207 267 8369.

Please visit [www.inclusiveboards.co.uk/opportunities](http://www.inclusiveboards.co.uk/opportunities) to apply online or send your CV and cover letter to [canterbury@inclusiveboards.co.uk](mailto:canterbury@inclusiveboards.co.uk).





# INCLUSIVE BOARDS

## Our Services



Executive  
Search



Inclusive  
recruitment  
advisory



Self paced digital  
learning hub



Agile recruitment  
packages



Industry based  
research



EDI audits, advisory  
& training



Leadership  
Development (ILM  
accredited)



Executive Coaching

## Contact Us



**Website**

[www.inclusiveboards.co.uk](http://www.inclusiveboards.co.uk)



**Phone**

0207 267 8369



**E-mail**

[hello@inclusiveboards.co.uk](mailto:hello@inclusiveboards.co.uk)



**Social Media**

[www.linkedin.com/company/inclusive-boards/](https://www.linkedin.com/company/inclusive-boards/)



**Address**

The Cursitor, 38 Chancery Lane, London, WC2A 1EN