**ROLE DESCRIPTION**

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| **Role:** | Canon Chancellor |
| **Location:** | Chichester Cathedral and Close |
| **Line Manager;** | The Dean |
| **Contract type:** | Permanent |
| **Hours:** | Full Time |
| **Date of completion:** | April 2025 |
| **Context:** | The Bishop of Chichester in consultation with the Dean and Chapter of Chichester Cathedral, is seeking to appoint a Canon Chancellor. |
| **Principal conditions of service:** | **Accommodation:**  The post-holder is expected to live in a designated property in the Cathedral close. Accommodation is rent free. Council tax and water rates are paid and a broadband connection is provided. (The postholder will pay for other utilities.) The cathedral will reimburse agreed removal expenses and pay the diocesan resettlement grant which is currently £2,867.  **Salary, working hours and leave:**  The current stipend is £33,970 and residentiary canons work six days per week and have 36 days annual leave per annum.  The cathedral will reimburse expenses for agreed expenses of office.  **Other:**  The appointee is expected to continue to develop their ministerial skills and practice, to link with those in equivalent posts in other cathedrals. |

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| **1** | **Role purpose** |
|  | The Chancellor, as a residentiary canon and a member of the Chapter, carries out duties in support of the mission and ministry of the cathedral which include:   * taking a full part in the cathedral’s daily and weekly round of worship; * undertaking set days of ‘residence’, which means being especially visible and ‘on call’ (usually two per week); * fully participating with trustee responsibility, in the governance of the cathedral; * leadership and management responsibilities. |
| **2** | **Principal Accountabilities** |
|  | The Canon Chancellor will take primary responsibility, working with the Canons and other colleagues, for theological education and Christian formation within the cathedral for people at all levels and age groups. These duties will include:   * closely collaborating with the relevant diocesan officers to establish and deliver education and training across a large and diverse geographical area; * offering and/or arranging a course of Chancellor’s lectures annually in person and online; * organising and coordinating study groups and courses throughout the year, and especially during Lent and Advent; * primary responsibility for arranging preparation for baptism, confirmation and first communion; * line managing the Creative Learning Officer; * management of the agreed budget for education; * developing George Bell House (4, Canon Lane) as a centre for study and engagement; * overseeing the running of the cathedral library, the Canon Chancellor also acts as the Canon Librarian; * overseeing the liaison with educational stakeholders in the city, including Chichester University and local schools; * pastoral care of the cathedral vergers. |
| **3** | **Other requirements** |
|  | The Canon Chancellor will be:   * an executive member of the Chapter; * required to successfully complete the Church of England’s Senior Leadership Safeguarding training; * required to undertake a satisfactory enhanced DBS disclosure. |
| **4** | **Person specification** |
|  | The Canon Chancellor will be:   * deeply rooted in the Christian tradition and in their own spirituality; * an experienced pastor and emotionally intelligent; * committed to the English cathedral tradition, its liturgies, music, and opportunities for mission; able to preside at worship in a competent and confident manner; * an able preacher and teacher, committed to promoting contemporary theology and public engagement * able to communicate a living faith in Christ with generosity and compassion, in their life as well as in speaking and preaching; * committed to corporate and team-working on a day-to-day operational basis with sufficient financial ability to manage agreed budgets; * experienced in engaging with diverse groups of people and encouraging their inclusion; * able to take responsibility for safeguarding; * creative and imaginative, capable of reviewing the cathedral’s theological, educational and formational offer, and developing it in new ways to meet changing needs; * sufficiently resilient to manage a demanding and sometimes challenging schedule; * experienced in working at trustee level, and the ability and flexibility to work with considerable financial challenges; * have a higher degree in Theology or related discipline and/or a record of publication in this area. |