



## Commercial Director

### Job Description and Person Specification

<b>Job Title:</b>	Commercial Director ( <i>this income generative post has been funded by the Church Commissioners</i> )
<b>Salary:</b>	In the region of £48,000 per annum
<b>Hours:</b>	40 hours per week
<b>Line Manager:</b>	Cathedral Administrator

#### **Purpose of the Post**

Peterborough Cathedral is emerging from a critical financial situation, and this new appointment will have a key role in generating new revenue and income streams to create a sustainable future, moving the Cathedral from deficit to surplus over the next 3 years. The Commercial Director is responsible to Chapter for developing a robust business model for the Cathedral's operations, and also to ensure all commercial activities are aligned with the Cathedral's Vision and Values. The Commercial Manager will bring key entrepreneurial expertise and energy to the task of building a sustainable financial future for the Cathedral working closely with the Administrator as Chief of Staff and the Dean as Chair of Chapter to deliver the Cathedral's Five Year Goal of eradicating the deficit and moving the Cathedral's budget into surplus.

#### **About Peterborough Cathedral**

Peterborough Cathedral is the mother church of the Diocese of Peterborough, one of 43 Dioceses in the Church of England and 44 cathedrals. It is the seat of the Bishop of Peterborough. Its ministry extends across the city and the diocese, which includes the counties of Northamptonshire and Rutland, and into the wider region. The Diocese of Peterborough includes over 350 churches.

Located in the heart of the city, the Cathedral is the venue for major civic and diocesan services as well as for concerts, exhibitions, festivals and other special events. The concerns of the parishes across the diocese are held in our prayers each day and we have a special responsibility to hold the Bishop's ministry in our prayers. Members of the Cathedral Clergy also have a wider role in supporting various aspects of the work of the diocese. The daily round of prayer and worship is the heartbeat of everything that we do.

The Cathedral building is an architectural masterpiece dating mainly from the 12<sup>th</sup> century and is iconic for the city. It is surrounded by 23 acres of Precincts which contain many other historic and wonderful buildings.

Overall responsibility for the Cathedral lies with the Chapter consisting of the Dean, four Residentiary Canons (one of whom is also Vicar of the City Centre Parish and another of whom is also the Bishop's Chaplain) & four lay members appointed by the Bishop.

## **Key Responsibilities:**

- Identifying and developing opportunities to grow the Cathedral's commercial activities whether through partnerships or new initiatives, and works to take advantage of those opportunities
- Overseeing and supporting the work of the Head of Operations to ensure good co-ordination, planning and delivery of all relevant projects
- Working in collaboration with the Heads of their Departments as a member of a cohesive team
- Developing the Cathedral Shop and retail offer and directing the work of the volunteer staff to maximise its financial contribution
- Developing a robust business model for the Cathedral Café whether as a joint venture or franchise to ensure a high quality and financially successful operation that supports our mission and our priority as a place of hospitality
- Maintaining and developing sustainable and productive relationships with partners
- Analysing sales and other reports that give insight into how the Cathedral can make adjustments to improve performance
- Identifying and reacting to key risk factors for the business and advising Chapter accordingly
- Ensuring that appropriate training and development is provided to staff and volunteers
- Coaching employees on best practices for managing and handling legal knowledge and commercial issues
- Accepting extra duties as situations arise
- Working efficiently and calmly to tight deadlines
- Working in conjunction with the Trust Development Director

## **General**

- All Cathedral employees are required to abide by the Safeguarding policy
- All Cathedral employees are required to abide by the Health & Safety policies
- Other tasks as necessary for the smooth running of the Cathedral, as directed by Chapter

## **Person Specification**

### *Essential Skills*

- Demonstrate entrepreneurial skills with a proven record of achieving results
- Relevant qualifications, degree level
- Demonstrable experience of commercial management & marketing
- Be able to anticipate problems and ensure early intervention
- Possess strong commercial negotiation skills and experience of managing and leading a team to achieve multiple objectives
- Experience and understanding of working in partnership with a wide range of different stakeholders
- Effective teamwork and leadership skills
- Excellent Influencing and Negotiation skills
- To prioritise and manage own time and that of others in meeting deadlines
- Proven experience in evaluating, monitoring and reporting
- Business and Strategic awareness
- Effective administration skills and good standard of IT skills
- Flexible, proactive and adaptable approach to working
- It is not a requirement that the post-holder be a practising member of the Church of England but s/he must be able to understand and support the Cathedral's Christian ethos and vision

## **Main Terms and Conditions of Employment**

Salary: In the region of £48,000 per annum  
Working Hours: 40 hours per week.  
Holiday: 25 working days, plus 8 Public Holidays per annum  
Pension: There is an optional contributory Pension Scheme  
Performance Review: The appointment will be subject to a probationary period of six months, and is then subject to confirmation. Thereafter there will be an annual appraisal

Disclosure and Barring Service: Your employment by the Chapter will be conditional upon receipt of a satisfactory enhanced DBS check. It will also be essential for you to co-operate fully with the application process to obtain future DBS checks, as and when required. Your ongoing employment in your role will be subject to the content of the DBS check, when it is received, being satisfactory to the Chapter.