



RIPON  
CATHEDRAL

We wish to appoint a  
**Fundraising Manager**  
(1 FTE)

# A welcome from the Dean

Thank you for showing interest in our exciting new Fundraising Manager role at Ripon Cathedral.

We have an appealing vision to serve the people and communities of this region by carrying on Christ's mission of growing God's kingdom. We call our vision, *Growing God's Kingdom*. Revised in 2022, this is bearing fruit by delivering encouraging progress in the key areas of mission.

Set within the Anglican Diocese of Leeds, Ripon Cathedral, with its sister cathedrals in Bradford and Wakefield, is a seat for the Bishop of Leeds and a mother church for this richly diverse region.

At home in our vast and beautiful rural hinterland, we are here for all, whether Christian or not, whether sharing a religious faith or not. Believing that Christ longs for fullness of life for everyone, we strive to help make this a reality for all who become a part of Ripon Cathedral.

We have enjoyed remarkable development and growth over the last decade. This has included a major increase in our commercial and partner events programme, new branding and redevelopment of the website, and ongoing fundraising through grants, donations, legacies and our Patrons programme.

As part of this ongoing development we are looking to enter a new phase in our fundraising and income-generating activities. This role is central to those growth ambitions.

We are looking for someone who is creative, focussed and wants to make a big impact. This is an opportunity to join the growing and friendly team at Ripon Cathedral.

If you think this might be for you, I can assure you that Ripon is a wonderful small city in which to live and work. It is set at the heart of one of the most beautiful regions of this country with the blessing of a delightful Cathedral building and strong community.

**Dean John**





## History of the Cathedral

Ripon Cathedral has a history stretching back almost fourteen centuries. Throughout this time it has offered an unbroken tradition of witness to the Christian faith, both in the city of Ripon and across the region.

The original church building was built by St. Wilfrid and dedicated to St Peter in 672 AD. Remarkably, the crypt of Wilfrid's magnificent stone basilica has survived to the present day as the oldest built fabric of all England's cathedrals.

The collegiate minster became a cathedral with Dean and Chapter in 1836, with the creation of the Diocese of Ripon, the first new diocese in the Church of England after the Reformation. The cathedral has always served its own parish, and continues to do so following the implementation of the 2021 Cathedrals Measure. It also has its own wider benefice, containing a total of four parishes and eight centres of worship.

The cathedral offers at least three acts of worship every day of the year: morning prayer, evening prayer or evensong, and the Eucharist. Daily worship attracts over 50 people in a usual week. The Sunday Sung Eucharist is regularly attended by over 200 people and over 80 attend the BCP services on a usual Sunday, including evensong.

## Fundraising

We have an ambitious pipeline of projects that we are raising funds for, ranging from our thriving education programme to installing solar panels on the roofs of the cathedral, continuing to support the excellent cathedral choir and increase opportunities for young people to benefit from musical training.

In addition, our Patrons programme is a crucial foundation of support for the cathedral, as are donations from the over 100,000 tourists who visit each year.



## The Mission of Ripon Cathedral

Ripon Cathedral, with those of Bradford and Wakefield, is one of three cathedrals within the Anglican Diocese of Leeds. In serving the whole Diocese of Leeds, the cathedral serves a population of approximately 2.5 million people across a vast region. This includes the majority of West Yorkshire and the western part of North Yorkshire. The cathedral's influence also stretches across diocesan boundaries, especially in North Yorkshire where it is regarded as the cathedral serving North Yorkshire Council.

The cathedral includes the crypt of St. Wilfrid's original 7th-century Anglo-Saxon church, reflecting the long-standing mission in this place which continues to be offered in the 21st century. As a centre of Christian worship, prayer, witness, pilgrimage and culture, the cathedral's community seeks to be a growing, inclusive Christian church which furthers God's kingdom on earth by serving people of all faiths and none. The cathedral is a centre of considerable historic, architectural and archaeological importance. It is governed by the Chapter, chaired by the Dean, who leads and presides over the whole life and mission of the cathedral.

## Strategic Vision – Key Priorities

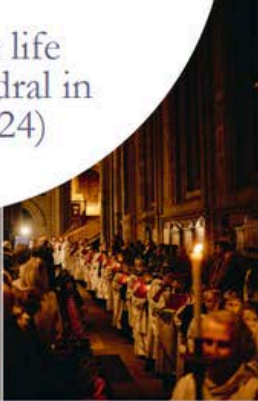
The Chapter's key strategic priorities for 2022 to 2027 are set out in *Growing God's Kingdom 2022*.

### The five broad areas of mission are:

- growing the worshipping community;
- being a mother church of the diocese and proclaiming the good news of the kingdom to the region;
- promoting, developing and conserving our spiritual and built heritage;
- responding to human need in loving partnership;
- striving to safeguard the integrity of creation - Carbon Net Zero.

A year in the life of the cathedral in numbers (2024)

104,144  
visitors



3,192  
attending  
Christmas  
worship



19  
visiting choirs



3,428  
pipes in the  
organ



86.3m  
– length of  
cathedral from  
end to end



11,500  
hours of choral  
singing a year



481  
on electoral roll

Over  
19,000  
event attendees



10,680  
– number of  
steps walked by  
the Head Verger  
on an average  
Sunday



15,200  
chairs moved



57,000  
candles used



3,500  
children on  
education visits



Nearly 400  
volunteer roles  
filled by  
230  
individuals

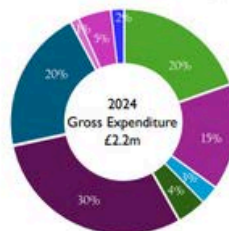


## Financial summary 2024

### INCOME



### EXPENDITURE



### FUNDS



- Unrestricted
- Restricted
- Endowment

# Job Description/Role Profile: Fundraising Manager

## What you will deliver:

### **Creation and implementation of a Fundraising Strategy and a pipeline of applications which secures grant funding from trusts and foundations:**

Working collaboratively you will research and identify potential new funders, develop relationships with trusts and foundations, prepare compelling grant applications/cases for support and secure funding for priority projects.

**An exemplary and growing Patrons programme:** Working closely with existing Patrons you will ensure Patrons are connected to and involved in the life of the Cathedral, and develop and implement a Patrons' development programme.

**Increased visitor and individual donations:** Through creative ways of telling the story, developing a compelling case for support and working to develop volunteer confidence, you will increase the average donation per visitor and grow individual donations.

**Growth in legacy giving:** Leading and introducing a new culture of legacy giving, you will develop and carry out effective strategies for engaging with legacy pledgers, support staff and volunteers to encourage legacy giving, and develop a pipeline.

**Strong partnerships and great teamwork:** You will develop and maintain positive relationships across the cathedral team, with funding bodies, Patrons, donors, supporters and volunteers.

**Best practice in fundraising:** You will ensure that all activity complies with the Code of Fundraising Practice, GDPR and other relevant legislation and best practice.

## Knowledge, skills and experience needed:

- Demonstrable track record of developing and implementing successful fundraising strategies and achieving sustained financial growth (E)
- Relevant fundraising qualification or equivalent work experience (D)
- Experience of writing compelling and successful bids, and creating/leading fundraising campaigns (E)
- Experience of growing and leading donor support/Patrons programmes (E)
- Empathy for the work of Ripon Cathedral, understanding of and enthusiasm for its overall mission and alignment with its values (E)
- Strong commercial acumen, experience of budget management and preparation of fundraising reports (E)
- Ability to work under pressure and deploy creative problem-solving skills (E)
- Strong interpersonal skills and the ability to create empathy and trust, and work collaboratively with a wide range of stakeholders, staff, volunteers and donors/Patrons (E)
- Excellent presentation and communication skills and the ability to be a persuasive advocate for the work of the Cathedral (E)
- A track record of effective management of staff, volunteers, contractors/suppliers (E)
- Strong computer skills and ability to use full Microsoft Office suite and CRM systems, a full driving licence and access to a car (E)

## Our values and behaviours:

We support and share the Diocese of Leeds values of Loving, Living and Learning. We aim to:

- Love God, the world and one another.
- Live in the world as it is, but drawn by a vision of something better; we want to help individuals and communities flourish.
- Learn when we get things wrong, by listening and growing together.

## Scale and scope of the role

**Reports to:** Chief Operating Officer

**Financial responsibility:** You will be responsible for achieving fundraising targets, monitoring and evaluating cathedral fundraising activities against agreed KPIs and for managing operational budgets.

**Line management:** You will line manage a part-time Development Officer. You will also recruit and manage volunteers and contractors working on behalf of Ripon Cathedral.

**Scope:** Your work will focus on fundraising at Ripon Cathedral and will involve working across multiple staff and volunteer teams. The post will require flexible working and will involve regular evening and weekend work.

**Partners:** You will work closely with the Development Committee, external partners such as contractors/suppliers, church and tourism partners, and local and regional partners.

## **Benefits**

### **Salary: £35,000-£38,000**

The cathedral offers a generous holiday allowance of 28 days plus bank holidays pro rata per year.

We offer a contributory pension scheme.

Staff benefit from 10% of cards and gifts in the cathedral shop.

## **Recruitment process**

If this sounds like the type of role and charity that could suit the next phase of your career, then please get in touch. To register your interest please apply [here](#), or for more information contact Charlie, Leanne or Jen at Charity Horizons.

Charlie – 07799521685 / [charlie@charityhorizons.co.uk](mailto:charlie@charityhorizons.co.uk)

Leanne – 07799465697 / [leanne@charityhorizons.co.uk](mailto:leanne@charityhorizons.co.uk)

Jen – 07341219640 / [jen@charityhorizons.co.uk](mailto:jen@charityhorizons.co.uk)

## **Timetable**

The closing date for applications is Tuesday 20 January.

Shortlisted candidates will be invited to interviews on Thursday 29 January.

## **Applications**

Please read the job description and person specification carefully and tell us how your experience and skills meet the requirements.

Please note: If you would like to submit an application or express your interest in an alternative format such as audio or video upload, or require any adaptations for your initial engagement with us, please contact either Jen or Leanne who will be happy to advise on this.

Please also be aware that we use anonymous recruitment methods when submitting shortlists for all our roles and we only work with organisations that are happy to engage with us in this way.

Charity Horizons is an equal opportunities employer and as such actively promotes equality, diversity and inclusion in the workplace. We welcome and encourage applications from all suitable candidates irrespective of age, disability, hidden disability, race or national origin, religion or belief, gender, gender expression, political view, sexual orientation, medical condition and pregnancy.

**Thank you for your interest!**



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[RIPONCATHEDRAL.ORG.UK](http://RIPONCATHEDRAL.ORG.UK)