**ROLE DESCRIPTION**

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| **Volunteer Role:** | Fabric Advisory Committee Member |
| **Committee:** | Fabric Advisory Committee |
| **Appointed by:**  | The Chapter of Chichester Cathedral;  |
| **Date of completion:** | July 2025 |

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| **1** | **Overview of the Committee**  |
|  | The Care of Cathedrals Measure 2011 established that every Cathedral should have a Fabric Advisory Committee [FAC] to give advice to the Chapter of the cathedral on the care, conservation, repair or development of the cathedral church and its contents. The FAC also advises on the care and protection of any archaeological remains in or under the cathedral church or within the precincts, buildings within the precinct and the landscape and environment in which the cathedral church is situated. The consent of the FAC is required for the sale, alienation or disposal of any item of historical or artistic interest in the Cathedral and is responsible for the annual maintenance of the Cathedral Inventory. The FAC also advises Chapter on when they need to consult the Cathedrals Fabric Commission for England. |
| **2** | **Role purpose** |
|  | As a member of the Fabric Advisory Committee, you will provide determination on applications and advise the Chapter, in line with the statutory responsibility of the Committee under the Care of Cathedrals Measure, remaining true to the values of Chichester Cathedral Cathedral and its role as a living place of worship. |
| **2** | **Key Responsibilities** |
|  | All members of the FAC should:* endeavour to attend all meetings or send apologies to the Chair in advance;
* prepare for meetings by reading the papers in advance and seeking clarity if any issues are unclear;
* participate fully in meetings, sharing views through providing concise comments;
* keep under review the activities and management of the Cathedral in relation to the FAC’s terms of reference;
* draw attention to any actual or potential conflicts of interest;
* fulfil any responsibilities assigned at the meeting and report back appropriately on progress;
* maintain confidentiality when required.
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| **3** | **Contacts** |
|  | * the Chief Operating Officer/Communar and their office on matters where the cathedral may wish to call on specific expertise;
* other members of the FAC, respecting their professional expertise and standing;
* members of the Cathedral’s Estates team, as appropriate, to advise them on finding sustainable solutions to complex fabric and collections related issues.

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| **4** | **Special Requirements** |
|  | The post-holder is not required to be a communicant member of the Church of England but should be in sympathy with our mission.The appointment is initially for a 3 years’ period with the option of re-appointment for a further 3 years.The Committee meets formally 3 times per annum and there is an option to join meetings either remotely, via Teams, or in person at the Cathedral offices. Each member of the FAC will meet at least annually with the Chair of the FAC to discuss their role, aspirations and development.  |
| **5** | **Skills and Experience** |
|  | * substantial experience of taking an advisory role in a complex organisation;
* knowledge and experience of working in a heritage, listed building, arts, visitor attraction or cathedral environment, or in another specialism relevant to the life of the cathedral;
* experience of advising on the care and protection of artworks including paintings, sculpture and other historical items and the ability to provide this advice to a variety of stakeholders including Chapter members and employees;
* ability to think laterally and creatively to find solutions to problems while able to maintain focus on the big-picture;
* good communication and influencing skills.
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