



**Member of the Fabric  
Advisory Committee**  
Recruitment Information Pack  
February 2026



# Position Description

## Member of the Fabric Advisory Committee

**Position:** Member of Chelmsford Cathedral's Fabric Advisory Committee - We are looking to recruit up to three new members.

**Time Commitment:** We currently meet twice a year (April and October), usually at 1pm on a weekday. In between meetings, members will be required to review documents and prepare for meetings.

**Start Date:** April 2026

**Salary:** This is an unremunerated post, but travel expenses will be reimbursed.

### Role Purpose

As a member of the Fabric Advisory Committee, appointees will, as appropriate, provide determination on applications and advise the Cathedral Chapter (the governing body of the Cathedral) in line with the statutory responsibility of the Committee under the Care of Cathedrals Measure, remaining true to the values of the Cathedral and its role as a living place of worship.



# Our Cathedral



## Introduction by the Dean

I am delighted that you have expressed an interest in joining the Cathedral's Fabric Advisory Committee. This appointment comes at an exciting time in the Cathedral's life. This is a role of vital importance as Chapter and senior management are embarking on work to re-imagine and build our vision and strategic aims.

Chelmsford Cathedral, the Cathedral for the Diocese of Chelmsford, stands at the very centre of the county of Essex. As well as serving the whole of this richly diverse county, it also serves East London.

A parish church Cathedral (it acquired Cathedral status in 1914), the building is 15th Century; but its interior, vividly and creatively reordered in the later twentieth century, glows with an evocative clarity of rare colour and warmth.



It has been described as a “jewel box of contemporary art” - from the haunting and sombre external sculpture of St Peter by Thomas Huxley Jones to the green and gold of Mark Cazalet's Tree of Life mural; from the bright ordered geometry of Beryl Dean's patchwork at the East end of the Chancel to the stark glass etching of St Cedd in the chapel dedicated to him in the north-west corner.

At the heart of both city and county, the Cathedral is a hub for a rich variety of community activity. It's a space for refreshment, respite and prayer for hundreds of people every day passing through its grounds. It's a gathering place for schools, for civic events and services (such as the Justice Service and the Mayor's annual service), for Diocesan occasions such as ordinations; and, of course, the great Feasts of Christmas and Easter, where the intimate space of one of England's smallest Cathedrals is crowded out. Its congregation is thriving and diverse, with a lively junior church, and its liturgical and musical life is flourishing, with a rapidly growing choir of young choristers (boys and girls) as well as adult singers.

The Cathedral is growing its appetite for curating, hosting and theming a variety of cultural and educational events such as concerts, lectures and exhibitions. It is scoping its potential for social action in a busy city where a variety of need presents itself almost daily. And underpinning all that the Cathedral does are the daily services of prayer, song and communion, praying for a city, county, Diocese and world in need of peace and compassion.

The Very Revd Dr Jessica Martin,  
Dean of Chelmsford Cathedral

# Role Description



- Play an active role as a member of the Fabric Advisory Committee by reviewing papers, attending arranged meetings and site visits.
- Work within the Care of Cathedrals Measure in providing determination on applications made to the FAC, balancing heritage significance with public benefits and the missional role of the Cathedral.
- Offer expert advice via the Committee to Chapter, based on professional experience, practice and standing.
- Offer pragmatic support and guidance to lay staff as they find sustainable solutions to complex fabric and collections related issues.
- Enable Chapter's retained advisors, the Cathedral Architect and Cathedral Archaeologist, to find solutions as they develop methodologies and conduct research studies.
- Experience in the following would be particularly welcome:
  - Textile Conservation
  - Early Modern Book libraries
  - Contemporary ecclesiastical art.

## Relationships & Communication

- Liaise closely with the Chief Operating Officer on specific matters where the Cathedral may wish to call on specific expertise.
- Work alongside other members of the Committee, respecting their professional expertise and standing.
- Recognise and praise good practice.
- Remain mindful of archaeological, architectural and resource issues, to support Chapter and its retained experts to find solutions to complex and inter-related issues that are fitting for the needs of a living cathedral.

Further information about the role of Fabric Advisory Committee's, and the legal framework under which they operate, can be found at:-

[www.churchofengland.org/resources/churchcare/cathedral-fabric-commission/cathedral-fabric-advisory-committees](http://www.churchofengland.org/resources/churchcare/cathedral-fabric-commission/cathedral-fabric-advisory-committees)



# Person Specification

## Essential Skills and Attributes

- Substantial knowledge 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.
- 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.
- Enthusiasm to learn and develop the skills required of the role.
- Comfortable working in a Christian environment and supporting the mission, purpose, and values of the Cathedral.
- Ensuring that the highest standards of professional performance are maintained.

## Personal Development

- Willingness to undertake training that might be required for your role. This might include optional attendance at FAC conferences, the cost of which will be borne by the Cathedral.
- Basic Safeguarding Training will be required for this role.



# Additional details

## Data Protection

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely, with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of six months and then destroyed. If you are the successful candidate, your application form and cover letter will be retained and form the basis of your personnel record. By submitting your application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate.

## Safeguarding

Chelmsford Cathedral is committed to the protection, safeguarding, care and nurture of all children and vulnerable adults within the church community. Our Safeguarding Policy, which is available on our website, complements and is compliant with the Church of England's safeguarding policy is statement for children, young people and adults, 'Promoting a Safer Church' (2017).

## Equality, Diversity and Belonging

At Chelmsford Cathedral we believe in a Church that welcomes and serves, celebrates and affirms all people, and does not discriminate on the basis of age, disability, ethnicity, gender, gender identity or sexuality. We want our team to reflect the diversity of the communities we serve, offering equal opportunities to everyone. The Cathedral recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination. Chelmsford Cathedral will seek to promote the principles of equality and diversity in all its dealings and with all its staff. Those who act on the Cathedral's behalf are required to adhere to this policy.

## Accessibility

Should you require any reasonable adjustments to be made for you to access the application process or attend the interview, please let us know.



# Application



To request an initial discussion about the role with our Chief Operating Officer, Justine Horseman Sewell, please email [maryanne.fleming@chelmsfordcathedral.org.uk](mailto:maryanne.fleming@chelmsfordcathedral.org.uk) or call 01245 294480.

## Application Process

Please complete the Application Form, and submit it with a covering letter and your CV, with reference to the above role description and person specification and return to [maryanne.fleming@chelmsfordcathedral.org.uk](mailto:maryanne.fleming@chelmsfordcathedral.org.uk)

The closing date for applications is 12 March, with interviews at the Cathedral in the week commencing 16 March. More information about the process will be provided to the shortlisted candidates nearer the time.





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