



# *Cathedral Operations Manager*



**Cadeirlan  
Deiniol Sant  
ym Mangor**

**Saint Deiniol's  
Cathedral  
in Bangor**



# *Cathedral Operations Manager*

Reports to: Dean of Bangor Cathedral

Location: Bangor, with some home working.

Salary: £39,400 pro rata

Hours: 4 days per week, with flexibility for evenings/weekends

## **About Bangor Cathedral**

Bangor Cathedral (Cadeirlan Deiniol Sant) is a vibrant centre of worship and community engagement, serving the city of Bangor, and the wider Diocese. As it approaches its 1500th anniversary, the Cathedral remains at the heart of community and civic life in Bangor despite financial and other challenges.

## **Purpose of the Role**

This is a pivotal role in ensuring the Cathedral's long-term financial sustainability as a centre of excellence in worship and community engagement. Working closely with the Dean, Chapter, and a small but committed team of lay and ordained staff and volunteers, the post holder will stabilise finances, strengthen income generation, improve operational efficiency, and support the Cathedral's mission in the city of Bangor and as the mother church of the diocese. The postholder will play a key strategic and leadership role in fostering a culture of hospitality and excellence within the Cathedral and build trust by developing a culture of compliance and good practice in governance.





# *Key responsibilities*

## **Financial Management**

- Take a strategic lead in developing effective long term financial strategies, including stewardship, fundraising and identifying and managing opportunities for income generation in line with the Cathedral's purpose and ethos.
- Oversee the preparation, management and monitoring of cathedral's annual budget in collaboration with the Dean and Chapter.
- Oversee the maintenance of accurate and transparent financial records in line with charity regulations and Church in Wales best practice.
- Provide regular management account updates and financial forecasts to the Dean, and the Chapter financial subcommittee.
- Ensure robust financial controls and effective cash flow management, including overseeing payroll, invoicing and other financial processes.

## Leadership & Governance

- Line manage operational staff and contractors and be a key member of the cathedral senior management team.
- Support the Dean and Chapter in fulfilling their statutory and charity responsibilities and ensuring compliance with Church in Wales, charity and financial legislation.
- Maintain up to date risk registers and ensure that effective safeguarding, health and safety and insurance procedures are adhered to.
- Act as chapter clerk and support chapter meetings with best practice in terms of administration and processes. Attend and contribute to other cathedral meetings as necessary, and provide papers and data as needed.

## Building and Venue Management

- Oversee the maintenance and effective use of Bangor Cathedral and associated buildings, including overseeing the delivery of repairs, cleaning, security, and health & safety compliance.
- Liaise with contractors, architects, and diocesan property teams.
- Oversee the management of bookings, logistics, staffing, and post-event evaluations.
- Explore and further develop opportunities for community and commercial use of the Cathedral.



## Volunteer Management

- Line manage operational staff and contractors and be a key member of the cathedral senior management team.
- Support the Dean and Chapter in fulfilling their statutory and charity responsibilities and ensuring compliance with Church in Wales, charity and financial legislation.
- Maintain up to date risk registers and ensure that effective safeguarding, health and safety and insurance procedures are adhered to.
- Act as chapter clerk and support chapter meetings with best practice in terms of administration and processes. Attend and contribute to other cathedral meetings as necessary, and provide papers and data as needed.

## Communications

- Ensure, with the Dean, that excellent communication practices are fostered across all areas of Cathedral life, building a culture of good communications.
- Oversee the promotion of Cathedral activities through social media and the website, ensuring that the website is kept up to date.
- Oversee the use of SharePoint as repository for documents and files and ensure that administrative processes are effective in supporting the Cathedral's mission and ministry.



## Person Specification

Criteria	Essential	Desirable
<b>Experience</b>	<p>Proven experience in financial or business management or management within the not for profit sector.</p> <p>Strong financial literacy with the ability to produce and interpret management accounts and communicate this effectively to different audiences.</p> <p>Familiarity with fundraising, grant applications, and income generation.</p> <p>Experience of managing individuals and teams.</p>	<p>Experience in heritage, faith-based, or charitable organisations.</p> <p>Experience of managing volunteers.</p> <p>Knowledge of cathedral or church governance structures.</p> <p>Professional business, management or accounting qualifications.</p>
<b>Skills &amp; Knowledge</b>	<p>Excellent interpersonal, leadership, and management skills.</p> <p>Understanding of Welsh heritage and cultural context.</p> <p>Excellent communication and organisational skills in English and Welsh.</p> <p>Understanding of safeguarding and compliance requirements.</p>	<p>Project management or change management experience.</p>
<b>Values &amp; Commitment</b>	<p>Commitment to the values and mission of the Church in Wales.</p> <p>Willingness to work flexibly, including some evenings and weekends.</p>	

## Additional Information

- Flexibility for evening/weekend work is essential.
- DBS clearance and safeguarding training required.
- Occasional travel may be necessary.

## Application Process

Please submit your CV and a covering letter outlining your suitability for the role, and addressing the person specification to [emmachappell@churchinwales.org.uk](mailto:emmachappell@churchinwales.org.uk).

Deadline: December 8th 2025

Interviews: December 16<sup>th</sup> 2025

