



## Application Pack

# Director of the Westminster Abbey Institute



**Advert Date: 26<sup>th</sup> March 2024**  
**Closing Date: 8<sup>th</sup> April 2024 at 9am**

**Ref: WA308**

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# A Letter from the Chair of the Institute Steering Group

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Westminster Abbey



This is an exciting time for Westminster Abbey. Having fully recovered from the significant challenges posed by the Covid pandemic, with renewed confidence following the success of the major State events which took place here in 2022 and 2023, and with a newly created Strategic Board to strengthen our leadership capability, we have defined a set of ambitious goals to develop our mission over the coming years. Westminster Abbey Institute has an important role in delivering that mission.

Westminster Abbey Institute has developed an enviable reputation in its first ten years, and we are looking for someone who can build on that and work with colleagues to enhance our engagement with our neighbours on Parliament Square and the Public Square more widely. Our evolving strategy, which the Director will be instrumental in shaping, has an emphasis on expanding our relationships with MPs as well as exploring how the Institute can support developments in adult Christian formation.

We live in challenging times for public servants, with the values the Institute seeks to promote and nurture under constant pressure. The need (sometimes even longing) for the vision the Institute offers is evident, and the Director has a significant role in promoting that vision. Here at the Abbey we place a high value on collaborative working, so, alongside the contribution of their own creativity and commitment, the Director can count on stimulating colleagues and the distinctive resources of the Abbey as they lead the Institute's impact on the public life of this nation – and beyond.

I am delighted that you are interested in exploring this opportunity to contribute to the life of the Abbey at a significant moment in its long history and a pivotal stage in the Institute's development. Working at the Abbey can be richly rewarding, and you would be part of a dynamic leadership team. If you are excited by the possibilities and feel you have the capabilities and experience to make a difference in this crucial element in our future plans, we would very much like to hear from you.

A handwritten signature in blue ink that reads "Anthony Ball".

The Right Reverend Anthony Ball  
Sub-Dean and Canon Rector



# About Westminster Abbey



Above all else, the Abbey is a church, a place of prayer and praise and holy ground at the heart of the nation. It is also a treasured part of Britain's heritage and a leading venue for tourism. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great women and men from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians.

Neither a cathedral nor a parish church, Westminster Abbey (or the Collegiate Church of St Peter in Westminster to give it its correct title) is a Royal Peculiar under the jurisdiction of a Dean and Chapter and with direct accountability to the Sovereign. This relationship with the Sovereign dates back to the origins of the Abbey over a millennium ago, but its current form stems from the Charter granted to the Abbey by Elizabeth on 21<sup>st</sup> May 1560.

Today we are a complex and multi-faceted organisation of around 600 highly committed employees and volunteers. We have deep respect for the heritage of which we are the custodians, but we evolve continuously to meet the opportunities of the future. In recent times this has included the creation of new departments to focus on transforming our digital presence and delivering a significantly expanded programme of public and community engagement. We have also reshaped our governance arrangements, including a new Strategic Board to help us navigate the challenges and opportunities of the coming decades.

Westminster Abbey's mission is currently stated as:

- To offer daily divine Worship to Almighty God and resource the Church in this vocation;
- To serve the Sovereign;
- To proclaim the Gospel to the nation and Commonwealth, celebrating the distinctive witness of the Christian faith and engaging with the public square;
- To provide a safe, welcoming and inspiring environment for all who come to the Abbey;
- To act as responsible stewards of God's gifts.

Following the State Funeral of Queen Elizabeth II and the Coronation of King Charles III and Queen Camilla, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. The Abbey's daily round of worship and annual programme of special services are attended by large congregations. The Abbey is also attracting record numbers of paying visitors from all around the world – totalling 1.4 million in the year ended September 2023.



The Abbey receives no regular income from the State, the Church of England or the Crown, and relies almost entirely on income from visitors. The Covid pandemic therefore posed a significant threat to our finances. We lost nearly £40m in visitor income in the two years following national lockdown in March 2020 and had to make painful reductions in our staff, alongside many other cost reduction measures. These difficult measures ensured the financial survival of the Abbey, and with the revival in visitor income over the last year, our reserves have now been rebuilt to pre-pandemic levels.

This, coupled with the securing of a substantial long-term loan, gives us the confidence to pursue an ambitious plan to develop the Abbey's mission in the years ahead and to make substantial investments where necessary to accelerate progress with it.





# The Westminster Abbey Institute

Westminster Abbey Institute aims to nurture and revitalise moral and spiritual values in public life and service. It seeks to replenish and sustain public servants of all faiths and none, and to celebrate and animate public service as a force for good. The Institute draws on Westminster Abbey's resources of spirituality and theological learning, rooted in its daily worshipping life and broader Christian tradition, to convene discussion, nourish reflection and inspire regeneration.



In its first ten years the Institute has established a strong identity and reputation, with a highly successful fellowship programme and a rich offering of public lectures and seminars, tailored workshops for MPs and public service institutions, and regular publications. The Abbey Board is committed to building on this excellent foundation to broaden and deepen the Institute's impact on public life.

The Institute seeks to break new ground in often challenging contexts. It represents the Abbey in very significant fora and speaks with the authority of the Dean and Chapter. Consequently, every aspect of its work has to be of the highest possible standard and in harmony with the distinctive voice the Abbey has in national life and in the life of the national church.

# The Role of the Institute Director

The Abbey's engagement with the Public Square is central to its mission, and the Institute's Director plays a vital role not only in creating, curating and coordinating the ambitious programme of activities delivered by the Institute itself but also as a focus for collaboration across the Abbey and with key national and international partners. This is a high-profile role which involves substantial interaction with the most senior leaders covering the full spectrum of public life – from politicians and civil servants to judges and generals. The Director works closely with academics and experts in fields ranging from arts policy to artificial intelligence to ensure that we can offer leading edge thinking on the relationship between developments in these areas and the fundamental ethical, moral and spiritual values we aim to nurture.

Taking over from our Founding Director, Claire Gilbert, who moved on to the next stage of her career in December after ten highly successful years at the heart of the Institute, the successful candidate will help to shape the future direction of the Institute, working with the Dean and Chapter, Abbey Board, Institute Steering Group and Council of Reference. At a time when the need to support public servants in sustaining these values has arguably never been greater, the Abbey is committed to growing the range, reach and impact of its work in this area, and we are therefore looking for a Director with the imagination and creative flair to realise the full potential of the Institute, and the Abbey's Public Square work more broadly, over the coming years.

Whilst the Institute is dedicated to supporting public servants of all faiths and none, it is clear that the foundation of its highly distinctive offering is the Christian faith at the heart of the Abbey's mission, and the Director has a key role to play in ensuring alignment and, where appropriate, integration between the Institute's work and the Abbey's liturgical, theological and pastoral ministry to parliamentarians and public servants.

# Job Description

|                           |  |
|---------------------------|--|
| <b>JOB TITLE:</b>         | <b>Westminster Abbey Institute Director</b>  |
| <b>ACCOUNTABLE TO:</b>    | Chair of the Westminster Abbey Institute Steering Group, who is a Canon of Westminster   |
| <b>REPORTING TO:</b>      | Receiver General   |
| <b>RESPONSIBLE FOR:</b>   | Deputy Director and Institute Manager  |
| <b>KEY RELATIONSHIPS:</b> | Internal: Dean and Chapter; Senior Management Forum members.<br><br>External: Council of Reference; other senior public servants and officials in, among others, the Palace of Westminster, Government Departments, the Judiciary, the Police and the Armed Forces; Institute Fellows; (potential) partner institutions in the UK and internationally.   |
| <b>JOB SUMMARY:</b>       | To lead all aspects of Westminster Abbey Institute's programmes, shaping a conversation about vocation and ethics in public life and acting as an ambassador in its engagement with public service institutions and leaders. The Institute Director also collaborates with colleagues to draw on the full resources available across the Abbey and ensure that all aspects of the Abbey's ministry to the Public Square are integrated for maximum effect. |

## MAIN DUTIES AND RESPONSIBILITIES:

### Shape the strategy for the Institute

1. Work with the Dean & Chapter, Board, Institute Steering Group, Council of Reference and other stakeholders to review and develop the work of the Institute to ensure that the Abbey's ministry to the Public Square realises its full potential.

### Devise and deliver a vibrant programme of public events – lectures, dialogues, symposia and other formats – to explore relevant themes for the benefit of a diverse group of influential public servants

2. Research and consult on subject matter and speakers for public events and devise coherent and attractive programmes on moral and spiritual issues that are of clear interest to public servants.
3. Coordinate the delivery of the resulting programmes and contribute as speaker, interlocutor or chair as appropriate.
4. Work with marketing and communications colleagues to determine, execute and evaluate effective marketing activities in order to ensure diverse and influential audiences in line with the Institute's strategy.
5. Monitor feedback and adjust programming as indicated.

### Devise and deliver a programme of private seminars for Government Departments and other institutions and regular workshops for various groups of MPs

6. Develop relationships with Directors General and Permanent Secretaries of Government Departments and their equivalents in other public service institutions and work with them to



devise events exploring questions of morality, ethics and spirituality relevant to their challenges.

7. Curate a programme of “safe space” discussions with groups of MPs (eg Women MPs) in collaboration with partners in Parliament.
8. Facilitate or arrange facilitation of these events.
9. Monitor feedback and adjust programming as indicated.

#### **Develop and lead the Fellows’ Programme**

10. Nurture relationships with sponsoring organisations and manage the annual process of Fellow recruitment.
11. Identify mentors for each Fellow and support Fellows and mentors to form effective relationships.
12. Coordinate and facilitate the residential workshops and day seminars, delivering or chairing sessions and securing other leaders and speakers as required.
13. Work with the Fellows’ Council to sustain a compelling programme of activities and online engagement for alumni (including regular convivia and the biennial Congress) and support them in relevant interventions in their respective institutions.
14. Evaluate and refine the programme continuously.

#### **Digital Presence and Publications**

15. Ensure that the Institute has an effective digital presence and sustains an active online community through a regular flow of high-quality materials for the Abbey website and Digital Abbey.
16. Devise, edit and arrange for the publication of books and other printed materials based on the work of the Institute.

#### **Lead other Institute events during the year**

17. Nurture the wider Institute community through events such as the Summer Party and receptions for new MPs.

#### **Coordination and Partnership**

18. Coordinate Abbey interaction with the Public Square through collaboration with relevant colleagues, including Canons responsible for parliamentary ministry, Engagement and Learning Departments and the Digital Abbey programme team.
19. Maintain links with leading think tanks, academic institutions and other relevant organisations in the UK and internationally to stay at the forefront of thought leadership and best practice and nurture appropriate partnerships for the development and delivery of shared programmes.
20. Undertake external speaking engagements in pursuit of the Abbey’s mission and to sustain the profile of the Institute.

#### **Reporting and accountability**

21. Support the work of the Steering Group and Council of Reference by shaping their agendas, informing their discussions and providing an effective secretariat for their work.

22. Manage the membership of the Council of Reference, identifying new members and ensuring that relevant public service institutions and themes are represented appropriately.
23. Draw on Council members' expertise and ability to effect introductions with key individuals and institutions.

### **Departmental Leadership and Management**

24. Provide leadership to the Institute team, motivating them and managing their performance and development.
25. Identify and manage risks relating to the Institute's activities, contribute to the Abbey's Risk Register as appropriate.
26. Manage the financial affairs of the department and ensure compliance with the relevant financial and budgetary policies and procedures.
27. Ensure that the work of the Institute complies with all other Abbey policies, including those relating to Health & Safety, Safeguarding and Safer Recruitment

### **Wider Leadership Contribution**

28. Contribute to the development and implementation of the overall vision, mission and strategy of the Abbey.
29. Play a constructive and collegiate role in the work of the Senior Management Forum and other relevant elements of the Abbey's governance and management structures.

The responsibilities contained within this job description are not exhaustive and may be amended from time to time to reflect the changing needs of Westminster Abbey.

### **Safeguarding**

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training.



# Person Specification

*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.*

## Essential

1. Proven track record in the leadership of large scale and high-profile public programmes.
2. Understanding of the key public service institutions at national level and the ethical issues facing them.
3. Experience of working effectively with Parliamentarians, senior Government officials and other public service leaders.
4. Understanding of the Abbey's place in national life.
5. Experience of and confidence in public speaking, chairing and facilitation.
6. Highly developed advocacy and ambassadorial skills.
7. The intellectual and creative power to develop and curate ambitious events and programmes in challenging areas of public discourse.
8. The ability to undertake academic research.
9. Knowledge and experience of best practice in coaching and mentoring.
10. A track record of using effective marketing to develop audiences.
11. Excellent people management and team leadership skills.
12. The ability to form strong and influential partnerships within a Senior Management Forum.
13. Deep sympathy with the Christian faith and traditions as practised at the Abbey.

## Desirable

1. An acknowledged thought leader with an established presence in the Public Square and/or academia.
2. Post-graduate qualification in a relevant field.
3. Academic qualification in Christian theology and ethics.
4. Skills and experience in developing high impact digital materials.

# Working for us

## **Employment Status and Probation**

This post is permanent and is subject to a six-month probationary period.

## **Salary**

The salary will be £80,000 per annum and is paid on the last Friday of each month. Salary is reviewed annually.

## **Working Hours**

40 hours per week. In this post, the successful candidate will be expected to take a flexible approach and work additional hours as circumstances demand, which will include some evenings and weekends. The postholder is eligible to claim time off in lieu (TOIL) for additional hours worked in accordance with the Overtime Policy and will not be eligible for overtime payments.

## **Annual Holidays**

Members of the Senior Management Forum (SMF) will receive a full-time holiday entitlement of 33 days per annum, including recognised public holidays, from commencement of employment.

## **Training**

On-site training will be provided in all aspects of the job. Any further training needs will be assessed through the probation period and in annual appraisals.

## **Pension Scheme and Life Assurance**

All employees can join a Group Personal Pension plan, where the minimum employee contribution is 3% and the maximum employer contribution is 9% (as determined by the level of the employee contribution). You will be auto-enrolled into our qualifying workplace pension scheme after 3 months, if you meet the eligibility criteria.

All employees are covered by death-in-service life assurance, whether or not they choose to join the pension scheme.

## **Staff Discount**

All employees receive a 20% discount on purchases from the Westminster Abbey shop and a 30% discount on purchases from our catering outlets.

## **Season Ticket Loan**

A season ticket loan is offered after satisfactory completion of the probationary period, repayable over 10 months.

## **Medical Insurance**

The Abbey will pay 50% of premiums to join a nominated medical insurance scheme after one year's employment.



# Equality Statement, Safeguarding and How to apply

## Equality Statement

The Dean and Chapter aims at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the job.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Please return the Equal Opportunities Monitoring Form with your application. This will help us monitor our recruitment practice. The form will not be seen by the people making the selection decision.

## Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. Offers are subject to a relevant level of criminal record check, receipt of references satisfactory to Westminster Abbey, right to work in the UK, proof of professional qualifications and medical clearance, which may include a medical assessment.

## How to Apply

Please complete our application form, as CVs **will not** be accepted.

You are also advised to read the Job Description and Person Specification carefully and think about how your experience, skills and abilities help you to meet the requirements listed in the Person Specification. Use the 'Supporting Statement' section of the form to tell us how you meet each of the requirements. As well as your previous work experience (including a **full** career history of all employment), tell us about other relevant experience such as community and voluntary experience. Clear information on how you meet all the requirements of the job, with relevant examples, will help us with shortlisting, and we may not be able to shortlist you for interview if you do not provide this.

Please email your completed application to: [applications@westminster-abbey.org](mailto:applications@westminster-abbey.org).

**Applications should arrive no later than 9 am on 8<sup>th</sup> April 2024.**

Shortlisted candidates will be invited to an informal conversation with the Dean on 10<sup>th</sup> April 2024 and to a panel interview on 19<sup>th</sup> April 2024.

We regret that, due to the large number of applications we normally receive, we may only be able to contact you and/or provide feedback if you are invited to attend an interview. We appreciate your interest in our work at Westminster Abbey.