



Truro Cathedral

sacred space, common ground

Head of Philanthropy (Music)



Our Vision, Ambition and Values

Vision

Our vision for Truro Cathedral is to create **Sacred Space** in which the holiness of God is encountered in an open and inclusive way and **Common Ground** where issues shared by the whole of humanity can be explored.

Ambition

Inspired by the Gospel of Jesus Christ, we work to build a welcoming, inclusive and engaging environment that, through the delivery of a diverse and inspiring programme of worship, events, educational activities and community outreach, fulfils and spiritually enriches all who experience Truro Cathedral.

Values

Love & Unity

We care for one another with compassion and kindness and our work is embedded in a spirit of love and cooperation as we come together to succeed in our mission for the cathedral.

Dignity & Respect

We respect others and value diversity, embracing our similarities and differences with gentleness, self-control and a willingness to learn. We welcome expressions of spirituality, respecting and valuing those with different faiths or no faith.

Accountability & Integrity

We act with honesty, openness and integrity in everything we do. We use the resources entrusted to us wisely and effectively with transparency and accountability. We demand high standards of professionalism from ourselves every day, always striving to deliver excellence in our work.

Creativity & Courage

We are bold and challenge ourselves and others to question the norm. We explore new options and take intelligent risks, confident that we do so in a supportive environment. Committed to continual development, we embrace change and nurture personal growth.

Function Description

Function Title	Head of Philanthropy (Music)
Hours of Work	Typically between 09.00 – 17.00, Monday to Friday Flexibility is essential
Line manager	Chief Operating Officer
Salary	£54,565 pa

Background to the role

This new role is an exciting opportunity to make a lasting difference to the life of Truro Cathedral and to Cornwall. We are immensely proud of the high quality of music making at Truro Cathedral. This has a positive impact on our life and worship. We have a strong drive to safeguard, nurture and grow this key aspect of our lives, building on the Anglican Choral Tradition, which is key to the life of English cathedrals.

Central to this is ensuring that we have a secure financial base for our music department. We need to build new relationships and a new fund that will ensure this important spiritual and cultural tradition continues for many years to come. We are looking for someone with the necessary skills and experience to help us further this mission. We are also looking for someone who is genuinely curious and enthusiastic about working in a cathedral environment and who values the power of music to make a difference in the life of the Diocese of Truro and of Cornwall.

Overview and general duties

The purpose of this new role is to fundraise for Truro Cathedral Music. The postholder will excel at building relationships with people, speak with passion about the cathedral's music and be able to cultivate relationships with potential donors to the fund. It will suit a flexible, self-motivated person who thrives in a varied and interesting role.

The Cathedral Music Fund is a non-expendable restricted fund held by an investment management firm. The yield is paid quarterly to the cathedral, restricted for music to offset the annual operating costs of the cathedral's music department.



Key Duties and Responsibilities


- Represent the organisation at events, promoting our mission, values and securing financial support.
- Lead the development and production of a prospectus for the Cathedral Music Fund.
- Grow the Cathedral Music Fund to its target of £5m.
- Raise funds for “in-year” music department expenditure through donations, grant applications and fundraising events.
- Identify and segment prospective high-value donors (both corporate and individual).
- Write a philanthropy strategy, covering roles, governance, approach and execution, making a compelling case for support.
- Plan regular targeted events and engagement opportunities for potential donors.
- Upskill the Chapter, staff and volunteers to support the delivery of the strategy.
- Engage with potential donors and cultivate lasting relationships with them that lead directly to sustainable giving.
- Work with the music department to maximise fundraising within choir activities.
- Work with the Music Fundraising Committee.
- Oversee, review, refresh and take the lead on existing music group and their development. These include: Sponsor a Chorister, Truro Cathedral Music and Truro Cathedral Old Choristers Association.
- Ensure compliance with all relevant legal and regulatory requirements.
- Provide reports and KPI data as required.

Person specification

Essential	Desirable
Commitment to the values and mission of a faith-based organisation	Relevant experience of working in a similar organisation or charity.
A charismatic, active listener	Experience organising fundraising events.
Substantial experience in writing successful major gifts and donations strategies and plans that sustainably grow income.	Understanding of the Church of England and the musical life of cathedrals, its history and its place within society as an intangible cultural heritage
Developing clear and compelling cases for support	Knowledge of charity law
Strong working knowledge of GDPR and fundraising regulations	Experience of working with volunteers
Working at a senior level with the ability to self-manage and prioritise workload.	
Time management, including meeting deadlines and diary management	
Proven track record of securing significant major gifts	
Good research skills, proven ability of being able to research any given subject	
Completing successful grant applications and compliance processes relating to record-keeping and reporting required by grant-awarding bodies	
Excellent communication, listening, diplomacy, negotiation and relationship-building skills.	
A results-driven approach	

Terms & Conditions

Function Title	Head of Philanthropy (Music)
Contract	Permanent
Salary	£54,565
Hours of work	Typically between 09.00 – 17.00, Monday to Friday Flexibility is essential
Holiday	25 days per year
Line Manager	Chief Operating Officer
Place of work	Truro Cathedral
Probation	The post will be subject to a 6-month probationary period, during which time, either party may give the other one month's written notice
Pension	You will automatically be enrolled on the government's Nest pension scheme, but can opt out if you wish. Following six months' employment, you will be eligible to enrol on the Church Workers Pension Scheme.
Smoking	The cathedral operates a no-smoking policy
Health & Safety	All staff are required to follow the policies and procedures set out in the team handbook
Equal Opportunities	Truro Cathedral operates under the principles of Equal Opportunity, insisting on and promoting equality of opportunity and access to all, regardless of age, race, colour, ethnic or national origin, gender, marital status, sexual orientation, disability or impairment, income, education, religious beliefs or cultural heritage. This applies to all we do, including our campaigns and employment practices, membership of committees, all stages of recruitment or selection processes, working practices, conditions of work, and allocation of resources.
Safeguarding	<p>Safeguarding – Everyone Matters – Everyone's Responsibility</p> <p>Truro Cathedral strives to be trauma-informed and is committed to developing safer policies, cultures and practices. Truro Cathedral's safeguarding policy provides a framework to promote the welfare and protection of children and vulnerable adults. It is available at www.trurocathedral.org.uk or in the company documents area of BreatheHR.</p> <p>Training: The postholder will be expected to attend safeguarding training up to 'Basic Awareness, 'Foundations' or</p>



	<p>'Leadership' level, dependent on the post applied for. This will be arranged by the cathedral and may be required before a start date can be agreed.</p>
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