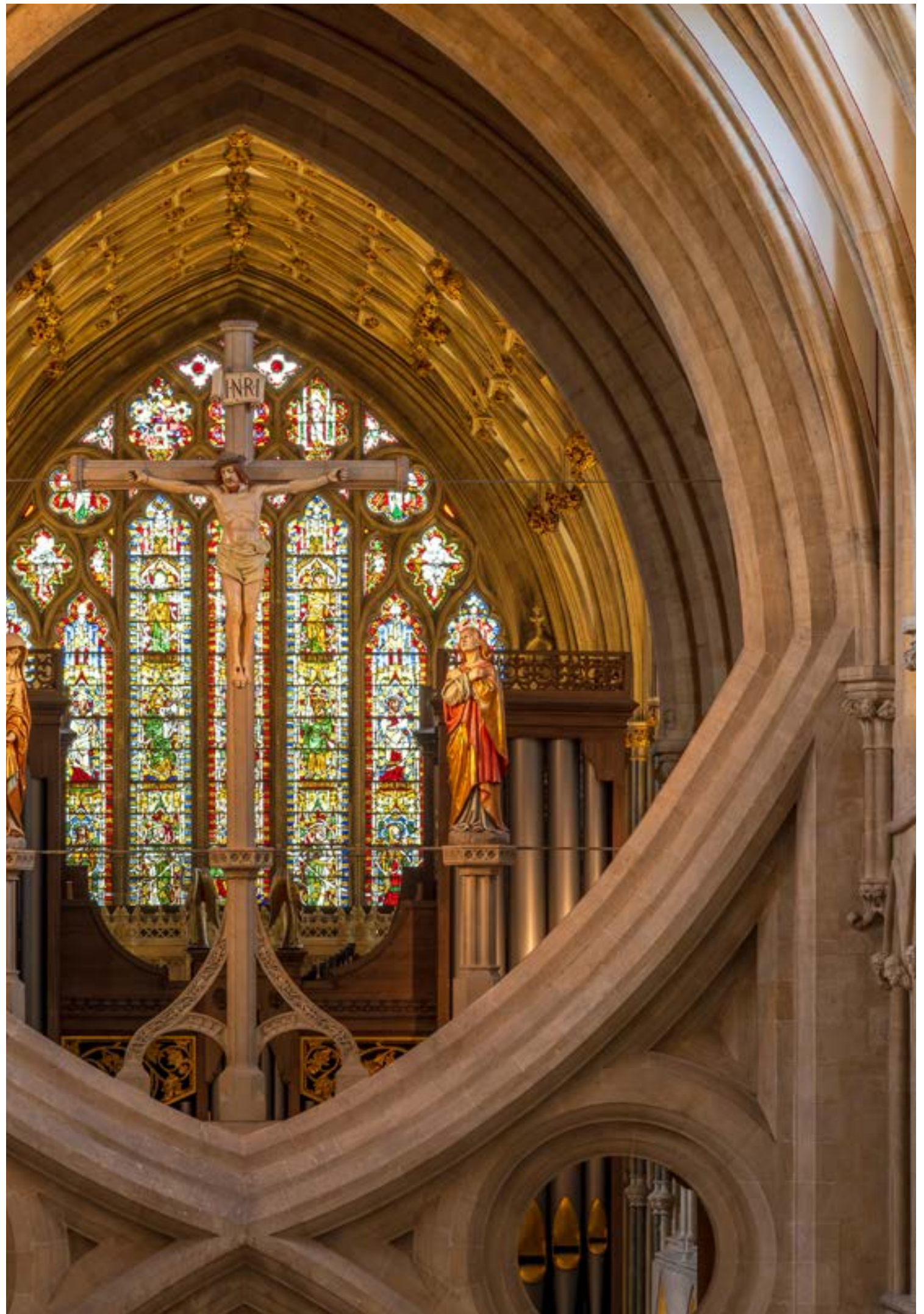




INFORMATION PACK

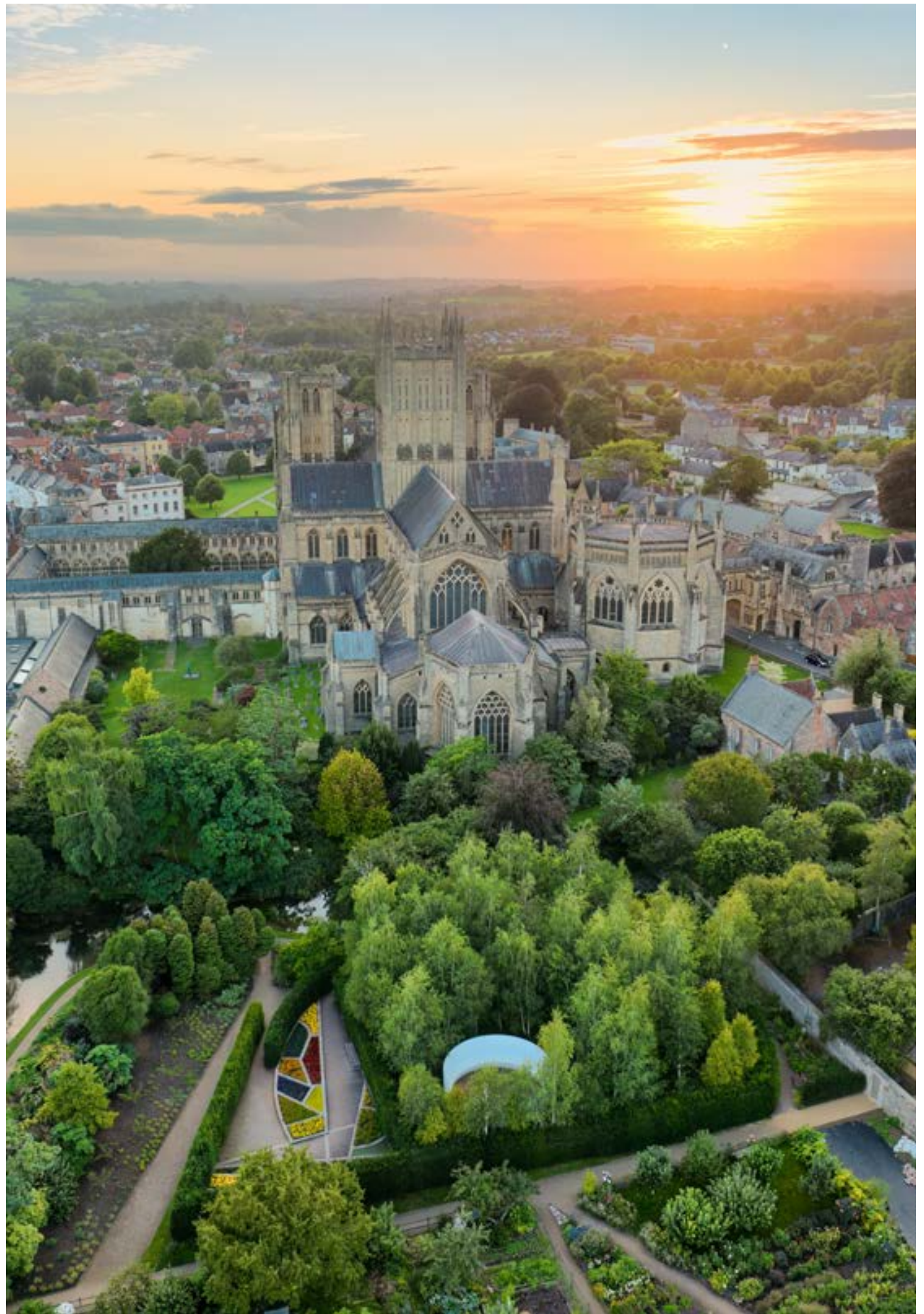
Development Manager

SEPTEMBER 2025



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About Us

The City of Wells

Situated on the edge of the Mendip Hills in the County of Somerset, Wells is one of England's most beautiful and compact cities, built around the beautiful Cathedral of St Andrew. Its picturesque surroundings include a charming market square and high street, the Bishop's Palace, and the magnificent Vicars' Close, Europe's oldest continuously inhabited street.

The Cathedral

Wells Cathedral deservedly has gained an enviable reputation for its lovingly maintained Gothic architecture, its world-class music, and its ministry of Welcome to some 300,000 visitors each year, as well as around 150,000 people who come to the Cathedral for services, concerts, and lectures.

Underpinning the life, worship, and ministry of the Cathedral is a diverse organisation where a lot is achieved with modest resources. It oversees a diverse tapestry of activity: a world-class music foundation; a works and estates department; a team of Virgers; the Cathedral Library and Archives; a programme of education, learning, and outreach; finance, HR, and administrative functions; volunteer management; and trading companies. The Cathedral is also a regular host to a number of external organisations who provide concerts, events, and private and public gatherings, furthering our links with the community.

Following the implementation of the Cathedrals Measure 2021, Wells Cathedral has recently registered as a Charity, and is now dually regulated by the Charity Commission and the Church Commissioners. The Chapter is the governing body of the Cathedral and the Chapter members are Trustees of the Charity. The Chapter sets the strategic direction for the Cathedral and orders its worship and mission. It has responsibility for care and maintenance of the Cathedral and its estate, as well as ensuring the Cathedral has the resources it needs for a sustainable future.

Further details of the Cathedral's life may be found on the Cathedral's website:

www.wellscathedral.org.uk

Job Description

Post	Development Manager
Reporting to	Director of Development
Location	Wells Cathedral, Wells, Somerset. BA5 2RB
Key Purpose of Post	<p>The Development Manager will play a critical role in developing and managing individual fundraising for the Cathedral with a particular focus on engaging and inspiring the Cathedral's individual supporters, Major Donors, and prospects. The Development Manager will develop and implement robust stewardship activity and undertake and develop vital prospecting processes to support both priority projects and year-round fundraising.</p> <p>This role will line manage the Development Assistant.</p>
Main Duties and Responsibilities	<p>As Development Manager you will:</p> <ul style="list-style-type: none"> • Lead on creating and developing the Individual Giving strategy for the Cathedral, in consultation with the Director of Development. • Deepen relationships with existing supporters by developing and delivering an impactful stewardship framework for individual donors. • Work in consultation with the marketing team to create inspiring and relevant communication strategy for individual supporters with a focus on impact, to include regular feedback mechanisms to improve stewardship plans and engagement. • Build the financial resilience of the Cathedral through developing individual prospecting processes, prospect research, and developing qualified prospect pipelines to secure income from individual supporters and major donors. With an initial focus on the Vicars' Close project and developing in line with future priorities. • Work with the Director of Development to develop an inspiring range of bespoke cultivation plans for Major Donors.

Main Duties and Responsibilities

(continued)

- Design, deliver and support a range of unique events to inspire supporters and cultivate new relationships, bringing to life the extraordinary work of the Cathedral. Work across the cathedral to integrate fundraising into existing events and programmes.
- Achieve results through persuasive and compelling proposals for Major Donors and creation of robust budgets. Amplify project impact through inspiring reports and personalised engagement opportunities.
- Develop, manage and deliver Wells Cathedral's individual giving programmes, including Planned Giving, regular inspiring appeals and individual giving opportunities as part of priority projects.
- Strengthen supporter relationships across the organisation, working with the Cathedral leadership team, Chapter and project leads to support engagement with individual donors and Major Donors.
- Develop and implement plans to keep existing donors engaged, with opportunities to increase their level of giving over time and in line with projects and targeted appeals.
- Regularly report progress to the Development Director and Cathedral Chapter on the individual giving income pipeline, supporter engagement, upcoming opportunities, and challenges.
- Keep up to date with trends and good practice and identify opportunities to improve and develop Wells Cathedral's individual giving.
- Utilise CRM as an effective Relationship Management tool and develop robust prospecting processes.
- As the Cathedral's Gift in Wills strategy develops, support engagement opportunities for individual supporters and develop appropriate processes to support this area.
- Network and keep abreast of the wider funding landscape and giving trends to inform the strategy.
- Support the team through additional duties as reasonably required to assist the smooth and efficient running of the Development Team and maximise the impact of the fundraising function. Some weekend and out of hours working may be required.



Person Specification

We would like to hear from you if you:

- have enhanced income streams, with a focus on individual supporters and Major Donors and made a real impact upon the charitable objectives of an organisation — a degree is not an essential requirement.
- enjoy building and deepening relationships with a range of individual supporters, with exceptional interpersonal skills and the ability to tailor opportunities to funder priorities.
- have a successful track record in developing individual giving programmes and major donor relationships, securing funds from a range of individuals and Philanthropists.
- are a persuasive and influential communicator, with exceptional communication, writing and research skills.
- Confident to engage with multiple stakeholders including volunteers, prospective donors and high level supporters.
- have an ambitious, positive, and creative approach, with experience at working collaboratively organisation wide.
- have strong networking, collaboration, and relationship-building skills, with the ability to inspire and motivate others — internally and externally at all levels.
- enjoy in prospect research and developing successful cultivation plans to inspire donors and secure funding.
- have delivered exceptional donor experiences and co-ordinated special events and inspired a range of individuals donors.
- are passionate about working for Wells Cathedral and making an impact within the heritage sector.

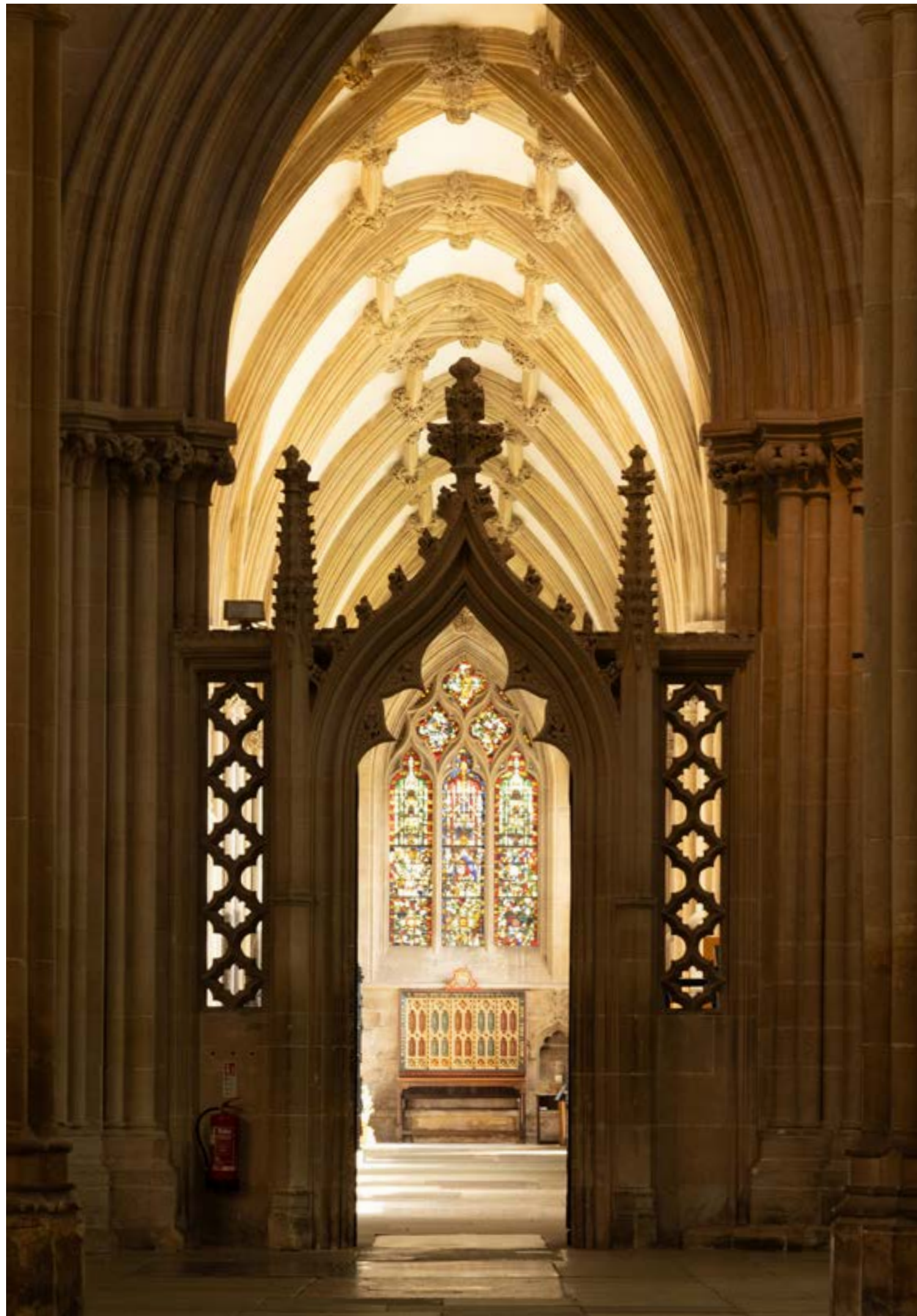
The successful applicant will also be expected to share in Wells Cathedral's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.

We welcome applications from those with existing fundraising experience and looking to further their experience in a manager role, with line management responsibilities.

Main Terms and Conditions

Employment status	Full-time or part-time; permanent												
Hours of work	35 hours per week, full-time or part-time considered. If your preference is to work part-time, you will be required to work at least 3 days per week. We are open to flexible working and hybrid options for this role.												
Remuneration	£37,500 FTE per annum												
Training	Staff training and opportunities to develop your skills												
Discount	A discount of 10% is available from the Cathedral Shop and The Loft Café.												
Parking	A single car park space is provided in the Cathedral car park. Cars are parked at the risk of the owner.												
Pension	Defined Contribution Scheme. Contributions as % of salary: <table><tr><td>Age</td><td>Employee</td><td>Employer</td></tr><tr><td><50</td><td>3%</td><td>5%</td></tr><tr><td>50–55</td><td>4%</td><td>8%</td></tr><tr><td>>55</td><td>5%</td><td>10%</td></tr></table>	Age	Employee	Employer	<50	3%	5%	50–55	4%	8%	>55	5%	10%
Age	Employee	Employer											
<50	3%	5%											
50–55	4%	8%											
>55	5%	10%											
Holiday	6.6 weeks per annum inclusive of bank holidays. The holiday year runs from 1 January to 31 December. Annual leave is authorised by the Director of Development.												
Location	Wells Cathedral, Wells. BA5 2UE												

Expenses	All reasonable working expenses will be met in line with Cathedral policy.
Probation	This post will be subject to a probationary period of 6 months.
Health and Safety	Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the Cathedral on health and safety and not interfere with or misuse anything provided for your health, safety and welfare.
Confidentiality	Staff must not pass on to unauthorised persons any information obtained in the course of their duties without the permission of their Head of Department.



How to Apply

Applications

Closing date: **Sunday 7 September 2025**

A copy of your latest CV together with a supporting statement (no more than 2 pages) explaining your motivations for applying for the role, how your skills, knowledge and experience match the role outline and what you can bring to it, should be returned to the Human Resources Department by email to: recruitment@wellscathedral.org.uk. If your preference is to work part-time, please state how many hours a week you wish to work.

Shortlisted candidates will be required to complete an Application Form and Equal Opportunities Monitoring Form.

Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills.

We will look for demonstrable evidence that you meet the criteria set out in the person specification. Information provided on the application form will be viewed by HR, the recruiting manager, and interview panel. All applicants will be notified of the outcome of the shortlisting process.

Selection Process

First stage interview date: **Tuesday 23 September 2025**

Second stage interview date: **Monday 29 September 2025**

Further details will be provided to shortlisted candidates. The appointment will be subject to satisfactory DBS clearance and references.

Further Information

We hope you find this pack provides all the information you need in order to consider your application for this post.

If you have any questions, or would like an informal conversation with the Director of Development about the post, please email georgina.landau@wellscathedral.org.uk.



Safeguarding

We are committed to the safeguarding and protection of all children, young people, and adults, and the care and nurture of children within church communities. We will carefully select, train, and support all those with any responsibility within the Church, in line with Safer Recruitment principles.

This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent, and transparent;
- Take all reasonable steps to prevent those who might harm children or adults from taking up positions of respect, responsibility, or authority where they are trusted by others; and
- Adhere to safer recruitment legislation, guidance, and standards.

Further information can be found in our Safeguarding Policy available on the Cathedral website at www.wellscathedral.org.uk

The successful candidate will be required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process. All forms will be kept securely in compliance with the UK General Data Protection Regulation and the Data Protection Act 2018.



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www.wellscathedral.org.uk