

Job Description

Job title:	Vicars' Close Project Director
Department:	Administration
Reporting to:	Chief Operating Officer
Salary:	£30,900 (£51,500 FTE)
Employment status:	0.6 FTE Fixed term until July 2028

Purpose of the role:

The Vicars' Close Project Director is a key role within the Cathedral. We are seeking an experienced Project Director who will be responsible for the overall management of the Vicars' Close Project, ensuring capital and activity elements of the scheme dovetail in their delivery. The role will ensure successful delivery of the overarching programme to time and budget with effective risk management, leading on project reporting to the Vicars' Close Project Board and funders.

Reporting to the Chief Operating Officer (COO), the Project Director will work closely with the Capital Project Manager, Chief Finance Officer (CFO), Development team, Creative Facilitator, and Engagement Co-ordinator. Balancing heritage conservation, storytelling, visitor engagement, and commercial sustainability, the role will ensure the approved purposes of the project are successfully delivered with clarity and collaboration at every stage, and that this work contributes to the Cathedral's integrated Visitor Journey, creating a memorable, exciting, and inspiring visitor experience across the whole site.

The Project Director will ensure that this complex project is completed on time, within budget, aligning with the Cathedral's strategic objectives and values and meeting funder requirements, providing monitoring reports to The Heritage Fund and Wells Cathedral Vicars' Close Project Board.

Main duties and responsibilities:

- To manage the successful delivery of all elements of the major Vicars Close project in line with project budget and agreed programme, ensuring delivery of key objectives and milestones, and compliance with all funder requirements so that the project is delivered in accordance with approved purposes and to agreed quality standards.
- To successfully integrate the capital and interpretation onsite works, and creative delivery of the Activity plan and targets.

- Manage the creation and compilation of all relevant reporting to The Heritage Fund, gathering data as needed from the Project Team and presenting that in line with quarterly reporting timeframes.
- Working with COO, Capital Project Manager, Creative Facilitator, Engagement Co-ordinator and Vicars' Close Project Team to successfully manage risks. Leading on the management of and administration for the Vicars' Close Project Board, including reports and review of risk register, and reporting to Chapter and National Lottery Heritage Fund as required.
- Manage project budgets, monitoring expenditure against agreed outputs and budgets in collaboration with the CFO and Capital Project Manager and reporting to The Heritage Fund, other funders, and Chapter as required.
- To work with Dean, COO, Development Director and Engagement Co-ordinator to develop relationships with community and other stakeholders to optimise the reach and impact of the Vicars Close project. Support the Development Team in both the preparation of project related funding applications and the subsequent funder updates, claims and returns and prioritise communications and relationship management with external funders as required.
- To ensure the Vicars' Close project is linked across the whole organisation, collaborating with teams to deliver work effectively.
- To oversee the procurement process, including liaison with and management of consultants, contractors and suppliers, working with Capital Project Manager where relevant. With Vicars' Close Project Team ensure effective resource allocation, optimising use of all internal and external resources. Ensure compliance with all relevant regulations and legislation, and Cathedral requirements including full compliance with all safeguarding policies and processes. Liaising with FAC and CFCE and other Committees as appropriate.
- Work with the Marketing Director to plan, write and deliver project communications, engagement, and associated advocacy activity including monthly newsletters.
- To lead with the COO and Creative Facilitator on the planning and delivery for the new visitor offer, including ticketing options, infrastructure, visitor journey, and resourcing. Working with the Commercial Operations Director and the Visitor Services team.
- Manage and contribute to the evaluation of the project to meet The Heritage Fund requirements, working with external consultants.

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 is one of England's most beautiful and significant Cathedrals, which has been inspiring pilgrims for nearly 850 years. It is the seat of the Bishop of Bath and Wells and the Mother Church of the Diocese of Bath and Wells and plays an important role in the cultural identity of Somerset. The Cathedral represents the area's spiritual and cultural heritage and is for many a symbol of local pride, and a place that connects the present-day community to centuries of history and Christian tradition. Wells Cathedral has deservedly gained an enviable reputation for its lovingly maintained Gothic architecture, its world-class music, and its warm welcome to some 300,000 visitors each year, as well as around 150,000 people who come to the Cathedral for services, concerts, and events.

Underpinning the life, worship, and ministry of the Cathedral is a diverse organisation which oversees a diverse tapestry of activity. 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 is 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. Further details of the Cathedral's life may be found on the Cathedral's website: www.wellscathedral.org.uk

Vicars' Close Project

Vicars' Close was built over 650 years ago to house the Vicars' Choral of the Cathedral Choir. It continues to be inhabited by their successors today. Vicars' Close is a unique site, physically connected to Wells Cathedral by the Chain Gate, and reputedly the oldest intact medieval street in Europe (1348), extraordinary for its architecture and remarkable that it is still used for its original purpose today.

This project will safeguard this internationally significant architectural site which has been integral to the history and fine choral tradition of Wells Cathedral for centuries. The project includes capital works to undertake critical repairs to the building fabric to safeguard the future of Vicars Close, and to deliver an exciting and inspiring new visitor experience, opening buildings within the close to the public for the first time and working closely with new partners and audiences.

Delivery Funding has been awarded by The National Lottery Heritage Fund for this significant and exciting project, in addition to other grant funders.



Person Specification

Qualifications, knowledge, and experience

Essential

- Proven track record of successfully delivering significant heritage capital and activity projects in complex environments, which have been publicly/National Lottery Heritage Funded
- Substantial experience of heritage, interpretation, and inspiring visitor engagement projects (including listed buildings).
- Excellent knowledge of RIBA Plan of Work and heritage project methodologies.
- Strong budget management and financial oversight skills, solutions focussed and can successfully manage risks across the project
- Experience commissioning and managing contractors and consultants ensuring work is carried out on time, to budget and to the required standards.
- Experience reporting at Executive and Board level.
- Demonstrated success in stakeholder engagement, consultation, and partnership working.
- Experience of managing and co-ordinating successful and meaningful evaluation.

Desirable

- Degree or equivalent in project management, heritage, or relevant discipline.
- Membership of a relevant professional body.
- Knowledge of safeguarding.
- Experience of working with fundraisers and development teams.

Skills and abilities

- Excellent communication skills, able to translate complex issues into clear, succinct messages for diverse audiences.
- Highly collaborative, with proven ability to work closely with senior leaders.
- Ability to inspire, motivate, and manage multi-disciplinary teams and volunteers.
- Structured, analytical approach with strong organisational skills.
- Sound judgement and decision-making with ability to influence senior stakeholders.
- Proficiency in IT and project management tools.

Personal Qualities

- Professional, credible, and collaborative in approach.
- Self-motivated, proactive, adaptable, and positive.
- Committed to quality, inclusivity, and the Cathedral's ethos.
- Able to work effectively under pressure and manage complexity.

- Commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.

Main Terms & Conditions

Employment status:	Fixed term until July 2028												
Location:	Wells Cathedral, 16 Market Place, Wells, Somerset, BA5 2RB												
Hours of work:	3 days (21 hours) per week on average. Core office hours are 9.00 a.m. – 5.00 p.m. (Monday to Friday) with an unpaid lunch break of 1 hour each day. Flexible working will be considered.												
Remuneration:	£30,900 per annum, payable on the 24th of the month or the nearest working day thereto.												
Discount:	A discount of 10% is available from the Cathedral Shop and The Loft Café.												
Parking:	Parking is available in the Cathedral car park for up to one vehicle. Cars are parked at the owner’s risk.												
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%
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50–55	4%	8%											
>55	5%	10%											
Expenses:	All reasonable working expenses will be met in line with Cathedral policy.												
Holiday:	6.6 weeks inclusive of bank holidays per year. The holiday year runs from 1 January to 31 December.												
Probation:	This post will be subject to a probationary period of 6 months.												

How to Apply

Applications:

Closing date: **Monday 17 November 2025, 5.00 p.m.**

A completed [Application Form](#) and [Equal Opportunities Monitoring Form](#) should be returned to the Human Resources Department by email to: recruitment@wellscathedral.org.uk

Shortlisting:

Shortlisting date: **Tuesday 18 November 2025**

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:

Interview date: **Monday 24 November 2025**

Further details about the interview process will be provided to shortlisted candidates. The appointment will be subject to the completion of pre-employment checks, including references and a satisfactory enhanced DBS check.

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.