

Job Description



Job title:	Governance Officer
Reporting to:	Chief Operating Officer
Salary:	£24,000 per annum
Employment status:	Permanent; Part-time (24 hours per week)
Location:	Wells Cathedral, Wells, Somerset. BA5 2PA

Purpose of the role:

As the Cathedral continues to implement its ten-year Strategic Plan and strengthen its governance structures to support an ambitious future vision, the Governance Officer will play an essential supporting role in ensuring the effective governance of Wells Cathedral.

Working closely with the Chief Operating Officer (as Chapter Clerk) who holds formal responsibility for Chapter governance, the postholder will support the systems, processes, and documentation that underpin the work of Chapter, its committees and the Cathedral's responsibilities as a registered charity. The postholder will help to ensure high standards of compliance, accountability and good governance and uphold the Cathedral's legal and charitable obligations.

As part of a diverse organisation responsible for worship, ministry, heritage stewardship, visitor engagement, and regulatory compliance, the Governance Officer plays a key role in maintaining smooth and transparent governance operations. This includes coordinating governance workflows; preparing, maintaining, and tracking key documents; supporting meetings; and assisting with reporting requirements consistent with the Cathedral's dual regulation by the Charity Commission and Church Commissioners.

Key responsibilities:

Specific tasks identified below, and any such other tasks as may be necessary to assist in the accurate and efficient operation of Cathedral governance.

Governance processes and administration

- Manage all administrative aspects related to the Cathedral's governance bodies, including the Chapter, and sub-committees including scheduling and tracking deadlines.
- Coordinate meetings, prepare agendas, and distribute relevant documentation to members in a timely manner.
- Record minutes of meetings and ensure accurate documentation of decisions and actions.

- Maintain up-to-date registers of Chapter and Committee members, their terms of office, attendance records, safeguarding training and declarations of interests. Ensure that any conflicts of interest are properly reported to meetings and correctly managed.
- Support the recruitment, appointment and re-appointment of Chapter and Committee members including their induction and the completion of any safeguarding checks or training. Manage the process for annual Chapter effectiveness surveys.
- Advise on and manage any changes to the Cathedral's constitution and statutes.

Regulatory compliance

- To ensure compliance with statutory requirements, and uphold the Cathedral's legal and charitable obligations as a registered charity regulated by the Charity Commission and Church Commissioners including advising on serious incident reporting.
- Stay abreast of relevant legislation, regulations, and best practices related to charity and Cathedral governance.
- Liaise with regulatory bodies as necessary to fulfil reporting obligations including submitting the Cathedral's Annual Return to the Charity Commission in a timely manner.
- Ensure governance processes and documentation reflect current statutory and policy requirements. Ensure compliance with data protection legislation, including the UK GDPR and Data Protection Act 2018, by maintaining appropriate processes, documentation, and controls across the organisation.

Policy Development and Review

- Assist in the development, review, and implementation of governance policies, procedures, Committee terms of reference, individual role specifications and guidelines.
- Ensure policies are aligned with legal requirements, the Cathedral's mission, and best practices in governance.
- Facilitate communication and training to ensure awareness and understanding of governance policies among stakeholders.
- Ensure that all Cathedral policies are recorded and reviewed on a regular basis.
- Maintain up-to-date governance documents on the Cathedral's website.

Risk Management

- Support the identification, assessment, and management of risks related to governance matters.
- Collaborate with relevant stakeholders to develop strategies to mitigate risks and strengthen internal controls.
- Monitor emerging risks and trends in governance and recommend appropriate actions to mitigate potential impacts.

Board Support and Advice

- Provide secretariat support to governance bodies, advising on procedural matters, governance principles, and regulatory compliance as appropriate.

Confidentiality and Integrity

- Maintain confidentiality of sensitive information discussed during governance meetings and in related documentation.
- Uphold the highest standards of integrity, professionalism, and ethical conduct in all aspects of the role.

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.

This is a really exciting time to join the team with the delivery of our Vicars' Close project. This major project will restore this internationally significant and unique medieval site which is integral to the history and fine choral tradition of Wells Cathedral since 1348. It will safeguard the future of Vicars' Close and provide an exciting and ambitious new visitor experience and programme of events to uncover and celebrate our heritage, opening six special buildings to the public for the first time with new interpretation will explore the stories of the Close's social, architectural, and musical history and heritage.

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

Person Specification

Qualifications and Experience

Essential

- Minimum of 5 GCSE's (or equivalent) grade C & above including English & Maths
- Proven experience of working in a similar role
- Strong understanding of charity law, governance frameworks, and regulatory requirements

Desirable

- Knowledge of the structures within the Church of England
- Degree level qualification or equivalent professional qualification

Skills and Abilities

Essential

- Strong relationship management skills
- Attention to detail with high levels of accuracy
- Excellent written and verbal communication skills, and be able to communicate with a variety of stakeholders
- Good computer skills, including Word and Excel
- Sound judgment, discretion, and ability to maintain confidentiality
- Strong understanding of issues relating to equality, diversity and inclusion, and UK GDPR requirements.

Work-related Personal Qualities

Essential

- Energy and enthusiasm with a solutions focussed approach.
- Problem solving ability and a positive attitude.
- A supportive colleague and excellent collaborator.
- Ability to take responsibility and work across different roles.
- Self-motivated to see tasks through to successful completion and able to use own initiative.
- Able to work both quickly and accurately
- Calm under pressure
- Able to work in sympathy with the aims and ethos of the Church of England

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.

Main Terms & Conditions

Employment status:	Permanent												
Location:	Wells Cathedral, Wells, Somerset. BA5 2PA												
Hours of work:	24 hours per week. We are open to flexible working and hybrid options for this role.												
Remuneration:	£24,000 per annum												
Discount:	A discount of 10% is available from the Cathedral Shop and The Loft Café.												
Parking:	Limited parking is available in the Cathedral car park. Cars are parked at the risk of the owner.												
Pension:	Defined Contribution Scheme. Contributions as % of salary: <table><thead><tr><th>Age</th><th>Employee</th><th>Employer</th></tr></thead><tbody><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></tbody></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:	6.8 weeks per annum inclusive of bank holidays. The holiday year runs from 1 January to 31 December. Annual leave is authorised by the Chief Operating Officer.												
Probation:	This post will be subject to a probationary period of 6 months. The post-holder will, during their probationary period, be required to satisfactorily complete learning in Health & Safety and in Safeguarding as deemed by the Cathedral to be relevant and appropriate to this post. The appointment is subject to the satisfactory completion of all pre-employment checks, including a basic Disclosure and Barring Service check.												

How to Apply

Applications:

Closing date: **Wednesday 3 June 2026, 9am**

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: **Thursday 4 June 2026**

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 8 June 2026**

The appointment will be subject to the satisfactory completion of pre-employment checks, including references and a satisfactory basic DBS check.

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 about the post, please contact the Human Resources department by email to recruitment@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/safeguarding

The successful candidate will be required to complete a Declaration of Suitability 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.