

Role Description



Job title:	Member of Investment Sub-Committee
Reporting to:	Committee Chair
Salary:	Voluntary
Term:	Initial three-year term

Purpose of the Committee:

The Committee is a sub-committee of the Finance Committee, providing review and oversight of all Cathedral investments in order to appropriately and effectively advise Chapter. Its remit includes oversight of the investment and property portfolios, the appointment and ongoing performance of fund managers, review of the investment policy, the rent review process, and quarterly investment performance.

Main duties and responsibilities:

- To provide advice, direction and guidance on the Cathedral's investment and property portfolios (where applicable)
- To oversee the selection, appointment and performance appraisal of relevant professional advisers and fund managers.
- To keep under review its terms of reference and the investment policy and their effectiveness
- To review, question and challenge the Cathedral's rent review process
- To make recommendations on any area within its remit where action or improvement is needed

Demonstrable and relevant skills and experience:

- Proven ability to manage and monitor investment portfolios, balancing performance objectives with constraints and the organisation's long-term strategy
- Strong understanding of risk/return trade-offs, diversification and risk mitigation, with sound judgement based on evidence and unbiased analysis
- Up-to-date knowledge of global financial markets and economic trends, and the ability to interpret complex information and identify relevant patterns and implications
- Capability to evaluate investment opportunities through appropriate due diligence and financial appraisal (including financial modelling where required)
- Experience providing expert advice in an advisory capacity to a complex organisation, contributing constructive challenge and well-reasoned recommendations

- Commitment to responsible stewardship, transparency and high ethical standards, including awareness of relevant legal/regulatory requirements, consistent application of investment policies and active management of conflicts of interest

Relationships and communication:

- Work alongside other members of the Committee, respecting their professional expertise and standing
- Strong listening, communication and influencing skills
- Liaise closely with the Chief Finance Officer on specific matters where the cathedral may wish to call on specific expertise
- Recognise and praise good practice

Other:

- Willing to follow the Cathedral's [Code of Conduct](#) and to participate in safeguarding training
- Able to reflect the ethos set out in the [Nolan Principles of Public Life](#) within our charitable context.
- Supportive of the Cathedral's Christian vision, mission and ministry, and values

Other Information

- Location:** Wells Cathedral, Wells, Somerset, BA5 2PA
- Time commitment:** The Investment Sub-Committee typically meets in person at the Cathedral offices every three months for up to 2 hours. There may occasionally be ad hoc meetings to discuss special business. Virtual attendance can be arranged on occasion following agreement by the Chair.
- Papers are usually sent five working days in advance and Committee members are expected to have read the papers prior to the meeting.
- Term of Office:** Investment Sub-Committee members are appointed for an initial term of three years and are eligible for re-appointment.
- Expenses:** Reasonable expenses, in accordance with the Cathedral's Expenses Policy will be reimbursed.
- Eligibility:** Committee members at Wells Cathedral may not act if they are disqualified as a trustee by the Charity Commission. The reasons for disqualification are shown in the disqualifying reasons table issued by the Commission but include being bankrupt or having an individual voluntary arrangement (IVA); having an unspent conviction for certain offences (including any that involve dishonesty or deception); or being on the Sex Offenders Register.
- Diversity:** It is not essential for applicants to be members of the Church of England and the Cathedral is particularly interested in receiving applications from groups under-represented in Committee roles. If you have the skills we are looking for and empathy with the Cathedral's mission - please contact us!
- Safeguarding:** Applicants are expected to share in Wells Cathedral's commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults. Successful candidates will be required to provide references and will be subject to a Disclosure and Barring Service check.
- All Committee members are required to complete the Church of England Basic online safeguarding training course as part of their induction, and thereafter every three years.