

## FAC job description

This job description is intended to be used as a template in order for Cathedrals to create a document which suits their specific circumstances.

Members may also be directed towards a document outlining the relevant sections of the Care of Cathedrals Measure 2011 as it relates to their role. This is the legal framework under which FACs operate and can be found here:

### FAC Chair

The role of Chair of an FAC is distinctive from that of ordinary members. In addition to the usual responsibilities, a Chair should:

- ***Be the key point of contact between the FAC and Chapter, building and developing that working relationship to the benefit of the cathedral as a whole***
- ***Be available, whether in person or via phone and email, between meetings and at short notice when required, in order to expedite the work of the FAC***
- ***Where possible be in attendance for site visits of the CFCE***
- ***Act as a 'critical friend' to the Dean and Chapter, acting always on behalf of the cathedral as a whole***

### FAC Members

**Role Purpose:** As a member of the Fabric Advisory Committee, appointees will, as appropriate, provide determination on applications and advise the cathedral Chapter (the governing body of a cathedral) in line with the statutory responsibility of the Committee under the Care of Cathedrals Measure, remaining true to the values of the cathedral and its role as a living place of worship.

### Values and Behaviours:

A cathedral's own statement of values and expected behaviours can be inserted here.

### Duties and Responsibilities:

- To play an active role as a member of a cathedral Fabric Advisory Committee by reviewing papers, attending arranged meetings and site visits.
- To work within the Care of Cathedrals Measure in providing determination on applications made to the FAC, balancing heritage significance with public benefits and the missional role of the cathedral.
- To offer expert advice via the Committee to Chapter, based on professional experience, practice and standing.
- To offer pragmatic support and guidance to lay staff as they find sustainable solutions to

complex fabric and collections related issues.

- To enable Chapter's retained advisors, the Cathedral Architect and Cathedral Archaeologist, to find solutions as they develop methodologies and conduct research studies.

### **Relationships & Communication**

- To liaise closely with the cathedral administrator (the senior officer of the cathedral) on specific matters where the cathedral may wish to call on specific expertise.
- To work alongside other members of the Committee, respecting their professional expertise and standing.
- To recognise and praise good practice.
- To remain mindful of archaeological, architectural and resource issues, to support Chapter and its retained experts to find solutions to complex and inter-related issues that are fitting for the needs of a living cathedral,

### **Competencies**

- Substantial experience of taking an advisory role in a complex organisation.
- Knowledge and experience of working in a heritage, listed building, arts, visitor attraction or cathedral environment, or in another specialism relevant to the life of the cathedral.
- Ability to think laterally and creatively to find solutions to problems while able to maintain focus on the big-picture.
- Good communication and influencing skills.