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| **Cathedral Architect (Surveyor of the Fabric), Cathedral of**  **St John the Baptist, Norwich** | diocese of east anglia logo 2015 |

**Role Description**

**Purpose**

The Cathedral Architect (Surveyor of the Works) has overall responsibility for advising the Bishop and the Trustees of the Diocese on all aspects of the fabric of the Cathedral Church of St John the Baptist.

**Duties and Responsibilities**

• To be responsible for Quinquennial Inspections of the Cathedral and subsequent Reports.

• To report annually to the Bishop and Trustees on works carried out during the year, progress made with implementing the recommendations of the Quinquennial Report, and any other matters relevant to the care and conservation of the Cathedral

* To attend meetings of the Cathedral Fabric Committee in an advisory capacity
* To contribute to contingency planning for fire and emergencies
* To set out a forward plan for maintenance, repairs and improvements to the Cathedral
* To contribute to planning for any development work affecting the Cathedral
* To commission specialist advice
* To give overall professional direction to repairs and structural alterations
* To liaise with the Diocese’s Historic Churches Support Officer and the Secretary of the Historic Churches Committee about proposals for works.

**Person Specification**

The holder of this role should be either

* A registered architect; or
* A member of the Royal Institution of Chartered Surveyors who is qualified as a chartered building surveyor

and

* An accredited conservation professional.

They should be able to demonstrate

* extensive experience of church repairs and re-orderings
* an understanding of the functioning of the liturgy and its impact on the Cathedral fabric
* proven design skills
* a particular knowledge of the history of architecture
* significant experience managing large and complex projects
* experience of masterplanning sites
* an ability to present well in the written and spoken word and by drawings
* good aesthetic judgement
* an ability to analyse problems and make complex design decisions
* an ability to work with statutory and regulatory bodies
* well-developed interpersonal and client handling skills, and a clear interest in working as part of the Cathedral and Diocesan family.
* The holder of this role will need to work in accordance with the ethos and values of the Catholic Church, and express a commitment to the worship of God through the liturgy.

**Remuneration**

The Architect/Surveyor will receive an annual retaining fee.

Fees will be payable for Quinquennial and Annual Reports and other specially commissioned reports.

A fee arrangement for the initiation and supervision of structural works will be agreed with a successful candidate.

**Further information**

For further information about the Cathedral and the role of for an informal discussion, contact the Diocese’s Director of Operations and Finance, Rev Paul Raynes, on 01508 492540 or at [paul.raynes@rcdea.org.uk](mailto:paul.raynes@rcdea.org.uk).