



Cathedral Governance and Administrative Officer



**Cadeirlan
Deiniol Sant
ym Mangor**

**Saint Deiniol's
Cathedral
in Bangor**



Cathedral Governance and Administrative Officer

Reports to: Operations Manager

Location: Bangor Cathedral, with some remote working flexibility.

Salary: £32,700

Purpose of the Role

Bangor Cathedral is entering an exciting new chapter, strengthening its governance structures to support its mission, ministry, and heritage for generations to come. We are seeking a highly organised, committed, and proactive Governance & Administrative Officer to join our team and play a pivotal role in ensuring excellence, accountability, and best practice across all aspects of cathedral governance.

This is a unique opportunity to contribute to the life of one of Wales's most historic sacred places, working closely with the Dean, Operations Manager, and the Dean & Chapter.



About the role

As our Governance & Administrative Officer, you will be at the heart of cathedral operations, ensuring that governance processes run smoothly, efficiently, and in line with charity law, UK GDPR, the Church in Wales' regulatory framework, and best practice.

You will:

- Support the Dean & Chapter and cathedral committees by preparing agendas, papers, and accurate minutes.
- Maintain policies, standing orders, risk registers, and all key governance documents.
- Monitor and support actions arising from meetings.
- Oversee records management and archiving.
- Provide administrative support to the cathedral leadership team.
- Lead on MASO (Ministry Area Safeguarding Officer) responsibilities, ensuring safeguarding training and DBS checks are up-to-date.
- Contribute to governance aspects of cathedral projects, including heritage and fabric initiatives.

This role requires a high degree of integrity, discretion, and attention to detail — and offers the chance to make a meaningful impact within a faith-based environment.



Key responsibilities

- Under the direction of the Operations Manager, have responsibility for ensuring compliance with charity law, UK GDPR, safeguarding, and Church in Wales regulations.
- Maintain governing documents, policies, standing orders, and risk registers.
- Support the work of the Dean and Chapter and Cathedral committees, and as chapter clerk prepare meeting agendas and papers for the trustee body, taking accurate minutes and maintaining governance records.
- Monitor and support actions arising from meetings
- Maintain all governance documentation including general frameworks, risk registers, policies and general frameworks, working closely with the HR officer as necessary.
- Support compliance with charity governance requirements.
- Implement records management and archiving.
- Take responsibility for the MASO (Ministry Area Safeguarding Officer) role by monitoring safeguarding training and DBS checks, working closely with the lay volunteers.
- Provide general administrative support to the cathedral leadership team.
- Support governance aspects of cathedral projects including heritage and fabric initiatives.



Person Specification

Essential

Experience

- Experience preparing agendas, minutes, reports, and briefing papers.
- Experience in governance, policy work, or committee servicing.
- Experience handling confidential information with discretion.

Skills & competencies

- Excellent attention to detail and organizational skills.
- Ability to work independently and manage competing deadlines.
- Strong IT skills including Microsoft 365 and SharePoint.

Character

- Integrity, discretion, and sound judgement.
- Commitment to the mission and ethos of Bangor Cathedral and the Church in Wales.

Desirable

- Experience working in a faith-based organisation or charity.
- Governance or administrative qualifications or willingness to work toward one.
- Understanding of heritage and charity financial reporting or willingness to learn.

Why join us

Working at Bangor Cathedral means becoming part of a warm, collaborative, prayerful, community. You will have the satisfaction of knowing that your work strengthens the governance and stewardship of a living place of worship, welcome, culture, and heritage.

This role is ideal for someone who thrives behind the scenes, enjoys meticulous work, and takes pride in helping an organisation function at its very best.

How to Apply

For an application pack or informal conversation about the role, please contact Tomos Dobson, Operations Manager, tomosdobson@cinw.org.uk

