



Cathedral Architect/ Surveyor of the Fabric Winchester Cathedral

Application Pack, June 2021

Introduction:

Winchester Cathedral wishes to appoint a new Cathedral Architect (also known as the Surveyor of the Fabric, but referred to as 'Architect' hereafter) to support and guide Chapter in its care for, and development of, the fabric of the cathedral church and its estate over the coming years. Chapter seeks a suitably-qualified individual who is in sympathy with the aims and objective of the cathedral, and who also understands how the cathedral estate could be utilised to engage communities, to ensure ecological and financial sustainability, with appropriate commercial activity to support.

This appointment comes at a pivotal moment in the cathedral's life, and follows the successful tenure of Nick Cox after ten years' of diligent service. Nick oversaw the implementation of the £20m HLF project which encompassed major repairs to the cathedral building and the installation of the award-winning Kings and Scribes exhibition.

As the recovery begins from the impact of the pandemic on the cathedral, particularly financially, Chapter is turning its attention to the long-term sustainability of the cathedral's operations which support mission and the development and care of the cathedral estate. There are likely to be severe financial constraints over the next few years so it is vital that wise and informed decisions are made about priorities. There is an urgent need for an estate-wide masterplan to guide investment in existing historic and new buildings over the next 10+ years, building on the good work proposed in the 2005 Inner Close Plan. Chapter wishes to achieve key environmental goals working closely with partners and neighbours in Winchester and the locality, utilising the ambition within the 2019 Calling and Vision statement.

The successful candidate will understand the church building in the context of worship, its role as a place to welcome everyone, and the need to function as an income-generating business. Whilst it's very important that the Architect has sympathy and knowledge regarding the conservation of the superlative architecture and history of the cathedral church and its environs, they will understand their remit is more than just the buildings themselves. The Architect will have strong relationships with all the key players in and around Winchester, in order to facilitate the production and implementation of the masterplan.

He or she will be a gifted communicator and advocate, internally and externally, who enjoy working as part of the cathedral team. Equally, it is expected that the Architect will be part of a team practice, able to provide specialist skills where needed.

Primary responsibility:

The buildings within the 'red line' (Appendix 1), the cathedral building itself, the Outer and Inner Close with their ancillary buildings and structures. The cathedral portfolio contains housing units for clergy, church staff and commercial tenants, mainly located within the Inner Close and the latter form a vital part of the cathedral's annual income.



It is anticipated that the Architect will play a key part in the cathedral's production of a masterplan encompassing the 'Green Cathedral' plans in 2021/22, along with the anticipated implementation over further years.

The Head of Estates is an experienced and qualified Buildings Project Manager and is very competent to lead on building and maintenance projects. Nevertheless, specialist input will be required on occasion from the Architect for small and larger pieces of work, both planned and reactive, including expert services to enable the submission of all required permissions. Candidates should indicate if they have the capacity and interest to provide paid support on an ad hoc basis, and what challenges this would pose for them, if any.

The specific expectations of the role of Cathedral Architect or Surveyor of the Fabric, in accordance with the Care of Cathedral's Measure (2011), are listed in the "The Role and Duties of the Cathedral Architect" (Appendix 4). Candidates should be aware that Chapter retains the right to engage other professionals as it sees fit, including chartered architects, if it feels a different skill-set is required for a particular project. However, the Architect will always be informed or consulted prior to this.

Accountability:

The Architect will report to Chapter and will be expected to do so formally on an annual basis, giving clear recommendations on future priorities, along with a report on progress. The Architect will also be expected to support the cathedral when reporting to the cathedral's Fabric Advisory Committee (FAC). The primary working relationships will be with the Chief Operating Officer and the Head of Estates.

Meeting Attendance:

The Architect will be expected to attend the FAC meetings which take place three times annually. Attendance is also required 4 half-day internal planning and project meetings with the lay staff, and Chapter attendance once a year. Office accommodation is not provided, but access to a hot desk or a meeting room can be made available if required.

Cathedral Staffing and Support:

The highly competent Head of Estates manages a small but skilled Works team comprising stonemasons, carpenters and painters/decorators.

Upcoming projects:

Projects scheduled for 2021/22 are:

- Masonry repairs to the lower West Front of the cathedral church (autumn 2021)
- Temporary repairs to the south nave roof (summer 2021) with the expectation that major repairs will be required in the next 5+ years
- Conservation repairs to the font based on the specialist report, funding in place
- Nave lighting: preparation of a brief and oversight of implementation, funding in place
- Feasibility study for disabled access to the east end of the cathedral building



- Masterplan for the cathedral and estate, a high priority for end 2021 into 2022
- The Cathedral's next Quinquennial Inspection is due in 2023, required to be delivered within 24 months of the appointment of a new Architect

In the medium term, Chapter wishes to consider the implementation of the masterplan, anticipated to include:

- Design and construction of new townhouses and flats in Dome Alley (as indicated in the Close Plan Document, 2005 – Appendix 3)
- Renovation and re-use of Priors Hall
- Installation of solar panels along with the repairs to the south nave roof
- Potential remodelling of the approach to the West Front of the cathedral, including removal of the railings and the installation of a glazed foyer inside the central doors
- Pending the outcome of the masterplanning exercise, potential new or expanded toilet provision for visitors

To develop these ideas and to enable success, Chapter will require a comprehensive fundraising case and the Architect will play an important role in this.

Partnerships:

As well as working closely with the cathedral lay staff, the new Architect will have strong and effective partnerships with the CFCE, Historic England, local government planners and other stakeholders. The Architect would be supporting the cathedral in consultation with community stakeholders especially when developing the masterplan and subsequent implementation, and is expected to be open-minded and pragmatic, focused on finding solutions of mutual benefit.

The Cathedral also retains a consultant archaeologist (appointment underway following the retirement of the previous incumbent). The candidate would be expected to be familiar and supportive of their work.

Fees:

An annual retainer will be paid. However, due to the disruptive circumstances of the pandemic in addition to the time required for a handover with the previous Architect, it is felt that it would be fair to request applicants to provide their **fee for Year 1 only** to cover:

- Attendance at the meetings identified above and the production of any related reports, notably those for Chapter (once annually) and the FAC (three times annually);
- Ad hoc support, enquiries, telephone conversations and email advice. The retainer fee implies that work for Chapter is given priority and that Chapter and its officers may seek and receive a reasonable level of advice without incurring additional fees;
- Handover of 3 days with the previous architect
- Expenses.



At the end of Year 1, the **retainer fee for the remaining 4 years** will be agreed between Chapter and the Architect, both parties having established the appropriate level of ongoing support needed by the cathedral.

Some reports and studies e.g. Quinquennial Inspection, or more substantial project scoping work, will fall beyond the retainer.

Applicants are asked to provide an **indicative day rate** for work outside the bounds of the retainer. If work is outside the retainer the Cathedral will welcome an approach where it is paid for on a day rate (following the approval of an estimate) where all parties are aware of costs.

Percentage based fees for project work carried out by external contractors: The Cathedral is keen to work on a sliding scale for such fees, recognising that small jobs often carry a premium in terms of work, whilst larger ones e.g. roof work, can be more straightforward. Early scoping work including the development of briefs and concept designs may (as noted above) be paid on a day rate with a consequent reduction in percentage fees of construction costs. Applicants are expected to be prepared to explore such an approach and to outline their ideas at interview if shortlisted.

Handover:

Whilst there are no major projects in flight, there is much to do to prepare and deliver the masterplan, so the cathedral is seeking a swift handover. Nick Cox has generously offered to provide a thorough handover and it is anticipated that this will last for 3 months to allow the new Architect to benefit from Nick's knowledge.

Appointment:

The new Architect will be subject to a probationary period of 12 months, with a contract for 5 years for review and possible renewal in 2026.

Application process:

The full application pack including appendices is available on request from fiona.webber@winchester-cathedral.org.uk cc alison.evans@winchester-cathedral.org.uk.

To apply, applicants should write stating:

- why they are interested in the post of Cathedral Architect at Winchester Cathedral,
- the skills and experience they bring,
- their philosophy with regard to the requirement for a holistic approach, encompassing engagement of community and stakeholders, the environmental and ecological imperative and the financial sustainability of the cathedral into the future,
- their approach to the care and conservation of historic buildings, with the cathedral building as a working church looking to expand its mission and under tight financial circumstances.



Please include:

- a CV;
- information about their practice structure;
- relevant portfolio information.

These should be submitted both by email, to alison.evans@winchester-cathedral.org.uk, and hard copy addressed, to Alison Evans, Chief Operating Officer, Winchester Cathedral, No.9 The Close, Winchester SO23 9LS.

Should you wish to discuss the role or clarify any points in advance of applying, please contact Alison Evans on alison.evans@winchester-cathedral.org.uk or phone 01962-857206.

The **closing date is 30th July 2021** and shortlisted candidates will be notified by Friday 13th August

Interviews, which will include a presentation, will take place at the cathedral on Thursday 2nd September: please keep this day available as the panel will not re-convene. A tour of the site will be provided for each candidate. There will also be some short exercises and questionnaires to complete online in advance. Following interview, the successful candidate will be appointed to start as soon as is practical.

Appendices:

Available from fiona.webber@winchester-cathedral.org.uk cc alison.evans@winchester-cathedral.org.uk.

- 1 : The Cathedral Close map
- 2: Detailed Cathedral plan – Ground Floor
- 3: Detailed Cathedral plan – Triforium Level
- 4: CFCE document “The Role and Duties of the Cathedral Architect”
- 5: Winchester Cathedral Quinquennial Inspection Report 2018
- 6: Winchester Cathedral Calling and Vision document
- 7: Close Plan, 2005