



The Master of the Royal Foundation of St Katharine

The Court of the Royal Foundation of St Katharine is seeking an ordained priest in the Church of England, or a church in communion with the Church of England to be The Master of the Foundation. The successful candidate will be someone who can lead St. Katharine's and enable it to flourish in its purpose through a pivotal phase in its very long history. St. Katharine's is in the process of a major development which will provide the Royal Foundation with new facilities and an expansion of its spiritual and retreat activities: it requires a passionate and energetic Master to develop creative plans that support the strategic vision for St. Katharine's and to build the staff team which will implement it.

Aims and Vision for St Katharine's

St Katharine's is a significant Christian retreat and conference centre based in the East end of London at Limehouse with considerable involvement with the wider community surrounding its home. The aims and vision of its Court for St Katharine's may be summarised as follows: -

- It should be focused on worship, hospitality and service
- It should have at its heart a core, prayerful spiritual community resident on site
- Its involvement with the wider community around it should be one of love and service to promote the gospel of Christ
- It should support the Church in all its manifestations through the provision of accommodation, conference and retreat facilities in a peaceful, prayerful setting and at discounted rates.
- It should also support not-for-profit, including other faith-based, organisations more widely through the provision of accommodation, conference and retreat facilities in a peaceful setting at discounted rates, and in doing so should witness to the gospel of Christ
- It should in all of its operations act ethically and with due regard to good stewardship of God's creation.

St Katharine's vision is enabled by the commercial operation of its hospitality, conference and retreat facilities for all, as well as by a small endowment inherited from previous generations. We reflect our ethical objective by being a London Living Wage employer and seeking to minimise our carbon footprint.

The Royal Foundation of St Katharine is a registered charity and a Royal Peculiar, with Her Majesty Queen Elizabeth II as its Patron. It was founded by Queen Matilda in 1147 adjacent to the Tower of London as a religious community focused on caring for the sick, and its Patrons have been the Queens of England since then, either as sovereign or as consort (or former consort) of the sovereign. Details of the long history of St Katharine's may be found on its website at <https://rfsk.org.uk/history/>. Its Court members are always conscious of the great inheritance of a tradition of worship, hospitality and service of which they are honoured to be stewards. Further details of St Katharine's current facilities can be found on its website at <https://rfsk.org.uk/about/>.

The role of Master

The Master is the leader of the Royal Foundation and a member of its Court, charged with advising on and assisting the Court in developing a strategy consistent with its aims and vision for St Katharine's, and implementing those aims, vision and strategy.

Tasks and responsibilities include:

- Take direct responsibility, with the assistance of a chaplain, for the religious life and worship of St Katharine's and for its retreat activities
- Take direct responsibility for the establishment of a core community, resident on site, and then to lead that community
- Oversee the pastoral care and spiritual direction offered to all those who visit St Katharine's
- Support the Court in the development of the strategic vision for St Katharine's
- Develop an implementation plan that supports the strategic vision for the Foundation
- Take the lead, with the Court, in the recruitment and appointment of a Managing Director to oversee St Katharine's accommodation, conference and other hospitality operations and its staff
- Manage the performance of the Managing Director in their direction of the hospitality operations of St Katharine's
- Oversee the development of the new facilities on the Northern Site, taking the lead in the relationship with the developers already appointed by the Court
- Be a visible presence at St Katharine's to ensure that its aims and vision are fulfilled
- Take the lead in St Katharine's relationship with the Diocese of London, particularly the Stepney Area, and the Church of England nationally and be responsible for the flourishing of those relationships
- Be a part of building strong and flourishing relationship with the wider community around St Katharine's, including Christian and other faith groups.
- Provide regular reports to the Court and its committees
- Be a member of the local Church of England Deanery Synod and clergy chapter

The Court and its Committees

The Master as a member of the Court attends all its meetings and its committee meetings, except when matters of the Master's own performance or remuneration are discussed. Details of the membership of the Court may be found at <https://rfsk.org.uk/the-court/>. The current committees of the Court are as follows: -

- Finance and Planning Committee – charged with oversight of the operations of St Katharine's and its financial position
- Northern Site Steering Committee – charged with oversight of the development of the 'Northern Site' including the appointment of and relationship with developers and professional advisers
- Nominations Committee – charged with advising the Court on the appointment of a new Master and Managing Director.

The Committee structure will be reviewed as development of the Northern Site nears completion.

Management Structure

The direct reports of the Master will be the Managing Director, the chaplain, the other members of the core community and such administrative or secretarial staff as are deemed necessary to support the Master in doing his or her job.

At present, the Director of Operations (also responsible for Human Resources) and the Finance Director as well as the Chaplain (currently a lay appointee) all report directly to the Master. Following the recruitment of a Managing Director, both the Director of Operations and the Finance Director will report to the Managing Director.

The Master currently chairs regular meetings of the Senior Management team; it will be at the new Master's discretion as to whether this continues or whether such meetings are chaired by the Managing Director.

Competencies and Personal Qualities

The Master is required to be an ordained priest of the Church of England or a church in communion with the Church of England.

The other competencies and qualities which the Court regards as essential are as follows:

- Energetic, inspirational and motivational leadership
- A collaborative team builder
- A strong spiritual heart
- Proven leadership and managerial skills
- A strategic thinker
- Strong emotional intelligence ('EQ')
- Embracing of, and committed to, principles of diversity and inclusion
- Commitment to witnessing to the gospel of Christ in the community

In addition, the following competencies and qualities are regarded by Court as desirable: -

- An understanding of religious communities
- Proven change management experience
- Financial acumen and an ability to grasp and manage complexity
- Excellent communication skills, both oral and written
- An ability to work effectively with and report to a board of non-executive trustees
- A commitment to spend at least 5 years in the role, in order to oversee the completion and settled operation of the Northern Site and the core community.

Terms and Conditions

The Master is appointed by the Patron on the recommendation of the Court. He or she will serve at the Patron's pleasure. He or she will report to the Chair of the Court, who will oversee his or her performance and set his or her developmental objectives on behalf of the Court.

The Master's stipend will be equivalent to that of a Cathedral Dean in the Church of England as set out in the Central Stipend Authority's (CSA) scale, currently £36,930 per annum. A bonus may be payable in the case of exceptional performance at the discretion of the Court. The salary will be subject to annual review as at 1 April each year by the Court according to changes in the CSA's

scale. The Master's travel and other expenses necessarily incurred in carrying out his/her duties and the costs of appropriate training and coaching relevant to the role of Master will be reimbursed.

A 4-bedroom residential flat is provided, free of rental, council tax and rate charges, to enable the Master to carry out his/her duties. The Master will be expected to reside there during his/her term of appointment. Reasonable redecoration costs and removal expenses will be paid by the Foundation.

The Church of England Pensions Board will cover the Master in this post under the Clergy Pension Fund and the Foundation will meet the necessary financial contributions.

The Master will be entitled to six weeks' paid holiday in each calendar year, in addition to bank and other public holidays.

Whilst this appointment is a full-time one and must take priority, the Master, subject to prior clearance by the Chair of the Court, may take on outside activities if they are considered to be compatible with or to further the Court's Aims and Vision for St Katharine's.

The application and appointment process

The Nominations Committee of the Court will oversee this recruitment process and be responsible for recommending a suitable candidate to the Court: if the Court approves the recommendation, it will then recommend that candidate to Her Majesty The Queen as Patron for appointment. It is hoped that this appointment process can be completed before the end of June 2019 with a view to the successful candidate taking up the appointment as soon as possible thereafter, and with the opportunity for suitable handover arrangements with the current Master.

Interested candidates are invited to submit a curriculum vitae with a covering letter explaining why they are interested in the role, how they believe that they meet the essential competences and qualities, and what they believe that they can bring to the role: these documents should be sent in soft copy to the Secretary to the Court, Graham Cooper, at graham@rfsk.org.uk, to be received by 9am on 10 May 2019.

Candidates should indicate the names of two referees, who will not be contacted without candidates' consent, but who will be asked to provide references for short-listed candidates. For the successful candidate, a DBS check will be required. The candidate will also be asked to submit to a medical examination and to confirm to St Katharine's that any recommendations from the examination have been actioned and that there are no findings which might render the candidate unable to perform his or her duties as Master.

Candidates who are short-listed will be invited to spend a day at St Katharine's to meet the current Master, the Reverend Mark Aitken, and members of the Senior Management team. Interviews will take place with the Bishop of London on 4 June and at St Katharine's on 12 June 2019.

If potential candidates have any questions arising from this document, they are invited to contact the Secretary to the Court, Graham Cooper on graham@rfsk.org.uk or the Chair of the Court, the Reverend John Tattersall, on jhtatters@aol.com.