



**Westminster
Abbey**

Application pack



**Non-Executive Director of
Westminster Abbey Enterprises
Limited**

Term: 4 Years

Closing Date: 15 September 2025

Westminster Abbey

Contents

- [About Westminster Abbey](#)
- [About Westminster Abbey Enterprises Ltd](#)
- [Expectations of the Role](#)
- [Terms of Appointment](#)
- [Equality statement](#)
- [Safeguarding](#)
- [How to apply](#)

About Westminster Abbey

Above all else, the Abbey is a church, a place of prayer and praise and holy ground at the heart of the nation. It is also a treasured part of Britain's heritage and a leading venue for tourism. The Abbey has occupied a central place in the celebration of great events for the nation and remains one of the most beautiful architectural masterpieces in Britain.

A living Church, Westminster Abbey is where the coronation of Kings and Queens has taken place since 1066, and where many of the Kings and Queens of England and of the United Kingdom are buried. Principal among them is St Edward the Confessor, King of England from 1042 to 1066, whose shrine is at the heart of the Abbey Church. Beside and around them are buried or commemorated many of the great women and men from almost every century of British history: statesmen and politicians, lawyers, warriors, clerics, writers, artists, musicians.

Neither a cathedral nor a parish church, Westminster Abbey is a Royal Peculiar under the jurisdiction of a Dean and Chapter and with direct accountability to the Sovereign. This relationship with the Sovereign dates back to the origins of the Abbey over a millennium ago, but its current form stems from the Charter granted to the Abbey by Elizabeth on 21st May 1560. The Abbey is formally known as the Collegiate Church of St Peter in Westminster.

We are a welcoming community, but also complex and multi-faceted, with over 600 highly committed employees and volunteers. We have deep respect for the heritage of which we are the custodians, but we evolve continuously to meet the opportunities of the future. In recent times this has included the creation of new departments to focus on transforming our digital presence and delivering a significantly expanded programme of public and community engagement.

Westminster Abbey's mission is:

- To offer daily divine Worship to Almighty God and resource the Church in this vocation;
- To serve the Sovereign;
- To proclaim the Gospel to the nation and Commonwealth, celebrating the distinctive witness of the Christian faith and engaging with the public square;
- To provide a safe, welcoming and inspiring environment for all who come to the Abbey;
- To care for the precious resources entrusted to us: our people, partnerships, buildings, heritage and money.

Following the State Funeral of Her late Majesty Queen Elizabeth II and the Coronation of Their Majesties The King and Queen, which were broadcast to national and international audiences in their millions, interest in the Abbey is very strong. We attract over 1.3 million visitors from around the world every year. As we receive no regular income from the State, the Church of England or the Crown, we rely almost entirely on income from visitors, with thriving retail, catering and event businesses making a significant contribution to that income.

It is an exciting time to become part of the Abbey community, and we look forward to receiving your application and, if successful, welcoming your contribution to the Abbey's history.

About Westminster Abbey Enterprises Ltd

Westminster Abbey Enterprises Limited (WAEL) is a 100% subsidiary of the Dean & Chapter of Westminster, which is an exempt charity and the parent body of Westminster Abbey. It is normal for charities to form a 100% subsidiary to undertake commercial activities. The surpluses generated by WAEL are gift aided to the Dean & Chapter each year.

The three commercial activities of WAEL are the direct running of two shops on the Abbey site and an associated online shop, the hiring of various Abbey locations for corporate and charitable events, and letting a catering concession for operation of the Cellarium café & terrace, and an associated kiosk.

In the last financial year (2023-24), WAEL had a turnover of some £8 million and an operational surplus of just under half that amount.

The retail business benefits from a landmark location at the Great West Door of the Abbey, with a secondary shop at the entrance to the Cloisters. The experienced team is led by an excellent Head of Retail. Recent years have seen strong growth in income, boosted by the interest created by major State events, and the attractive portfolio of products – many of them bespoke to the Abbey – generates a gross margin in excess of 60%.

Building on this very strong base, priorities for development in the coming years focus on a significant redesign and refurbishment project, the first in 25 years, ongoing optimisation of the product portfolio, building what is currently a relatively small online business, and continuation of an extensive programme of work to ensure that the retail supply chain meets the highest ethical and environmental standards.

Expectations of the Role

The Board of WAEL is chaired by the Receiver General, who is the lay Chief Executive of the Abbey. Other members of the Board are the Deputy Receiver General, the Heads of the Abbey's commercial businesses, the Abbey's Legal Secretary, and two Non-Executive Directors, one with experience in retail and the other in events and hospitality.

The Abbey is seeking to appoint a Non-Executive Director with a background in retail to join the Board of WAEL in October 2025.

We are looking for a candidate who can bring:

- Significant experience in the retail sector, with the ability to advise on the strategic direction and governance of the Abbey's commercial operations;
- The insight and imagination to inspire a high-performing team to capture the most promising opportunities through innovative and practical solutions;
- A collaborative approach to working with colleagues including fellow Board members;
- An understanding of the heritage and faith-based environment in which WAEL operates.

This is a voluntary position offering the opportunity to contribute meaningfully to the Abbey's mission.

Terms of Appointment

Duration

Our expectation is that Non-Executive Directors would serve for four years. By mutual agreement there may be one four-year re-appointment served. Non-Executive Directors will receive reimbursement of all out-of-pocket expenses including travel but should note this role is honorary.

Time Commitment

Includes four Board meetings per year, and regular interaction with those leading the Abbey's commercial businesses.

Location

Board meetings are held in person at Westminster Abbey.

Reports to:

The Receiver General (WAEL Chair)

Equality statement and How to apply

Equality Statement

The Dean and Chapter aims at all times to recruit the person who is most suited to the job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, skills and experience will be assessed at the level that is relevant to the office.

We will ensure that our shortlisting, interviewing and selection procedures avoid discrimination in any way, including on grounds of age, disability, gender, marital status or civil partnership, race, nationality or ethnic origins, religion or belief and sexual orientation.

Safeguarding

Westminster Abbey is committed to the safeguarding of children, young people and adults at risk. To prevent them from harm, we undertake appropriate checks on staff and volunteers and require them to complete relevant safeguarding training. This post requires a basic level criminal record check.

Application Process

If you would like an initial conversation about this role prior to your application please contact tessa.everington@westminster-abbey.org, Executive Assistant to the Receiver General.

To apply, please complete the application form on the careers portal which includes uploading a copy of your CV and completing a supporting statement outlining why you are interested in being a Non-Executive Director.

Alternatively, you may email a copy of your CV and supporting statement directly to careers@westminster-abbey.org.

The closing date for applications is 15 September 2025.

Interviews are scheduled to take place at the end of September.

We regret that, due to the large number of applications we normally receive, we may only be able to contact you or provide feedback if you have attended an interview. We appreciate your interest in our work at Westminster Abbey.