



**Westminster  
Abbey**

# Application pack

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**Non-Executive Director of  
Investment Panel**

**Term: 4 Years**

**Closing Date: 19 February 2026**

**Westminster Abbey**

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# 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 21<sup>st</sup> 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 some 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.

# Expectations of the Role

The Investment Panel is formed of four non-executive members, with certain members of the Abbey's Finance Department in attendance. It was set up under the Westminster Abbey Act 1975 'to keep the investments in the [Investment] Pool under review and to instruct and advise the Chapter about any changes which may seem desirable'. The investment portfolio is managed by RBC Brewin Dolphin.

We are seeking an additional fifth member with expertise in capital markets, mergers and acquisitions, and investment management (particularly European and global), combined with strong client-facing experience.

Candidates should have experience working with larger organisations, and also in a non-executive capacity. While knowledge of the not-for-profit sector, charity accounting, and the role of an Investment Committee is not essential, it would be advantageous.

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

As part of our commitment to greater inclusivity, we strongly encourage applications from candidates of all backgrounds and identities.

## 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 meetings per year.

### **Location**

Meetings are held in person at Westminster Abbey.

### **Reports to:**

The Chair of the Investment Panel

# 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 aim that our shortlisting, interviewing and selection procedures will 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 John Neilson, Deputy Receiver General via [john.neilson@westminster-abbey.org](mailto:john.neilson@westminster-abbey.org)

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 serving on the Investment Panel.

Alternatively, you may email a copy of your CV and supporting statement directly to [careers@westminster-abbey.org](mailto:careers@westminster-abbey.org).

**The closing date for applications is 19 February 2026**

**Interviews are scheduled to take place early March 2026.**

All appointments are subject to the following conditions;

- A minimum of two references deemed satisfactory by Westminster Abbey
- A satisfactory Basic Disclosure from the Disclosure and Barring Service (DBS)
- Online search via the Companies House Disqualified Directors Register
- UK Sanctions List search

Signed declaration of any conflicts of interest

*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.*