



Non-Executive Director Church House Westminster – marketing focus

For information about the venue: <http://www.churchhouseconf.co.uk/>

£3101 gross per annum (4 Board meetings)

Church House Westminster is the trading name of Church House Conference Centre Ltd and is renowned as one of London's leading conference and event venues. A member of the prestigious Westminster Venue Collection, Church House Westminster attracts a wide variety of clients from both the corporate and public sectors. The venue can cater for meetings and events from 2 - 600 delegates.

Church House Westminster occupies the spaces used twice yearly by the General Synod of the Church of England. The building has an illustrious history, including the Second World War, when Parliament used it as an emergency location for the House of Lords and the House of Commons. Following the war, the preparatory meetings for establishing the United Nations and the first meeting of the UN Security Council were held at Church House. Major national inquiries, including the Kings Cross fire and the Herald of Free Enterprise ferry sinking, were also held at Church House in the 1980s.

The Conference Centre was established in 1990 and is the wholly owned trading subsidiary of The Corporation of The Church House, a registered Royal Charter charity. All profits from Church House Westminster are covenanted back to the parent charity.

The Board of Directors, comprising executive and non-executive directors, is seeking an additional non-executive director with significant experience in **marketing** ideally within the events and hospitality industries. At this time, we are particularly looking for someone who can provide strategic insight into marketing, branding, and audience engagement to help grow Church House Westminster's profile and reach. Previous board experience is not necessary; however, executive director or similar high-level leadership is.

Role of the Non-Executive Director

As a Non-Executive Director of Church House Westminster, you will play a key role in shaping the strategic direction of the Conference Centre, ensuring it remains a leading venue in the events and hospitality sector. You will provide valuable independent oversight, helping to steer the business towards sustainable growth while maintaining its core values and charitable purpose. Specifically, your responsibilities will include:

- Contributing strategic insight and oversight to the development and implementation of the 5-year Business Plan, with a focus on marketing and audience engagement.

- Advising on marketing and brand positioning strategies to enhance Church House Westminster's reputation and competitive advantage in the market.
- Monitoring the company's financial and operational performance to ensure robust financial controls and risk management processes are in place.
- Acting as a critical friend to the executive team, providing independent support and challenge to help shape key business decisions.
- Ensuring compliance with regulatory and governance requirements, safeguarding the organisation's long-term sustainability.
- Championing innovation and business development initiatives, particularly in digital marketing and audience expansion.
- Attending and actively participating in quarterly Board meetings, as well as occasional ad hoc engagements when required.

Commitment:

4 Board meetings per annum (Jan, May, July, Nov), plus occasional support, notably in support of the marketing function and events.

Recruitment timetable:

- Closing date for application: 15 May 2025
- Preliminary Interviews: 22 May 2025
- Final Interviews: TBC
- First Board meeting for successful candidate: 10 July 2025

How To Apply

To apply for this role, please submit an up-to-date copy of your CV, a Supporting Statement/cover letter stating suitability with special reference to marketing and the details of two references. Please submit your application to stephanie.maurel@churchofengland.org, ensuring you provide your contact details and inform us of any dates when you are unavailable or where you may experience difficulties with the indicative timetable.