**DURHAM DIOCESAN BOARD OF FINANCE (DDBF)**

**JOB DESCRIPTION**

**JOB TITLE:** Church Buildings Support Officer

**GRADE:** 5.1 - £31,680pa

**ACCOUNTABLE TO:** Buildings for Mission Secretary

**HOURS & TERM:** 35 Hours/week worked flexibly

3 Year fixed term contract

**LOCATION:** The Diocesan Office – Cuthbert House, Stonebridge, Durham, DH1 3RY

The organisation is currently adopting a hybrid working approach which may allow flexibility around some home working.

**BACKGROUND:** The mission of the Diocese of Durham is to “*Bless our communities in Jesus’ name for the transformation of us all*”. Following a period of prayer and shared reflection the Diocese identified four missional priorities for period from 2021 - 2026:

* Energising Growth;
* Engaging with Children, Youth and 18-25s;
* Challenging Poverty; and
* Caring for God’s Creation.

This post will support our parishes where they need to sympathetically adapt historic buildings to more modern forms of mission, to reach wider, more diverse audiences in the context of these priorities. In particular, the role will help to support parishes in achieving the Church of England’s target of Net Zero Carbon by 2030, and it is supported by the Archbishops’ Council’s Buildings for Mission Grant Scheme.

**KEY RELATIONSHIPS:** Buildings for Mission Secretary

Church Buildings Support Officer

Diocesan Advisory Committee Chair and members

Parish Clergy / Lay members

Archdeacons and Diocesan Secretary

Giving Advisor

Environmental Officer

**Main Duties & Responsibilities**

***Monitoring and planning***

* Develop a strategic approach in conjunction with the Building for Mission Secretary (“BFMS”), for supporting parishes to provide long term care and best practice management of churches, including their furnishings and churchyards.
* Working with the BFMS to maintain an overview of the condition of churches, reviewing QI reports, liaising with inspecting architects/surveyors and making site visits and assessments to prioritise projects for particular support and intervention.
* Identifying and supporting parishes with buildings which may warrant inclusion on the Heritage at Risk Register.
* Contribute to an Action Plan to prioritise support and intervention in areas of demonstrable need.
* Provide information to parishes on conservation and historic environment management, signposting to relevant colleagues, organisations, published guidance and training opportunities as appropriate in conjunction with the national church
* Working with the Diocesan Disability Adviser, promote the importance of equal access to churches, providing initial guidance on appropriate measures and adaptations.
* Working with the Diocesan Environment Officer, promote the importance of the Caring for God’s Creation diocesan priority and work with parishes to improve biodiversity and churchyard management. Ensure that all advice given and actions taken are consistent with the Net Zero Carbon target and make best use of current initiatives and funding opportunities.

***Building maintenance and repair***

* Provide guidance to incumbents, churchwardens and PCCs on making regular inspections, planning and implementing maintenance, whether by volunteer action or by commissioned work.
* Encourage long term financial planning with an appropriate balance between maintenance and repair and financial support for missional commitments.
* Develop and share a knowledge of local building and maintenance contractors with skills and experience of working on church buildings.
* Assist individual churches and inspecting architects/surveyors to prioritise repair projects and help plan, procure and implement them. Advise on project management, procurement and any permissions that may be required in liaison with the BFMS.
* In conjunction with the Generous Giving team and BFMS, provide guidance to churches on fundraising, identifying potential funding sources for repair projects.
* Support parishes to submit relevant grant applications, including help with drafting of applications.

***Community engagement:***

* Build relationships with Local Authorities, local businesses, charities, conservation organisations community groups, environmental groups, ecumenical networks and other stakeholders in sustainable futures for church buildings.
* Working with the diocesan Giving Advisor, provide guidance to churches on fundraising, in particular to identify potential revenue and funding sources for new facilities, help prepare applications and carry out project development.
* Administer a grants fund for minor repairs and improvements aimed at long term sustainable use of church buildings.

***Other***

* This is not an exhaustive list; this role will develop as the role grows.

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the DDBF on health and safety and not interfere with or misuse anything provided for your health, safety and welfare.

**Confidentiality**

You must not pass on to unauthorized persons, any information obtained in the course of your duties without the permission of your line manager.

**Safeguarding**

If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Diocesan Safeguarding Adviser (DSA).

**Equality, Diversity & Inclusivity**

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time the post-holder sees or hears anything that could suggest a breach to our commitment and policy to equality, diversity and inclusivity or has any other reason to be concerned, it should be reported immediately to your line manager.

The post will involve attendance at site meetings within the diocese and attendance at national meetings and training events which may include occasional overnight stays.

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have in order to do the job, that is the job cannot be done without those qualities. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the ‘A’ criteria on your application form.

**A Application Form**

**I Interview**

**A & I Application Form & Interview**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref:** | **Criteria** | **Essential /**  **Desirable** | **A / I** |
|  | **QUALIFICATIONS** |  |  |
| 1 | Educated to degree level and/or holding an appropriate professional qualification. | Essential | A |
|  | **EXPERIENCE** |  |  |
| 2 | Sympathetic understanding of the purposes of church buildings as centres of Christian worship and mission across a variety of worshipping traditions; | Essential | A & I |
|  | Experience in casework on church or other historic buildings; | Desirable | A & I |
|  | Knowledge/experience of the challenges experienced by the Church of England in maintaining its historic buildings and of its legal and governance structure; | Desirable | A & I |
|  | Previous experience in an organisation concerned with the conservation of historic buildings and their planned development; | Desirable | A & I |
|  | Understanding of the architectural and archaeological development of church buildings; | Desirable | A & I |
|  | Familiarity with grant funders and how to access external sources of funding; | Desirable | A & I |
|  | Experience in managing IT and data effectively and efficiently. | Desirable | A |
|  | **KNOWLEDGE** |  |  |
| 3 | Knowledge of conservation and heritage management including planning legislation and/or familiarity with the operation of the ecclesiastical planning system. | Essential | A & I |
|  | Knowledge of the history of art, architecture and/or archaeology; | Desirable | A |
|  | **SKILLS & APTITUDES** |  |  |
| 4 | Able to work comfortably within sometimes complex systems and legal planning processes whilst applying them to achieve beneficial outcomes; | Essential | A & I |
| 5 | Able to prioritise and effectively manage a diverse portfolio of projects, each with many stakeholders; | Essential | A & I |
| 6 | Good written and oral communication skills, able to summarise complex information, be persuasive and sympathetically convey difficult messages when necessary; | Essential | A & I |
| 7 | Able to use initiative to identify new approaches and share experiences; | Essential | A & I |
| 8 | A good communicator, a team player, able to work creatively with colleagues, able to quickly establish credibility, respect and good working relationships. | Essential | A & I |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
| 9 | Able to travel widely around the diocese; | Essential | A |
| 10 | Able to work flexibly when required including occasional evenings and weekends. | Essential | A & I |
| 11 | In sympathy with the aims and mission of the Church of England. | Essential | A & I |