

CHURCH BUILDING SUPPORT OFFICER

Role Description

Responsible to: The DAC Secretary
 The Parish Support Manager

Context:

The Diocesan Advisory Committee for the Care of Churches (DAC) is a statutory body that exists to support parishes in the care and development of their church buildings, and to advise the Diocesan Chancellor and Archdeacons on all Faculty or List B Applications. The DAC meets 10 times a year and consists of a range of voluntary members and advisers each representing a different specialism or area of expertise (such as architecture, heating and lighting, church bells etc).

There are approximately 350 church buildings in the Diocese of Winchester across 250 parishes. Each year around 400 applications for a variety of works, from routine maintenance to major redevelopment schemes, are considered by the DAC.

The DAC Team consists of a DAC Secretary; an assistant DAC Secretary; and may at times also have a Church Building Support Officer. As well as their statutory responsibilities in the processing of cases and supporting the DAC, the posts also provide a comprehensive support service to clergy, churchwardens and parish volunteers; offering advice and guidance on caring for church buildings, navigating faculty jurisdiction and signposting to relevant resources and further support.

The **Parish Support team** brings together a range of areas of work including:

1. Common Mission Fund support
2. Synodical Governance
3. Stewardship
4. Clerical Registry
5. Property
6. DAC
7. Pastoral Planning
8. Office support and services

The configuration of the team is designed to recognise that all the areas of work have the same basic purpose – to support good management and compliance at every level of our diocesan structures in order to create a strong foundation on which mission and ministry can be built. As well as seeking to reduce the heavy burden (both in terms of time and finance) that statutory requirements can place on parishes and volunteers, the team looks to develop creative new ways of working, growing the gifts and opportunities that exist across the diocese.

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| Main Purpose: | Assisting the DAC Secretary in advising parishes in caring for church buildings which are the subject of support or interventions under the Buildings for Mission programme; prepare and update an Action Plan to develop church buildings as places of community activity, engagement and outreach alongside their continued use for worship and mission. |
| Hours: | Full Time, 35 hours per week, Monday to Friday |
| Salary: | Spine Point 7 £31,181 per annum |
| Terms: | 2 years fixed term |
| Optional: | Subject to conditions, an apprenticeship with Strode College to complete Historic Environment Advice Assistant (Higher Apprenticeship). |

Responsibilities and Purpose:

1. Maintaining an overview of the condition of churches in the diocese, using a systematic approach to review all QI reports and compile a database of urgent and non-urgent works prioritising, cases for particular support or intervention.
 - a. Providing guidance to parish officers on making regular inspections, planning for/implementing maintenance tasks.
 - b. Encouraging long term financial planning for maintenance/repair and building awareness of local building contractors.
 - c. Working with churches and inspecting architects/surveyors to prioritise repair projects.
 - d. In cases of particular urgency, helping the parish plan and prioritise a rapid response.
2. In line with Diocesan strategic approaches for the long-term care and best practice management of churches.
 - a. 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.
 - b. Working with the diocesan Environment Officer, promote the importance of the care for God's Creation and seek opportunities to improve biodiversity and churchyard management.
3. Administering a grants fund for minor repairs and improvements aimed at long term sustainable use of church buildings. In particular: identifying suitable projects, working with PCCs to obtain specifications and helping carry out procurement as necessary.
4. Identify local needs as regards community facilities, activities, outreach and support and, working with relevant colleagues, advise and encourage action accordingly.

5. Build relationships with Local Authorities, local businesses, charities, community groups, environmental groups such as bat groups and other partners or organisations which are or might be stakeholders in sustainable futures for church buildings.
6. Help PCCs and congregations engage with the wider local community to identify needs and opportunities and to devise events, activities and projects.
7. Working with diocesan/national colleagues to provide training for church officers on Buildings for Mission topics, including community engagement, complementary use.
8. To play a full part as a member of the Parish Support Team, attending Team meetings and supporting colleagues as required.
9. To undertake other tasks as may reasonably be required by the DAC Secretary, Parish Support Manager or Diocesan Secretary.

Person Specification:

Education and Qualifications

1. A demonstrable use of the English language in written communication and evidence of the ability to manipulate numbers to high standard.
2. Graduate or equivalent level of experience in a relevant field desirable.
3. It will be a requirement of the appointment that Safeguarding Training (level to be determined) is completed along with:
 - a. Equality and Diversity
 - b. GDPR
 - c. Fire Safety Awareness
 - d. DSE for Home workers/office workers
 - e. First Aid refreshers
 - f. Office Health and Safety

Background and Experience

4. A demonstrable interest and passion for historic buildings and conservation.
5. An understanding of the structures of the Church of England, sympathetic to its mission and ministry.
6. Experience of providing effective administrative support and ability to work within often complex structures is desirable.
7. Knowledge and experience of working in a large and complex organisation is desirable.

Skills and Personal Competencies

8. A demonstrable team player with a collaborative and open working style. Able to work under pressure, flexible in attitude, highly organised and able to work to deadlines.
9. Able to work under own initiative with the flexibility and adaptability to juggle a range of different tasks and remain calm and efficient when under pressure; comfortable taking decisions with a degree of ambiguity and awareness of when to inform others.
10. Flexible in working relationships, comfortable with some ambiguity and able to see projects and tasks to completion.
11. Able to relate well at all levels, a strong communicator, able to build positive professional relationships. When necessary, able to give disappointing news clearly.
12. Intermediate level of proficiency with various software programmes, including but not limited to Microsoft Office.
13. A positive approach to work with a confident, professional and approachable manner, excellent interpersonal skills, able to be robust yet polite, exerting influence without authority.

Other

14. Confidential and able to handle sensitive information.
15. Current driving license and access to a vehicle.
16. An understanding of and a commitment in principle to the Church's ministry and mission is essential.

Notes

The following general principles should be noted:

- a. This role will be based at the Diocesan Office, Old Alresford Place, Alresford SO24 9DH. It is anticipated that some home working may be available/necessary, please note that there are no public transport links to Old Alresford.
- b. The role holder will have an understanding of and empathy for the work of the Church of England as well as the mission, ministry and priorities of the Diocese.
- c. The role is offered on a two-year fixed term basis.
- d. This is a full-time post (35 hours per week) Monday to Friday.
- e. If the successful candidate wishes it, we will consider supporting an apprenticeship with Strode College to complete Historic Environment Advice Assistant (Higher Apprenticeship). This is strictly subject to availability from the College and suitability of the candidate.

- f. The role is offered on the basis of the role holder having a right to work in the UK.
- g. As the post holder will be required to travel about the diocese, sometimes outside usual business hours and to remote locations, having access to one's own transport will be essential. As well as appropriate insurance.
- h. The employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Diocesan Secretary. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.

This job description and person specification is not an exhaustive list of tasks and responsibilities.

JD Agreed 23052024
JT / SMB