

Job Description and Person Specification

JOB TITLE	Connexional Conservation Officer		
TEAM	Property Support Team		
REPORTS TO	Director of Property Support	LOCATION	Home-based with travel across the UK as required, including the Church's offices in Manchester and London
CONTRACT TYPE	Permanent/Full time	GRADE	NLG4

JOB PURPOSE AND OBJECTIVES

The Conservation Officer is a statutory role established under Parliamentary legislation and is responsible for administering and maintaining the Methodist Church's Ecclesiastical Exemption arrangements in relation to its designated and non-designated heritage assets, including listed buildings and properties within conservation areas. The post holder coordinates and services the Church's Listed Buildings Advisory Committee, ensuring compliance with statutory and Methodist Church requirements.

To provide professional conservation advice, including technical guidance, to churches, trustees and other stakeholders on repairs, alterations, maintenance, and development proposals, ensuring that the significance and integrity of the Church's heritage assets are protected and enhanced.

To provide mutual support and guidance to Connexional colleagues in Property Support and relevant Mission and Ministries areas (e.g. Heritage, Evangelism & Growth/Growing Church, and Worship Renewal) to support managing trustees to make best use of their historic buildings for mission and other uses to help sustainability through indirect guidance and direct support.

To support the delivery of the Methodist Council's strategic priorities by embedding principles of inclusivity, accessibility, sustainability and the Net Zero Carbon Strategy into all conservation and heritage, and development activities.

JOB DIMENSIONS

RESOURCES UNDER CONTROL

Direct reports	Administrator
Resources	n/a

ROLE ACCOUNTABILITIES

1. Administer the operation of the Ecclesiastical Exemption system on behalf of the Methodist Church and work in accordance with Standing Order 980 and relevant Planning legislation and heritage regulations. This includes the review, reporting and recommendations for project proposals and to facilitate their consideration by the Listed Building Advisory Committee, statutory bodies and amenity societies, and final approval by the Methodist Council, its equivalent, or its delegate.
2. To support the effective operation of the Listed Buildings Advisory Committee by working closely with the Chair to plan and service meetings, provide professional advice on policy matters, and prepare the Annual Report in accordance with the Committee's Terms of Reference.
3. Provide and give specialist advice and guidance to other relevant Methodist Committees, on matters relating to the historic built environment (including listed buildings and those in conservation areas, locally listed buildings, Scheduled Ancient Monuments and World Heritage Sites).
4. Advise and negotiate with managing trustees on proposals affecting listed buildings and properties in conservation areas, including property repairs, alterations, and maintenance. Undertake site visits as required to support the protection, enhancement and interpretation of the Methodist Church's built heritage.
5. Work proactively and collaboratively with Connexional colleagues, particularly those within Property Support and Heritage, to support managing trustees to maximise the sustainable use of heritage buildings for mission and worship.
6. Contribute to the development, implementation and review of conservation policies, guidance and procedures relating to property projects for listed building and conservation area properties within the Methodist Church. Support the improvement of the systems and procedures required to deliver efficiencies and to respond to legislative and policy changes.
7. Work in collaboration with the Listed Building Advisory Committee and the Director of Property Support in negotiating with Government departments, Historic England, Cadw and Historic Environment Scotland over the details of any procedures which will impact upon the operation of the Ecclesiastical Exemption process.
8. Support the investigation and enforcement of breaches of listed building control by gathering and presenting evidence, serving notices, presenting cases and evidence to the Listed Building Advisory Committee in accordance with Standing Order 985, and representing the Methodist Church in appeals and to ensure compliance with Standing Order 985 relating to the effective enforcement against unapproved listed building works.
9. Work in collaboration with the Director of Property Support to develop and maintain guidance materials, leaflets, advice notes, briefing papers, development briefs and any other digital resources that promote best practice in the care, repair and maintenance, adaptation of buildings of architectural and historical significance.
10. Maintain accurate records and databases relating to conservation schemes and manage the system for giving consent to projects affecting listed and conservation area buildings, ensuring the discharge of any imposed conditions.
11. Any other reasonable duties appropriate with the grade and responsibilities of the post as requested by the Director of Property Support.

Person Specification			
GRADE LEVEL 4			
	Essential	Desirable	Assessment Method
Education and Training			
Degree-level qualification in Conservation, Heritage Management, Planning or other suitable related discipline	X		A, Q
Membership of the Institute of Historic Building Conservation or equivalent		X	A, Q
An experienced property or planning professional with a relevant postgraduate qualification in a specialist field such as Conservation, Historic Buildings, Heritage Management, Planning or similar	X		A, Q
Proven Abilities, Knowledge and Skills			
Proven ability to assess and evaluate project proposals against existing policies, legislative requirements and professional best practice.	X		A, I
Ability to advise and support managing trustees in developing proposals that conform to current policy and best practice.	X		A, I
Strong analytical and problem-solving skills, with the ability to bring creative thinking to the management and development of historic building and heritage assets.	X		A, I
Thorough knowledge of current legislation, policy and guidance relating to listed buildings and conservation areas.	X		A, I
Excellent written and verbal communication skills, with the ability to present complex technical information clearly and effectively to specialist and non-specialist audiences.	X		A, I
Knowledge of the governance bodies and structure of the Methodist Church.		X	A, I
Knowledge of the development, adaptation and conservation of buildings used for Christian worship and mission.		X	A, I
Experience of project management, monitoring and evaluation processes.	X		A, I
Ability to manage a varied workload, prioritising competing demands, and meet deadlines.	X		A, I
Excellent interpersonal and relationship management skills, with the ability to build credibility and trust with a diverse range of stakeholders.	X		A, I
Strong influencing, negotiation, and stakeholder engagement skills.	X		A, I
Experience of supervising or managing staff and addressing people-related matters in line with organisational policies and procedures.	X		A, I
Proficient in Microsoft Office skills, including Outlook, Word, Excel and PowerPoint and other applications such as Microsoft 365, SharePoint, Teams and OneDrive.	X		A, I
Ability to handle sensitive and confidential information with discretion and professionalism.	X		A, I

Personal Qualities			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	X		A, I
Commitment to continuous professional and personal development.	X		A, I
Awareness of and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life	X		A, I
Strong organisational skills, with the ability to prioritise and manage workload independently.	X		A, I
Ability to exercise initiative, sound judgement and effective decision-making under pressure.	X		A, I
Ability to work remotely, with the flexibility to travel to London, Manchester and other UK locations as required, including attendance at occasional evening and weekend meetings and overnight stays.	X		A, I

Method of Assessment: **A** – Application Form; **I** – Interview; **W** – Written exercise; **P** – Presentation; **G** – Group exercise; **Q** – Proof of qualification (e.g., certificates or transcripts)

Please note: We reserve the right to assess any other aspects of the role using a format not previously described.

TERMS AND CONDITIONS

Terms and Conditions for a Lay Employee

Health and Safety:	The post holder must adhere to the Methodist Church in Great Britain's Health and Safety policy.
Equal Opportunities:	The post holder must adhere to the Methodist Church in Great Britain's Equal Opportunities policy
Physical Conditions:	A home-based role operates primarily from a designated home office. The post holder must maintain a suitable, secure, and professional working environment, ensuring that confidentiality, connectivity, and productivity are upheld. Attendance at the Church's offices in Manchester and London is required for meetings, training, or operational needs.
Remuneration:	£50,000 per annum
Working Hours:	- Standard hours: 9:00 am - 5:00 pm, Monday to Friday, with a one-hour lunch break. - A flexi-time scheme operates with core hours: 10:00 am –12:00 pm and 2:00 pm – 4:00 pm. - Start times may be as early as 8:00 am and finish times no later than 6:00 pm, subject to line manager approval. - The postholder must be willing and able to work outside normal office hours on occasion to meet organisational needs. - Some flexibility may be required due to the nature of the role. Overtime is not payable; however, time off in lieu (TOIL) may be granted with prior approval from the line manager.

Holiday Entitlement:	• 25 days per year (Years 1 – 4) • 28 days per year (Years 5 – 9) • 30 days per year (Years 10+) Plus, Bank Holidays and three additional days over the Christmas and New Year period.
Sick Pay:	Sick pay entitlement aligns with the Methodist Church in Great Britain policy.
Pension:	Eligible lay employees will be automatically enrolled in the Methodist Church pension scheme. Employees who do not meet the auto-enrolment criteria may apply to join the scheme, subject to the scheme rules.
Probationary Period:	The post holder will be subject to a three-month probationary period.
Season Ticket Loan:	Available following successful completion of the probationary period.