

## Volunteer Job Description

<b>JOB TITLE</b>	Member of the Listed Buildings Advisory Committee		
<b>REPORTS TO</b>	Chair of the LBAC	<b>LOCATION</b>	
<b>TEAM</b>	Listed Buildings Advisory Committee	<b>GRADE</b>	

<b>JOB PURPOSE AND OBJECTIVES</b>	
<p>The Listed Buildings Advisory Committee (LBAC) is a national and longstanding Committee whose primary purpose is to fulfil the responsibilities as set out by the relevant Standing Orders (980) and statutory responsibilities and provide expert knowledge on all matters relating to historic church buildings.</p> <p>Members of the Committee reflect a wide spectrum of interest and some are professionally concerned with the conservation of listed buildings, others have a special interest in the history of Methodist chapels and churches, or archaeology, whilst others are Methodist ministers or church members.</p> <p>Strong emphasis is placed on a church being the people of God and the Calling of the Methodist Church with the building being there to serve a living church within a changing community. Membership of the LBAC therefore reflects the balance between the need for rigorous conservation and the necessary adaptation of listed church buildings to meet changing needs.</p> <p>The LBAC also advises the Connexional Team on policy and strategy concerning the conservation of its historic buildings and reports annually on its actions to the relevant Committee of the Methodist Church.</p>	

<b>JOB DIMENSIONS</b>	
<b>RESOURCES UNDER CONTROL</b>	
<b>Direct reports</b>	<i>n/a</i>
<b>Resources</b>	<i>n/a</i>

<b>ROLE RESPONSIBILITIES</b>
<p>As a member of the LBAC you will contribute to the review, evaluation and recommendation process for proposals relating to works of alteration to listed buildings owned by the Methodist Church. The primary duty is to provide expert guidance and advice on conservation and development of historic church buildings and have a specialist knowledge in one or more than one of the following areas:</p>

- i. knowledge of the history, development and use of Methodist chapels;
- ii. knowledge of Methodist liturgy and worship;
- iii. knowledge of archaeology;
- iv. knowledge of the history and development of architecture and the visual arts; and
- v. experience of the care of historic buildings and their contents.

You will report to the Chair of the Listed Buildings Advisory Committee and will be expected to:

- Review, evaluate and contribute to discussions on proposals or applications for listed building alterations, extensions or works of repair, and provide expert advice on their historical significance and impact to the Chair and the Appropriate Connexional Body.
- Identify and recommend appropriate conservation methods for listed buildings and their significant fixtures based on best conservation practices and in accordance with statutory legislation. This includes the need to consider, positively, sympathetic measures to retrofit and reduce the carbon footprint of our building in line with our Action for Hope targets.
- Collaborate with other members of the Committee and encourage communication and the sharing of specialist information and expertise.
- Regularly attend and actively contribute to committee meetings.
- To use your vast experience of working with ecclesiastical buildings in a ministerial, academic or practical capacity to take account of the desirability of preserving or enhancing ecclesiastical listed buildings, the importance of protecting features of special historic, archaeological, architectural or artistic interest and any impact on the setting of the church
- To be mindful of the Calling of the Methodist Church and to the continued and adaptive use of its buildings as a tool for mission, growth and sustainability
- The LBAC appoints and maintains a review sub-committee, with a convener, for any appeals made to the Methodist Council as set out in Standing Order 983A. As a member of the LBAC you may be asked to form part of the review sub-committee.
- The LBAC also considers retrospective applications and or unapproved listed building works under the Enforcement Standing Order (SO985). Prior knowledge of the legislation in this regard would be helpful but not essential.
- Attend sub-committee visits with the Connexional Conservation Officer to historic church buildings to discuss at both informal and formal stage any works of alteration or extension affecting a listed church building.

## Person Specification

	Essential	Desirable	Assessment Method
<b>Experience</b>			
Previous time served providing expert guidance and advice on the conservation and development of historic church buildings.		D	A, I
Awareness of the Calling of the Methodist Church.	E		A, I

Understanding of change management and to propose appropriate solutions for historic building conservation issues, or connect into mission opportunities using Heritage assets.	E		A, I
<b>Proven Abilities, Knowledge and Skills</b>			
Specialist knowledge in one or more of the areas listed in the Role Responsibilities.	E		A
Understanding of the Ecclesiastical Exemption (Listed Buildings and Conservation Areas) Orders for England, Wales and Scotland.		D	A, I
Ability to absorb quickly a wide-range of detailed issues.	E		I
An experienced collaborator	E		I
Ability to review, evaluate, contribute and engage on proposals or applications for listed building alterations, extensions and works of repair, and provide expert advice on their historic significance and impact.	E		A, I
Ability to identify and recommend appropriate conservation methods and techniques for listed buildings and their significant fixtures based on best conservation practices and in accordance with statutory legislation.	E		A, I
Understanding and working knowledge of sympathetic measures to retrofit and reduce the carbon footprint of our buildings in line with Action for Hope targets.	E		A, I
Understanding of listed building enforcement and appeal procedures of the Methodist Church.		D	A
Ability to communicate effectively, orally and in writing.	E		A, I
Willingness to attend sub-committee visits with the Connexional Conservation Officer and other members of the LBAC		D	A
Basic computer literacy and familiarity with word-processing, email and internet access.	E		A
<b>Personal Qualities</b>			
In sympathy with the ethos of the Methodist Church.	E		A
Has some understanding of the organisational arrangements and governance of the Methodist Church		D	A
Preferably, has previous experience of serving on a trustee body or historic building committee of another organisation or denomination		D	A
Exercises sound judgement in decision making	E		I
Understanding of and sympathy with the strategic direction of the mission of the Methodist Church and clear understanding of how the Church's historic buildings can contribute to this mission.		D	A
Displays resilience and able to self-manage	E		I

Demonstrates awareness of, and sensitivity to, issues of equality, diversity and inclusion with the commitment to the unique value of the individual in all aspects of the Church's life.	E		A
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**Method of Assessment:** A – Application Form; I – Interview; W – Written exercise; P – Presentation; G – Group exercise; Q – Proof of qualification (certificates or transcripts)

*(We reserve the right to assess any other aspects of the role in a format not previously described)*

<b>TERMS AND CONDITIONS</b>	
<b>Health and Safety:</b>	The post holder will be subject to the Methodist Council's Health and Safety policy
<b>Equal Opportunities:</b>	The post holder will be subject to the Methodist Council's Equal Opportunities policy
<b>Physical Conditions:</b>	Work on a hybrid basis with virtual and face to face meetings
<b>Hours of Work:</b>	4 x meetings per year with possible LBAC Sub-Committee meetings on site (All expenses for Sub-Committee and face to face meetings to be paid by the Methodist Church)