

Job Description: Assistant DAC Secretary (part time), Diocese of Lichfield

Job Title	Assistant DAC Secretary (part time, 17.5 hours)
Salary	c. £11,250 per annum (£22,500 FTE)
Section/Team	Diocesan Advisory Committee (DAC)
Reporting to	DAC Secretary
Reporting to the job holder	N/A
Date of issue	12th March 2021

Overall Purpose of Post

- Act as Assistant Secretary to the Lichfield Diocesan Advisory Committee (DAC).
- Support the DAC Secretary in the work of the DAC, including the administration of, and attendance at, DAC meetings (currently 8 meetings per year).
- Co-ordinate List B, Additional Matter, and Archdeacon's Licence for Temporary Minor Re-ordering applications, and assist with the procurement of consultation advice for delegated authority faculty applications.
- Co-ordinate Quinquennial Inspection (QI) reports, and site visits undertaken by DAC members and advisers.
- Respond to general and pre-application enquires by email, phone and letter.
- Be a point of reference for parishes, churchwardens, clergy and others on matters relating to the operation of the faculty jurisdiction and the Online Faculty System (OFS).
- Promote the diocesan vision of discipleship, vocation and evangelism (DVE) in relation to church buildings and churchyards.

Core Duties (Statutory) of Post

	Responsibilities and Accountabilities	Nature and Scope of Role
1	Facilitate the operation of the faculty jurisdiction in the diocese via the Online Faculty System (OFS).	Review and progress List B, Additional Matter, and Archdeacon's Licence applications on a rolling programme, and assist with the procurement of consultation advice for delegated authority faculty applications.
2	Present appropriately-detailed List B, Additional Matter, and Archdeacon's Licence applications to the archdeacons as case officer in an unbiased way.	Co-ordinate the consultation of DAC members/advisers on behalf of the archdeacons, and procure draft conditions for Archdeacons' Notices and Licences.
3	Maintain contact and foster good relations with clergy, PCC members, archdeacons, diocesan officers, other	Respond to general and pre-application enquires by email, phone and letter, in the following priority order:

	professionals and members of the public.	<ul style="list-style-type: none"> a. from PCCs with a current application on the OFS; b. from PCCs who are developing an application on the OFS; c. other enquiries.
4	Assist with the management of the DAC's records.	<p>Maintain files on the DAC network drive, applications on the OFS, and church records on the Church Heritage Record (CHR).</p> <p>Co-ordinate and upload Quinquennial Inspection (QI) reports to the CHR, in liaison with the Archdeacons' PAs.</p>
5	Co-ordinate site visits undertaken by DAC members and advisers.	<p>Arrange DAC site visits and record DAC adviser site visits, communicate details of visits with parishes and DAC members/ advisers, and process travel expenses claim forms (and risk assessments).</p> <p>Attend and report on DAC site visits as requested by the DAC Secretary.</p>

Additional Duties (Non-statutory) of Post

	Responsibilities and Accountabilities	Nature and Scope of Role
6	Assist with the delivery of training to clergy, PCC members, archdeacons, diocesan officers and others on the role and functions of the DAC, the operation of the faculty jurisdiction, and on best practice in the care, repair and development of church buildings and their contents.	Arrange and participate in diocesan training events as appropriate.
7	Ensure that relevant skills and knowledge are kept up to date.	Attend appropriate training and key events as necessary.

Other Responsibilities of Post

8	Undertake such other tasks as may reasonably be required by the DAC Secretary from time to time.
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Please note that roles are subject to review and some duties may be modified following consultation