

## DIOCESAN BOARD OF FINANCE

### Job Description and Person Specification

<b>JOB TITLE:</b>	<b>Church Buildings Officer</b>
<b>TEAM:</b>	<b>Church Buildings Team</b> as part of Parish Support and Governance and Administration
<b>DURATION</b>	Permanent Full Time (35 hours)
<b>LINE MANAGER:</b>	Team Leader and Secretary to the Diocesan Advisory Committee (DAC)
<b>RESPONSIBLE FOR:</b>	N/A

#### JOB PURPOSE

- To assist the Secretary of the DAC and supervise the Church Buildings Team in the management and administration of the Care of Churches Measure, the Faculty Jurisdiction Rules (FJR), relevant permissions and team administrative activities. Assisting parishes in their care for Church buildings and churchyards; recognizing that these are places of worship that balance mission, worship, and wider community use, with care and conservation.
- Deputize for the DAC secretary where appropriate in supporting the processing of proposals to Diocesan Committees and the communication of those Committees' decisions to applicants and others.
- The job exists to ensure that, through the Church Buildings Team and Diocesan Advisory Committee, the DBF fulfils its statutory requirements in ensuring the correct care and adaption of church buildings and churchyards.

#### DUTIES AND RESPONSIBILITIES

##### Assist Parishes in the administration of the Care of Churches Measure and Faculty Jurisdiction Rules

- Assist Parishes and supervise the Church Buildings Team in the processing of List B and faculty applications, including the interpretation of drawings and architectural plans, checking they meet regulatory requirements, data input and generating consultations.
- Respond to enquiries from key stakeholders in a timely manner and liaise with consultees such as, DAC Advisors, Archdeacons, local planning authorities and national amenity societies as part of the faculty application process.

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- Maintain an up-to-date knowledge of the Ecclesiastical Jurisdiction and Care of Churches Measure and Faculty Jurisdiction Rules to assist parishes and ensure the appropriate processing of List B and faculty applications and to support the development of local procedures and guidance notes.
- Oversee the maintenance, updating, and digitizing of church history records, contact details and other technical records including historic faculty records as required for the efficient running of the Church Buildings Team.
- Promote, enable and encourage the Vision and Strategy of the Diocese with particular attention given to the strategic priority for church buildings and to achieving Carbon Net-Zero 2030 and the Route-map.

### Support DAC (Diocesan Advisory Committee) Meetings and Functions

- Take a leading role in the production and circulation of agendas, supporting papers and reports for DAC meetings, including PowerPoint presentations.
- Attend DAC meetings and ensure the smooth-running of meetings by organizing virtual or on-premises meeting rooms, sending out relevant meeting invites and papers and providing on-premises hospitality (if in person).
- Where necessary oversee the production and issuing of minutes and DAC site visit notes.
- Assist the proper function of the DAC committee through ensuring the updating of records, policy documents and terms of office for committee members.
- Supervise the Church Buildings Team in the organization of DAC site visits.
- Attend, accurately minute, and record DAC site visits for agreement by the DAC Committee and disseminate to parishes as appropriate.

### Support Parishes and Key stakeholders

- Administer the DAC@ generic inbox, ensuring that all emails are received and acknowledged, assigned, and responded to in a timely manner.
- Develop an in-depth understanding of frequently asked questions and support the Church Buildings Team, to respond to and answer questions from key stakeholders, on the permission process, relevant legislation, consultation requirements, meeting timelines and the Online Faculty System etc.
- In conjunction with the DAC Secretary, arrange and present training events for parishes on subjects relevant to care of maintenance of church buildings and churchyards.
- Promote and deliver fair and high-quality advice that is sensitive and responsive to parishes.

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### Assist with Church Buildings Team communications, online databases, and functions

- Operate, update, and maintain the online faculty system and Church Heritage Record, and other digital databases to ensure the effective processing of faculty applications and to assist with the development of said systems to ensure the efficient running of functions in line with the DBF's statutory responsibility.
- Administer and update the Quinquennial Inspection (QI) database and keep accurate records of reports received, including updating of the Church Heritage Record.
- Assist the Church Buildings Team to maintain and update the diocesan website with relevant and up-to-date information relating to Church buildings & churchyards, including uploading policy documents, new technical guidance, and training events.
- Identify and produce ways of improving digital content for effective outreach to parishes.
- Input into the preparation of the DAC Annual Report for Diocesan Synod in conjunction with the DAC Secretary and DAC Chairman.

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

### ADDITIONAL INFORMATION

The post holder must always undertake activities in accordance with legislative and regulatory requirements.

The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a "time off in lieu" basis.

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## Person Specification

Attributes	Essential (or expected to train/qualify to that standard)	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Good Standard of numeracy and literacy with GCSE/O level passes in Maths and English.</li> <li>• Graduate or equivalent in architecture, history, planning, surveying, heritage, or conservation related subject; OR the desire to obtain an historic building qualification.</li> <li>• The Diocese of Salisbury welcomes people from diverse backgrounds with knowledge, skills and/or work/lived experiences that is inclusive and represents the communities it serves.</li> <li>• Commitment to continuing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• In the absence of an existing relevant qualification, a desire to undertake, or have started, private study to obtain a historic building qualification.</li> <li>• Qualifications in areas relevant to the role, e.g., Human Resources; Learning &amp; Development; Leadership, Strategy &amp; Change Management; Governance &amp; Compliance</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A demonstrable level of experience in a similar role with a minimum of one year in post experience.</li> <li>• A demonstrable level of experience in assisting with the organization of meetings and associated paperwork.</li> <li>• Experience of working within a team and contributing to completing focused tasks.</li> <li>• Experience of working independently and prioritizing workloads.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the Church of England, its parochial system and the wider organization of the Diocese.</li> </ul>
<b>Competencies</b> <i>(specific skills, knowledge and attributes required for the role)</i>	<ul style="list-style-type: none"> <li>• Competent using the Microsoft suite of programs including cloud-based applications.</li> <li>• Competent using virtual meeting technology such as MS TEAMS, ZOOM, Webex</li> <li>• Competent using generic and bespoke databases.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the Faculty Jurisdiction Rules and Care of Churches Measure.</li> <li>• Proven experience in note taking and producing minutes.</li> <li>• Experience of mentoring and coaching.</li> </ul>

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Attributes	Essential (or expected to train/qualify to that standard)	Desirable
	<ul style="list-style-type: none"> <li>• A good telephone manner and desire to engage with Church communities and parishes.</li> <li>• Excellent communication skills (written and verbal) being capable of relating well to a wide range of people with varying expectations.</li> <li>• A high level of accuracy and attention to detail ensuring policies and procedures are complied with.</li> <li>• A full driving license and use of a car for work related travel across the Diocese.</li> <li>• Giving feedback, encouragement, support and clarity of objectives and targets.</li> <li>• Available for occasional evening and weekend working.</li> </ul>	
<p><b>Behavioural Requirements</b> <i>(generic soft skills required for the role based on the grade)</i></p>	<ul style="list-style-type: none"> <li>• Empathy with the aims and ethos of the Diocese of Salisbury.</li> <li>• Able to deal with conflict and challenge and support/advise in often complex situations.</li> <li>• Respond positively to new situations and ideas and adopt a proactive approach to implementing change and encouraging others to do the same.</li> <li>• Give and receive feedback and regularly review own work to improve the overall effectiveness of the Church Buildings Team.</li> <li>• Take the initiative in highlighting and suggesting new ways to improve processes and ways of working.</li> <li>• Have a flexible approach to ways of working to enable collaboration between the Church Buildings Team and wider Diocese.</li> </ul>	<ul style="list-style-type: none"> <li>• Confidence in handling challenging and sensitive situations and seek support and advice from the DAC Secretary when necessary.</li> <li>• Take an inquisitive approach to the work of the Parish Support Team and Governance Team.</li> <li>• Able to identify gaps in own knowledge and skills and that of the Church Buildings Team and help to develop relevant training and support.</li> <li>• Proactive approach to learning opportunities and encourage the same behavior in others.</li> <li>• Able to work calm under pressure and recognize signs of stress in oneself and others and to seek appropriate support.</li> <li>• Identify and act on changes on own role and within the Church Buildings Team and assist the team in understanding and implement them.</li> </ul>

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Attributes	Essential (or expected to train/qualify to that standard)	Desirable
	<ul style="list-style-type: none"> <li>• Take responsibility for making effective and fair decisions in a timely manner and understand limits of own authority within the job role.</li> <li>• Exhibit diplomacy, tact, patience, flexibility and a sense of humour.</li> <li>• Ability to process large volumes of information to gain an accurate understanding of situations and be able to seek further advice when needed.</li> <li>• Able to work effectively in a team and independently and remain focused on delivering a timely service to key stakeholders.</li> <li>• Report any concerns or issues which arise during course of employment.</li> <li>• Be reliable and conscientious and maintain a consistent approach to casework and key stakeholders.</li> <li>• Able to set a positive day to day culture for a small team or group within a larger team.</li> </ul>	

**Employee Name:**

**Line Manager Name:**

**Signature:**

**Signature:**

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