

## Job Description

<b>Job Title</b>	Church Buildings Support Officer
<b>Salary</b>	£26,629pa
<b>Duration</b>	This post is currently funded until end-2025. It is possible that if successful it may be extended beyond that time.
<b>Benefits</b>	Contributory pension scheme
<b>Hours of Duty</b>	35 hours per week
<b>Annual Leave</b>	25 days holiday per annum, plus Bank Holidays and fixed Christmas holiday
<b>Office Location</b>	At present your main place of work will be Diocesan House, Easton, Norwich NR9 5ES. To ensure the best service to the needs of the Diocese your base may be moved within the Diocese.
<b>Responsible to</b>	Church Care and Development Manager (DAC Secretary)

### Key Working Relationships

#### Internal

- The Diocesan Church Care Team
- Trustees of the Diocese of Norwich Churches Trust
- The Archdeacons of Lynn, Norfolk and Norwich
- The Diocesan Registrar
- Diocesan House staff team

#### External

- Churchwardens/fabric officers/PCC members
- Parochial clergy
- The Norfolk and Norwich Churches Trusts
- Church Ambassadors scheme
- The Cathedrals and Church Buildings Division of the Archbishops' Council
- Historic England, the national amenity societies and other statutory consultees

## **Job Summary/Background:**

The Church Buildings Council has supported the appointment of a network of Church Buildings Support Officers (CBSOs) under the Buildings for Mission programme. It is intended to appoint a CBSO for the Diocese of Norwich. The main role of the CBSO will be to work with parochial church councils (PCCs) on developing church buildings in order to sustain them as places of worship while conserving their historical and architectural significance. The CBSO will work within the Diocese's Church Care and Development team. The CBSO will maintain liaison with interested partners such as the Norfolk Churches Trust and Norwich Churches Trust; the Churches Conservation Trust; the Church Buildings Council, Historic England and other heritage partners, and the volunteer Church Ambassadors scheme.

There are 658 churches in the Diocese of Norwich, 95 per cent are listed, around 50 are located in populations of less than 50, 150 are located in populations of less than 150. This is, however, the greatest concentration of medieval churches in the world, of great historical and heritage importance.

One of the key roles of the CBSO will be to identify, take forward and monitor projects at parish level under the Buildings for Mission Minor Repairs and Improvements Grants Fund. This will involve detailed local working with churchwardens, fabric officers and contractors.

The second key role of the CBSO will be the management of the Diocesan Churches Trust (DCT). This is a so far unique structure which takes over the management, finance, maintenance and insurance of churches where there is no viable PCC. The purpose of the DCT is to provide a safety net while parishes and the Diocese decide on the future of the church, whether closure, vesting in another structure, such as the Norfolk Churches Trust or Churches Conservation Trust, or return to normal parish functioning. There are so far 14 churches in the DCT. There has been a moratorium on new churches joining the DCT through the Covid crisis and the deliberations of the Bishop's Church Buildings Commission: there is a backlog of churches wishing to join the DCT. The Commission has recommended a substantial increase in the number of churches administered by the DCT. A major part of the role of the proposed CBSO will be to support the management of the DCT, reporting to the Trustees, including the process of sifting potential applicants and accompanying the process of entry into the DCT, both the legal/administrative aspects but also handling the parochial implications.

## **Main Purpose of the Job**

To support and assist in the delivery of the work of the Diocese's Church Care Team, with a particular focus on projects under the Minor Repairs and Improvements Grants Fund and the development of the Diocesan Churches Trust.

## **Main Duties / Key Results Areas**

- To liaise with churchwardens, fabric officers, PCCs and clergy at parish level to maintain and develop the historic churches of the Diocese. This will include identifying sources of funding for repairs and renovation.
- To work with the Norfolk and Norwich Churches Trust, the Churches Conservation Trust, the Church Buildings Council and heritage partners to provide support to parishes on church care issues.
- To assist in the management of casework via the Online Faculty System.
- To attend site visits where required, particularly where these relate to church development, and to report as necessary.
- To take forward and monitor projects at parish level under the Buildings for Mission Minor Repairs and Improvements Grants Fund.

- To take the lead in the management of the Diocesan Churches Trust, working with local clergy and interested contacts. To oversee the maintenance of the Trust's churches. To work with potential new candidates for the Trust through the application, assessment and transfer process.
- Assist in the development and support of the Church Ambassadors team.
- With other members of the team, to deal with queries from members of the public regarding church buildings and churchyards.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade.

## Person Specification

<b>Knowledge &amp; Skills</b>	<b>Desirable</b>	<b>Essential</b>
Knowledge and experience of the conservation of historic buildings and the legislative framework		X
Knowledge of church architecture, worship, buildings, archaeology, history and of the relevant legislation and structures of the Church of England	X	
Experience of progressing casework through the planning or faculty system	X	
Commitment to help parishes make the most of their buildings creatively and sensitively		X
Effective administrator with excellent communication skills, both written and verbal		X
Good interpersonal skills and the ability to deal with people at all levels		X
Ability to work with professional advisors		X
Experience of Committee work, including preparation of agendas and minutes and presentation of papers, both orally and in writing		X
Excellent IT skills, using Microsoft Word, Outlook, PowerPoint and Excel		X
Experience of using databases		X
Good attention to detail, accuracy and thoroughness in all aspects of the work, good record keeping skills and the ability to work methodically		X
A knowledge of the geography of the diocese	X	

<b>Qualifications &amp; Experience</b>	<b>Desirable</b>	<b>Essential</b>
Education to degree level or equivalent with a qualification relevant to the care of churches	X	
Membership of IHBC or working towards it	X	
Full valid driving licence and/or other methods of transport		X

<b>Personal Attributes</b>	<b>Desirable</b>	<b>Essential</b>
A good team player, willing to embrace change		X
Able to manage a high-volume workload		X
Good attention to detail and accuracy with a logical, systematic and diplomatic approach to work		X
Able to work effectively under pressure with limited supervision		X
Willingness to undertake evening and weekend work when required		X
Supportive of the aims and purpose of the Church of England and the Diocese of Norwich		X

This role is subject to a basic Disclosure and Barring Service (DBS) check.

This job description is not an exhaustive document but is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd.

October 2023