

Job Description

Job Title:	Historic Church Building Support Officer (part time: 2 days/week)
Salary:	£10,652 (pro rata of £26,629) pa
Duration:	This post is currently funded until April 2027. It is possible that if successful it may be extended beyond that time.
Benefits	Contributory pension scheme
Hours of Duty:	14 hours per week
Annual Leave	Pro rata of 25 days holiday per annum, plus pro rata Bank Holidays and fixed Christmas holiday
Office Location:	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. Extensive travel throughout the diocese is expected.
Responsible to:	Church Care and Development Manager (DAC Secretary)

Key Working Relationships:

Internal: Church care team, in particular the second part-time Historic Church Buildings Officer

External:

- Local incumbents
- Fabric Officers
- Churchwardens
- Members of Parishes
- Historic England
- Third sector funders notably; National Lottery Heritage Fund, Charitable Trusts etc.

Job Summary / Background

The role focuses on helping communities maintain, repair and adapt their historic church buildings, the vast majority being medieval in foundation and listed either Grade I or II*. We are looking for someone with knowledge of historic church buildings and their conservation as well as enthusiasm for securing their sustainable future.

Main purpose of the job

To support the long-term sustainable future of historic buildings currently used as Anglican places of worship. This is achieved through:

- Identifying buildings that are a priority for both Historic England and the Diocese of Norwich
- Working with local worshipping communities in understanding their listed churches within the context of the rural or urban environment and work with the wider community
- Helping parishes identify sources of funding for local projects and provide support in applying for grants and build capacity within church communities
- Improving public access to, and understanding of, church buildings in the Diocese of Norwich
- Signposting good practice procedures for maintenance, conservation, accessibility and ecology
- Supporting the reduction of places of worship at risk throughout the diocese

Main duties and key result areas

- Develop a programme to improve the condition of the diocese's listed and other historic churches, focussing on those identified as Heritage At Risk, poor or vulnerable or close to a tipping point, by implementing a strategy for historic church management using a risk assessment based on an updated Quinquennial Inspection Reports survey; helping parishes understand the importance of routine maintenance and effectively plan and organise this work; developing a management plan with parishes, addressing repairs and sustainability for buildings prioritised for support
- With colleagues, consider the environmental, heritage, community, mission and pastoral needs of historic churches
- Contribute to meeting the church's net zero carbon target
- Enable parishes to access increased funding and generate income to maintain their buildings by:
 - a. Providing information, guidance and assistance with applications
 - b. Helping parishes capture data on outcomes in terms of grants obtained and increased use and engagement
- Support and train volunteers to maintain historic churches following best practice
- Develop quality, accessible webpages giving public information about local historic churches
- Celebrate what makes church buildings special and give local people and wider groups the chance to get involved and experience and enjoy them
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the role.

Expected outcomes

- Improved capacity among congregations to understand, manage, maintain and develop their buildings
- An increased flow of external funding to congregations for the upkeep of their buildings and local projects
- A reduction of the number of churches on the Heritage at Risk Register

Person Specification

Knowledge & Skill	Desirable	Essential
Knowledge of and interest in church architecture and buildings, archaeology and history, particularly the maintenance, restoration and conservation of historic buildings, and of the relevant legislation and structures of the Church of England		X
Excellent communication skills, written, verbal and presentational		X
Experience in problem solving, project management, monitoring and evaluation	X	
Good interpersonal skills and the ability to deal with people at all levels including working with volunteers		X
Ability to work with professional advisors		X
Excellent IT skills, using Microsoft Word, Outlook, PowerPoint and Excel		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
Calmness under pressure		X
Knowledge of the geography of the diocese	X	

Qualifications & Experience	Desirable	Essential
Education to degree level or equivalent		X
Qualifications relevant to the care of churches		X
Membership of relevant professional body (such as IHBC)	X	

Personal Attributes	Desirable	Essential
Team player		X
Able to manage a high-volume workload		X
Able to work on your own initiative and have the capacity to work with minimal supervision, priorities effectively and work to deadlines		X
Knowledge of community funding resources and how to access them	X	
Has a full valid driving license and/or other methods of transport		X
Sympathetic to/supportive of our diocesan strategy, aims and objectives		X
Historic England strongly encourages post-holders, in agreement with their employers, to develop a programme of appropriate Continuing Professional Development	X	

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether a reasonable adjustment can be made.

Special requirements: The post holder will have a willingness to work flexibly including some evenings and weekends.

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