

Job Description and Person Specification

Church Buildings Adviser (DAC Secretary)

PURPOSE

The Pastoral and Advisory Team has a wide-ranging brief which, through servicing the archdeaconry Mission and Pastoral sub-Committees, involves the long-term planning of the parochial and ministerial structure of the Diocese and the resulting implementation of this through schemes of pastoral (parochial) reorganisation. Together with the responsibility of ensuring that, through the expertise available on the Diocesan Advisory Committee (DAC), each church within the diocese is properly and competently furnished, maintained, repaired and improved, these responsibilities use most of the resources available to the team. Other areas of work, such as Closed Churches and the work of the Board of Patronage, take up less time in total but can hit unpredictably busy periods.

An imperative aspect of the work is to maintain good relationships with the deaneries and parishes and to keep their confidence but there also needs to be co-ordination with many other bodies involved in the work, and it is here that the Church Buildings Adviser plays a key role in initiating and encouraging contacts.

Because the role is so outward facing, the Church Buildings Adviser is one of the key public faces of the diocese and needs to be comfortable in that role. More generally, because of the broad content of the work, staff also receive many enquiries of a more peripheral nature and seeks to answer these directly or provide a referral service where appropriate.

REPORTING TO

The Diocesan Secretary

RESPONSIBLE FOR

Assistant (0.4)

KEY CONNECTIONS

- The Chair of the DAC,
- Chancellor
- Archdeacons
- DAC members
- Incumbents, other Parish clergy, Churchwardens
- Diocesan Registrar and legal advisors
- Church Commissioners
- Church Buildings Council & other amenities societies
- Architects & surveyors
- Colleagues in the diocesan office, principally the Diocesan Secretary, Director of Mission and Ministry, Stewardship and Communications managers.

DUTIES AND RESPONSIBILITIES

The Church Buildings Adviser has a responsibility to:-

- (i) service the Diocesan Advisory Committee for the Care of Churches (DAC);

- (ii) service the Archdeaconry Mission and Pastoral sub-committees;
- (iii) service the Diocesan Board of Patronage;
- (iv) initiate, develop and communicate creative strategies for future uses of church buildings.

THE SPECIFIC TASKS OF THE JOB

General

- To manage the Assistant and care for DAC members;
- To maintain a good professional relationship with the Diocesan Registrar;
- In all matters, to ensure a good relationship of trust with the parishes.

Diocesan Advisory Committee for the Care of Churches (DAC)

- To attend and service all meetings of the Committee including preparing agendas, papers and minutes, ensuring the Chairman is briefed and that the decisions of the Committee are implemented. The Committee meets five times a year, alternating with five meetings of the DAC architects;
- To ensure that items to be considered by the Committee or its informal standing committees are to a sufficient standard of technical presentation for a decision to be possible. Approximately 35 items are processed at each Committee meeting;
- In co-operation with the DAC members, to operate an advisory service for parishes relating to the upkeep and development of church buildings, including Committee site visits, deanery based surgeries and reports therefrom;
- To ensure adequate liaison is maintained between the diocese, statutory bodies, local authorities and the Amenity Societies on church building matters;
- To attend the Annual Conference of DAC Secretaries arranged by the Church Buildings Council and to liaise with other DAC Secretaries, including participating in regional meetings and developing regional relationships;
- To monitor the composition of the Committee to ensure that the nature of its membership meets the requirements laid down in the Care of Churches and Ecclesiastical Jurisdiction Measure and that its membership resources are sufficient to carry out its functions; the Committee is largely an unelected body of voluntary appointees who are selected or reselected on a six-yearly basis for the expertise which they can offer;
- To operate and maintain the statutory quinquennial inspection system for churches, to advise architects and surveyors of its requirements and to provide for parishes a register of those architects and surveyors who are deemed suitable for such work;
- To deal with queries from members of the public on items of a pastorally sensitive nature in lieu of parochial contact;
- To ensure that indemnity insurance is in place for members of the DAC.

Archdeaconry Mission and Pastoral Sub-committees

- To attend and service all meetings of the sub-committees including preparing agendas and recording minutes, enabling or preparing papers, ensuring the Chairs are briefed and that the decisions of the Committee are implemented. The three committees meet four times a year;
- To advise and encourage deaneries in the regular production and implementation of Deanery Mission Action Plans, liaising with the Director of Mission and Ministry;
- With the Archdeacons, to monitor local situations in collaboration with Deanery Pastoral

Committees, to initiate any resulting pastoral schemes and to carry out the sequences of statutory and non-statutory consultation. This may involve daytime or evening meetings across the diocese;

- To maintain a register of suspended benefices with a view, by the implementation of pastoral schemes, to ensuring the shortest possible suspension periods;
- To provide for parishes and deaneries, through the workings of the Geographical Information System, particulars of their geographical make-up, liaising with the Mission and Ministry Team.

Diocesan Board of Patronage

- To attend and service all meetings of the Board including preparing agendas and recording minutes, enabling or preparing papers, ensuring the Chairman is briefed and that the decisions of the Committee are implemented. The Committee meets three times each year and also on demand;
- To keep a register of the Board’s livings and to ensure that the statutory processes of appointing Incumbents to its livings are carried out;
- To assist the Board in maintaining a link with the benefices to which it is patron and its incumbents.

Other matters

- To contribute to the Diocesan Secretary’s senior leadership team;
- To service specific-task working parties as may be proposed from time to time;
- To share with other staff and groups in assisting with a variety of miscellaneous tasks which are not specifically attributable to any one group. Such tasks could include e.g. representing the Diocesan Office at Archdeacons’ Visitations, participating at Diocesan Synod meetings, talking to Deanery Synods about the work of the Diocesan Office and dealing with callers at the diocesan office;
- Liaising with communications colleagues with regard to good news and/or alerting them to reputational items and manage and keep up to date relevant pages of the website;
- Anything else the Diocesan Secretary thinks of!

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications/Knowledge and Experience	
KNOWLEDGE OF: <ul style="list-style-type: none"> • UK property law and regulations and their practical application. OR • Buildings legislation and its application in a Church of England context. OR • The Church Faculty regulations and mechanisms of the DAC. EXPERIENCE OF: <ul style="list-style-type: none"> • Operating in a professional environment such as legal services or a large charity (including DBFs)/public sector organisation. OR • Managing historic buildings. OR • Planning within a local authority or relevant amenity society 	<ul style="list-style-type: none"> • Degree or equivalent level of education. • Knowledge of the way in which a DAC operates. • Good working knowledge of the Church of England, its organisation and governance structures. • Knowledge and interest in the environmental sustainability of church buildings and climate change issues.

ESSENTIAL	DESIRABLE
Skills and Abilities / Aptitudes	
<ul style="list-style-type: none"> • Strong organisational and planning skills to anticipate and plan for work in advance. • Pragmatic approach to resolving priorities and workload challenges. • Delivery-focused, understands what is important to key stakeholders, committed to achieving goals. • Ability to deliver multiple projects concurrently on time and to budget. • Strong analytical skills, with the ability to document and present facts and figures in a clear and concise way • Pays good attention to detail. • Effective communicator, with excellent written and verbal communication skills. • IT skills: good knowledge MS office (all packages) and an ease with using technology such as smart phones, tablets, laptops. • Quick learner with an aptitude and capacity to read and apply legal documents. • Demonstrable maturity and professionalism. • Able to work on own initiative as well as being integral member of a team. • Can quickly establish credibility and respect and build strong working relationships with wide range of colleagues - clergy (at all levels), parish representatives, buildings officers etc. • A capacity and willingness to be flexible and adapt to changing work priorities. • Comfortable working in an open plan, modern office environment. • Responsive, proactive, positive and reliable 	
Work-Related Personal Qualities	
<ul style="list-style-type: none"> • Able to travel widely around the diocese when required, with a full, clean driving licence • Comfortable and confident in communicating and working with people of all ages and backgrounds • In sympathy with the aims and mission of the Church of England 	

GENERAL INFORMATION

Salary	The post is at Point 1 of Band E of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales currently £37,352 pa
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme. Further information is available on the Church of England website
Hours of work	35 hours per week Monday to Friday to be worked flexibly. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	25 days (pro rata for part-time equivalent) paid leave in addition to the usual public holidays, plus 4 discretionary days at Easter and Christmas, although these are subject to review.
Probation Period	Three months during which time progress is regularly reviewed and the period may be extended
Notice period	During probation 1 week and thereafter 1 month on either side rising to 3 months after 3 years' service
Place of work	Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ and required to travel throughout the diocese.
Other	Use of own personal transport and insurance for business use. Expenses for mileage will be met by the diocese.

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the DBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line-manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

For an informed conversation please contact James Halsall, (Diocesan Advisory Committee for the Care of Churches and Pastoral Secretary) Email: james.halsall@cofesuffolk.org Mobile: 07702 079051

Applications marked 'Confidential Application' to be sent to the HR Manager at HR@cofesuffolk.org

Closing Date for Applications: Monday 11 January 2021