**Job Description and Person Specification**

**DAC Secretary (Church Buildings Adviser)**

**PURPOSE**

The overarching purpose of the role is to ensure 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.

An imperative aspect of the work is to maintain good relationships with the deaneries and parishes and to keep their confidence whilst also co-ordinating 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, the postholder will receive many enquiries of a more peripheral nature and will need to seek to answer these directly or provide a referral where appropriate.

**REPORTING TO**

The Diocesan Secretary or such person delegated by the Diocesan Secretary.

**RESPONSIBLE FOR**

An assistant

**KEY CONNECTIONS**

* The Chair of the DAC and DAC members
* Chancellor
* Archdeacons
* 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.

**KEY DUTIES AND RESPONSIBILITIES**

1. to service the Diocesan Advisory Committee for the Care of Churches (DAC);
2. to initiate, develop and communicate creative strategies for future uses of church buildings.
3. To manage the Assistant and care for DAC members;
4. To maintain a good professional relationship with the Diocesan Registrar;
5. In all matters, to ensure a good relationship of trust with the parishes.

**Diocesan Advisory Committee for the Care of Churches (DAC) duties:**

* 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.

**Other matters:**

* To contribute to the wider management of the diocesan office, working closely with other teams;
* To oversee, manage and direct the work of the Assistant, in line with relevant policies;
* To ensure all records are well kept (and in line with relevant policies)
* To take advantage of technological developments (both from DBF and PCC perspective);
* 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 or delegated manager thinks of!

**PERSON SPECIFICATION**

**This is a responsible role and candidates will need to have the qualifications, experience and authority to gain the confidence of senior clergy and parish representatives. Candidates will need to be supportive of the diocesan vision, Growing in God.**

| **ESSENTIAL** | **DESIRABLE** |
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| **Qualifications/Knowledge and Experience** |
| KNOWLEDGE OF:* 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:* 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
* Managing detailed and/ or intricate processes
* Using technology to support those processes and communicate with process users, including good knowledge MS office (all packages), at ease with using technology eg smart phones & laptops and using databases.
 | * 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.
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| **Skills and Abilities /Aptitudes** |
| **Organisation and planning*** Ability to anticipate and plan workload, prioritising as necessary, in agreement with stakeholders.
* Delivery-focused, understanding what is important to key stakeholders
* Ability to work on many projects concurrently, keeping them on time and managing expectations as necessary.
* Committed to achieving goals.
* Reporting: Strong analytical skills, with the ability to document and present facts and figures, clearly and concisely

**Communications*** With colleagues (clergy (at all levels), buildings experts, DAC members): ability to establish credibility and respect and build strong working relationships
* With parish representatives (customers): ability to gain trust, build rapport and work with a wide range of people of all ages, experience, confidence and backgrounds
* Excellent written and verbal communication skills.
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| **Work-Related Personal Qualities** |
| * Quick learner with an aptitude and capacity to read and apply legal documents.
* Able to work on own initiative as well as being integral member of a team.
* Responsive, proactive, positive, pragmatic and reliable
* A capacity and willingness to be flexible and adapt to changing work priorities.
* Able to travel widely around the diocese when required, with a full, clean driving licence
* In sympathy with the aims and mission of the Church of England.
 | * Comfortable working in an open plan, modern office environment.
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**GENERAL INFORMATION**

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| Salary | The post is at Point 3 of Band E of the salary scale, currently £40,651 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](https://www.churchofengland.org/PB2014) |
| 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 | Six months during which time progress is regularly reviewed and the period may be extended |
| Notice period | During probation 1 week and thereafter 3 months’ 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 Charlotte Hodgson, (Acting in the role of DAC Secretary) Email: charlotte.hodgson****@cofesuffolk.org** **Mobile: 07876 865743**

**Applications marked ‘Confidential Application’ to be sent to the HR Manager at** **HR@cofesuffolk.org**

Closing Date for Applications: Wednesday 25th August 2021 (5pm)

Interviews: week beginning 6th September 2021