

Buildings Conservation & Sustainability Officer



Job description and
person specification

Welcome

We are looking for a graduate in either architecture, history, planning, surveying, heritage, or conservation or has a desire to obtain a historic buildings qualification, to join our Church Buildings Team. The Team aims to assist Parishes in the administration of Care of our Churches within the Diocese of Salisbury.

Our vision and priorities

Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now.

We pledge ourselves to action through: Creative Partnerships in Local Mission; Courageous Christian Leadership; Working for Justice; Championing Climate Justice; Financing the Future Sustainably.

As a result we will be more relevant, valued and successful; working hard to meet real needs with compassion and simplicity.



Working with the Diocese of Salisbury

The role is offered as a permanent contract with a working pattern of 35 hours per week. We provide a supportive workplace culture, are committed to sustainable work/life balance and offer opportunities for flexible and remote working.

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.

What we offer

We offer competitive and attractive compensation and benefit package.

In addition, we provide a non-contributory pension scheme of **10% pension contribution** (comprising 9.5% pension; 0.5% death in service cover); and which may rise by a further 3% if matched by a 3% contribution from the employee. Our family friendly policies create an environment where our employees are fully engaged and thriving in their responsibilities.

We offer **28 days paid annual leave**, which is inclusive of 4 days office closure during Easter and Christmas. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

Line manager:	Team Leader and Secretary to the Diocesan Advisory Committee (DAC)
Hours:	35
Duration:	Permanent
Salary:	£33,250.00 (Grade 4D)
Team:	Church Buildings Team as part of Parish Support
Responsible for:	N/A

Job description

- You will be assisting the Secretary of the DAC and supervising the Church Buildings Team in helping parishes look after their nationally important church buildings. We do that in line with the Care of Churches Measure and the Faculty Jurisdiction Rules (FJR) which is the church equivalent of Listed Building Consent. You will also be assisting parishes directly in looking after and adapting these nationally important buildings and churchyards recognizing that these are places of worship that balances good conservation principles with mission, worship, and wider community use.

- In this role you will deputize for the DAC secretary where appropriate in supporting the processing of applications from start to finish. This will include advising parishes in preparing applications ensuring they are ready to present to the Diocesan Advisory Committee and assisting parishes with the outcome. For full job description and person specification see [here](#).

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

In this role you will be assisting parishes directly with all aspects of their applications as they navigate the church's own planning process (Faculty Jurisdiction Rules). This will include the interpretation of drawings and architectural plans, checking they meet regulatory requirements, data input and generating consultations. Many parishes are not building conservation specialists so your advice will be key to ensuring applications are successful.

Support DAC (Diocesan Advisory Committee) Meetings and Functions

A key function of the application process is the advice of the DAC. You will take a leading role in the production and circulation of agendas, supporting papers, and reports for DAC meetings, including PowerPoint presentations..

Support Parishes and Key stakeholders

Administer the DAC@ email inbox, ensuring that all emails are received and acknowledged, assigned, and responded to in a timely manner.

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

All applications are processed online which is similar to the secular planning processes. A key aspect of the role will be to operate, update, and maintain this system (online faculty system and Church Heritage Record), and other digital databases to ensure the effective processing of applications. You will also assist with the development of said systems to ensure the efficient running of functions in line with the Diocesan statutory responsibility.



Person Specification



Qualifications & Training required

- Good Standard of numeracy and literacy with GCSE/O level passes in Maths and English.
- Graduate or equivalent in architecture, history, planning, surveying, heritage, or conservation related subject; OR the desire to obtain an historic building qualification.
- 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.
- Commitment to continuing professional development.

Experience required

- A demonstrable level of experience in a similar role with a minimum of one year in post experience.
- A demonstrable level of experience in assisting with the organization of meetings and associated paperwork.
- Experience of working within a team and contributing to completing focused tasks.
- Experience of working independently and prioritizing workloads

Competencies

- A good telephone manner and desire to engage with Church communities and parishes.
- Excellent communication skills (written and verbal) being capable of relating well to a wide range of people with varying expectations.
- A high level of accuracy and attention to detail ensuring policies and procedures are complied with

Behavioural requirements

- Empathy with the aims and ethos of the Diocese of Salisbury.
- Able to deal with conflict and challenge and support/advise in often complex situations.
- Respond positively to new situations and ideas and adopt a proactive approach.

For full job description and person specification see [here](#).

Completing an application form

As part of your application please submit the following:

Part 1 Complete an [Application Form](#).

Part 2 A one-page cover letter, not more than 500 words.

Part 3 A current CV

Please return applications with supporting documentation by email to hadmin@salisbury.anglican.org

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role; please contact the HR Team on hadmin@salisbury.anglican.org

To ensure the fairness of the selection process, shortlisting will be based upon the information you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

Whilst this role does not require you to be a practicing Christian, we would request you to be in sympathy with and be comfortable with the aims and ethos of the Church of England, and a basic knowledge of its structures would be desirable, but not critical.

Further details regarding the interview process will be communicated at the time shortlisted applicants are invited for interview.

If you are unfamiliar with the Church of England's, **Diocese of Salisbury** please feel free to peruse our website The Diocese of Salisbury (salisbury.anglican.org).

You can also find out more about the team you will be working with [here](#).

