

JOB APPLICATION PACK

Project Officer – Anglican Heritage Salisbury (AHS)

APPLICATION DEADLINE: BY 9AM ON MONDAY 16TH FEBRUARY 2026



**Diocese
of Salisbury**
Making
Jesus Known



About the role

Thank you for your interest in our role here at the Diocesan Board of Finance (DBF), based in Wilton near Salisbury. The DBF is part of the wider Diocese of Salisbury.

Within this pack, you will find a download of the job description and details further on about how to apply.

About our role

We are looking for a Project Officer who will help to build up a picture of the situation for heritage churches in the Diocese of Salisbury. You will collect and collate information that will help us to better understand the challenges – and hopefully opportunities – that face heritage churches, and to explore potential solutions.

You will work closely with the Project Manager on this exciting new initiative that could change the future for churches across the diocese and potentially have impact nationally as well.

You will be someone who:

- Loves to get stuck into collecting, collating, and analysing data; but who also cares about the human stories that sit behind the numbers.
- Is confident talking to a range of people, understanding different viewpoints, and is sympathetic to the range of needs or opinions that communities may have.
- Is able to communicate information effectively – both written and verbally – adjusting the format for different audiences and needs

- Has a passion for history and heritage buildings
- Understands the pressures facing churches, or is keen to learn more; similarly, someone who has experience working in the charity sector and/or on NLHF projects, or wants to learn more about funding and governance
- Can work independently and manage your own workload

If you are interested in working in a supportive environment, helping others and working with parishes, we would love to hear from you.

For a full job description [please download here.](#)

A Message from Bishop Andrew

Dear Heritage Colleague,

Thank you for your interest in our role – Project Officer for Anglican Heritage Salisbury: an innovative two-year initiative to research and prepare interventions for churches at risk of closure in the Anglican Diocese of Salisbury.

This project is the fruit of much hope and hard work by our diocesan Church Buildings Committee, who have been considering how best to support our most 'fragile' church buildings. Often (though by no means always) these are in small rural communities, where a combination of factors – including declining resources and maintenance challenges – mean additional help is needed to bring these extraordinary assets a hopeful future.

We are now looking for a project officer who will combine a love for historic churches and an understanding of their deep significance with the professional energy and expertise to start, progress and complete a viable project within a relatively short timeframe. The appointed Project Officer will be gathering the data needed to assess the scale of our challenge and refining this into recommendations and foundations for our medium-to-long term response – possibly through the establishment of a diocesan heritage trust.

Across the sector, there is recognition that the future of our historic church buildings is the most substantial heritage challenge of the decade. Working with partners in other agencies, the appointed project lead will have a unique opportunity to make a vital difference in this field: one that we hope will lead to conclusions that can be shared and replicated across the country.

I look forward to hearing from you!

With sincere regards,



The Right Revd Andrew Rumsey
Bishop of Ramsbury



Some background information

Salisbury Diocese is responsible for over 400 historic church buildings of national significance – 60% of our churches are listed as Grade I or II*. A proportion of these churches are identified as fragile – in danger of closure – for reasons including the need for significant repairs to the historic fabric, with ageing and or dwindling congregations without the time, energy or skills needed to undertake fundraising to pay for building repairs.

Churches are often the oldest and most valued buildings in our communities, but many of them are increasingly fragile, socially and materially. An escalation in church closures and backlogs of extensive and urgent building work has increased the threat to our churches, which risk being lost to their communities unless a new approach to their care is found.

Anglican Heritage Salisbury (AHS) will establish new forms of support for at-risk churches by exploring the best model for a heritage trust. At-risk churches could then be taken into the care of the AHS, which will focus on returning them to good condition and working with the community to identify sustainable uses that meet their needs.

This project will act as a pilot and develop replica models for use in other dioceses.



About the DBF, our Vision & Priorities

The Diocese of Salisbury is a Christian community of churches, schools and chaplaincies serving one million people, stretching over 2000 square miles, from North Wiltshire to the Jurassic Coast and Channel Islands of Jersey and Guernsey. We are one of the most geographically diverse Anglican dioceses, covering a wide range of landscapes, from the rural villages to the diversity of Poole and North Bournemouth. For more than 900 years, we have been a regional presence of the Church of England, with a history of serving our communities.

In joining our diocese, you can be part of a dynamic, charitable organisation, working to be a bold and purposeful church that serves everyone.

We have flexible working options available, and staff are supported with their wellbeing and work/life balance. While some DBF roles carry a genuine occupational requirement for Christian faith, many do not. You will be working with a welcoming group of colleagues from diverse faith and non-faith backgrounds and experiences.

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
- Climate action
- Financing the future sustainably

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



Working with us

What we offer

This role is offered on a fixed term frequent-homeworker contract for 20 months by grant funding. We provide a supportive workplace culture, are committed to a sustainable work/life balance, and offer opportunities for flexible and remote working. As a Frequent Homeworker there is a requirement to work part of the time from the main offices at Emmaus House – final arrangements and work pattern would be discussed and agreed with the successful candidate.

Pension

We offer a competitive and attractive compensation and benefits package. In addition, we provide a non-contributory pension scheme of 10% pension contribution (comprising 9.5% pension; 0.5% death in service cover), 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.

Annual Leave

We offer 28 days paid annual leave (pro-rata for part time roles), which is inclusive of 4 days office closure during Easter and Christmas plus bank holidays. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

Job role:	Project Officer – Anglican Heritage Salisbury
Hours:	Fixed Term Contract for 20 months
Duration:	Permament
Contract:	Frequent Homeworker
Salary:	£30,282pa (Grade 4A)
Team:	Anglican Heritage Salisbury Project Team

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.

Candidates would ideally have a full driving licence and access to a vehicle, as the role will require travel around and within the diocese, but public transport can also be used.

How to apply

To help us with the selection process and ensure fairness, shortlisting will be based on the information you provide in your application. No assumptions will be made about your background, experience or skills unless you give us the information.

Please explain how you meet the criteria in the job description and person specification. Even if you do not fit all the requirements, but you're still interested in the role and joining us, we would encourage you to submit your application.

Part 1 – Complete a DBF Application Form ([download here](#)).

Part 2 – A Covering Letter of no more than two sides of A4, telling us about yourself, your motivation for applying for the role, and the skills, knowledge and understanding based on your experience you will be bringing to the role. Please use the job description and person specification as your reference.

Closing Date:	Mon 16 February 2026 by 9am
Shortlisting:	W/C 16th February 2026
Interview:	Friday 27th February 2026, in person at Emmaus House, Wilton, SP2 OFG.

The interview date is fixed, and we value meeting candidates in person at Emmaus House, please keep the date free should you be invited.

The interview process will be in two parts

- a) Assessment
- b) a task submitted ahead of the interview
- c) a formal interview.

If you would like any more information or additional support in order to apply for this role, please do get in touch, we're happy to help: contact the HR team on 01722 438650 or hradmin@salisbury.anglican.org

Please send your application form, CV and covering letter by email to: hradmin@salisbury.anglican.org

Privacy and your Data

Your personal data will be treated as strictly confidential and will only be shared with those involved in the recruitment/appointment process and, where appropriate, the Diocesan Safeguarding Adviser.

It may be shared outside the Church for the prevention or detection of an unlawful act; to protect members of the public from harm or safeguarding purposes with:

- Police
- Social Services in Local Authorities
- Statutory or regulatory agencies in the UK and in other countries (e.g. the Disclosure and Barring Service)

You can read our full [Privacy Notice here](#)

"The Spirit of the Lord is on me, because
he has anointed me to proclaim good news
to the poor. He has sent me to proclaim
freedom for the prisoners and recovery of
sight for the blind, to set the oppressed free,
to proclaim the year
of the Lord's favour."

LUKE 4: 18 — 19

