



Application pack for the post of

CHURCH BUILDINGS OFFICER
AND DAC SECRETARY

Welcome

Thank you for your interest in the post of Church Buildings Officer and DAC Secretary.

We are looking for a suitably qualified individual with experience in the field of heritage, conservation, architecture or planning, to lead our busy Church Buildings team and manage two team members. This team supports the work of the Diocesan Advisory Committee (DAC) in advising the Diocesan Chancellor and assisting parishes in their care for church buildings and churchyards, recognising that these are places of worship that balance mission, worship and wider community use, with care and conservation.

The Church Buildings Officer and DAC Secretary is key in enabling and promoting the understanding and development of church buildings and graveyards; being a point of contact for vicars (incumbents), church wardens and others as they seek advice about building maintenance issues and permissions (in the form of faculties).

The role is like that of a secular planning officer, providing pre-application planning advice; assisting in the preparation of planning documentation; and managing the planning application process.

The team interacts with parishes daily and therefore the successful candidate will have excellent communication skills and the ability to build and maintain positive working relationships with a range of stakeholders with varying needs and expectations. The team works in a fast-paced environment and the postholder must be able to remain calm under pressure, be highly organised and able to successfully prioritise and manage team tasks.

Currently, the role is primarily one of facilitating, advising on and administering complex legal processes that balance the needs of the worshipping community and the needs of the building. From time to time, the Church Buildings team is asked to attend 'site visits' to support the parish(es), DAC and Archdeacons with an appropriate development.

There is real potential for this role to evolve as the Church of England (Miscellaneous Provision) Measure 2018 provides new powers for the DAC to delegate matters to its officers.

The Diocese covers a large geographical area including most of Wiltshire, Dorset, three parishes in Hampshire and one parish in Devon. Much of the diocese is rural, whilst a significant part of our population lives in market towns and part of the coastal conurbation of Poole and North Bournemouth. As of January 2021, we have 589 parish churches and chapels of easy access across 436 parishes. The Channel Island deaneries will be joining the Diocese during 2021. The care of Channel Island church buildings is the responsibility of the local government and therefore the Church Buildings team will not be required to provide services to the Channel Islands.

The Church Buildings team serve the whole diocese operating out of the Diocesan Board of Finance (DBF) based at Church House in Salisbury. The purpose of the DBF is to support and resource our churches as we continue building a flourishing Christian presence in every community.

Please find below:

- A link to our websites for more information
- The job description and person specification
- General terms and conditions of appointment and the application process

The closing date for applications for this post is **17:00 on Friday 26th February 2021**.

Interviews will take place on 17th March 2021. We anticipate that the interview will be virtually via ZOOM, but dependant on the coronavirus government guidelines in place at the time.

We look forward to receiving your application.



Elizabeth Harvey
Director- Parish Support, Governance and Administration

Richard Curtis
Chair, Diocesan Advisory Committee

- You can find out more about the work of the Church Buildings Team on our website:
<https://www.salisbury.anglican.org/whos-who/contacts/dac>
- You can find out more about the diocese of Salisbury generally at:
<https://www.salisbury.anglican.org/>

**DIOCESE OF SALISBURY
BOARD OF FINANCE
JOB DESCRIPTION**

JOB TITLE:	Church Buildings Officer and DAC Secretary
LOCATION:	Church House, Salisbury / Home Working
DEPARTMENT:	Church Buildings
NORMAL HOURS:	Full time/35 hours
GRADE:	Grade 4
DURATION:	Permanent
RESPONSIBLE TO:	Director of Parish Support, Governance and Administration
RESPONSIBLE FOR:	Church Buildings Assistant Officers 1 full-time and 1 part-time assistants
ROLE LAST REVIEWED:	January 2021

JOB PURPOSE

To support the work of the Diocesan Advisory Committee (DAC) in advising the Diocesan Chancellor and assisting parishes in their care for Church buildings and churchyards; recognising that these are places of worship that balance mission, worship, and wider community use, with care and conservation. With the support of a small team, manage and administer the Care of Churches Measure, the Faculty Jurisdiction Rules (FJR), List A and List B rules, the faculty, and church buildings quinquennial inspections in the Diocese.

DUTIES AND RESPONSIBILITIES

Key Role A: Operate stages of Faculty Application Procedure using the Online Faculty System (OFS)

- Develop, implement, review and enhance team processes to create an effective and efficient workflow for applications from gathering information, provide advice, prepare casework and follow the stages and requirements of the OFS system
- Manage the DAC site visits protocols and procedures, working with the Archdeacons' Office and oversee the organisation of site visits required. Compile or ensure that copies of site visit reports are available for DAC meetings. Ensure Forms and Certificates are issued
- Implement legislative changes, i.e. Care of Churches Measure, the Faculty Jurisdiction Rules (FJR), the faculty, List A and List B and church building quinquennial inspections.

Key Role B: Operate procedures relating to Church Buildings Informal Advice and List B Schemes

- Advise parishes on process and guidance to follow literature, other sources of information and training available to help parishes navigate the Church Buildings processes
- Facilitate advice from individual DAC members and consultants and provide advice in consultation with the DAC Chair

- Record and monitor advice given and report to DAC committee as appropriate
- Ensure efficient administration of the Archdeacons' List B Written Approval process which is undertaken by the Church Buildings Assistant Officer(s)

Key Role C: Facilitate the running of the Diocesan Advisory Committee and other key meetings

- Act as DAC secretary to the Diocesan Advisory Committee (DAC)
- Arrange and service virtual and or on-premise DAC meetings and delegated powers sub-committee meetings
- Manage the Church Buildings Team annual planner and associated meetings, events and key dates associated with the work of the team and ensure this information is accessible and published as appropriate
- Prepare agendas, reports and minutes for the DAC and its sub-committees and ensure follow-up of Action items. Produce DAC meeting minutes and circulate on a timely basis
- Organise, prepare and provide information and guidelines in a variety of formats including information from records and registers
- Maintain a Register of Interests
- Prepare for and attend conferences and events including arranging the annual Architects' and Surveyors' Conference and attending the CBC annual DAC Conference and the Regional DAC conference.
- Administer the DAC Church Buildings Annual Award Scheme
- Assist the DAC in their work to serve the renewal and growth of the local church by acting as an advisory body for Church Buildings and Church Yards, working with other teams and or committees, i.e. Mission and Ministry Council and Property team
- Understand and support the overall aims of the diocese and actively promote and support the DAC in their work and contribution for the diocese to commitment to reach net zero emissions by 2030, working with other teams and or committees, i.e. Diocesan Environmental Group and Property team

Key Role D: Provide support to the Archdeacons with the Diocesan Scheme for the Quinquennial Inspection of Churches Maintain the Diocesan List of Approved Architects and Surveyors

- Organise periodic review of Diocesan Inspection of Churches Scheme
- Notify churches when inspections are due and maintaining records for quinquennial inspections of church buildings

Key Role E: Manage the work and profile of the Church Buildings team and key relationships

- Line-manage the Church Buildings team, the prioritisation, allocation and monitoring of individual and team tasks and co-ordinate workflows to ensure that team and organisational objectives are met within agreed timelines.
- Actively lead and apply process analysis and reengineering to streamline, innovate and improve working practices to meet the needs of those we seek to serve
- Implement, monitor and report key performance measures for the delivery of professional, effective support and services, that demonstrates key stakeholder needs are being met. Address any issues in a timely and proactive manner
- Provide budgetary input as required and manage team expenditure

- Present, represent and write reports and guidance notes on topics related to the team's work. Oversee maintenance of a library of reference material.
- Promote the development of church buildings and coordinate education within the diocese of the care and development of church buildings
- Maintain good relationships with the Diocesan Registrar, Diocesan Chancellor, Church Buildings Council, English Heritage/Historic England, the national amenity societies, local planning authorities and other relevant partners. Foster relationships that aid effective communication and consultation, assisting parishes and the diocese in the care and development of church buildings
- Oversee the maintenance and update the diocesan website with relevant and up-to-date Church buildings & churchyards information, including uploading policy documents, new technical guidance, training events, agendas, minutes, the QI architect list, DAC membership list, etc.

PRINCIPAL CONTACTS

Internal: Church Buildings and other diocesan teams.

External: Archdeacons, Diocesan Registry, Diocesan Chancellor, Bishop's and Archdeacons' Area Offices, Clergy, churchwardens and parish officers, DAC members and consultants, statutory amenity bodies, inspecting architects and surveyors

ADDITIONAL INFORMATION

The post holder must at all times carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

The purpose of the job description is to indicate the general level of responsibility and location of the position. The above is not an exhaustive list of duties and you will be expected to perform other relevant duties from time to time as necessitated by your role and the overall objectives of the organisation.

Footnotes

1. The Diocesan Advisory Committee is part of the faculty process to ensure the standards of repairs and alterations to church buildings. The committee makes its recommendations on applications for faculty to the Diocesan Chancellor, who determines the application.
2. The Church Buildings Council in the Church of England national body which advises churches and dioceses on care, conservation and development of church buildings. It also works with government to advise on policies, which affect church buildings.
3. The Quinquennial Inspection Scheme requires all churches in use to be thoroughly inspected every 5 years by suitably experienced architects or surveyors. The inspection report should identify all defects to the building fabric and contents and make recommendations for action including recommended timescales.
4. The Church of England (Miscellaneous Provision) Measure 2018 provides new powers for Diocesan Advisory Committees to delegate matters to its officers. The wording of the new provision is: 'The committee may delegate the exercise of any of its functions to an officer of the committee.'
5. Further resources and guidance:
<https://www.churchofengland.org/resources/churchcare/church-buildings-council/how-we-manage-our-buildings>

PERSON SPECIFICATION

POST TITLE: CHURCH BUILDINGS OFFICER AND DAC SECRETARY	
POST GRADE: 4	
KNOWLEDGE (including experience and qualifications)	ESSENTIAL/ DESIRABLE
Educated to degree level/professional qualification (or equivalent experience) relevant to the role (ideally in history of architecture, archaeology, planning, heritage or a conservation related subject)	E
Demonstrable experience within a planning or conservation context e.g. local authority planning department or practice associated with the issues, principles, conservation or development of historic buildings	E
A demonstrable level of experience with complex and varied administrative processes	E
Awareness of the Faculty Jurisdiction and Care of Churches Measure	E
Experience of dealing with building planning casework, architects or similar	D
SKILLS	
Competent using Microsoft Office, Outlook, Word, Excel, PowerPoint, etc	E
Competent using IT systems and processes to aid the delivery of duties in an effective manner	E
Experience in assisting and supporting with formal meetings (in-person and virtual meetings using technology such as MS TEAMS or ZOOM)	E
Demonstrable skills in managing and developing staff	E
ATTRIBUTES	
Excellent Communication Skills – capable of relating well to a wide range of people with varying expectations with tact and diplomacy	E
Able to prioritise, delegate and supervise work	E
Ability to remain calm under pressure, to organise self, effectively prioritise and manage tasks independently	E
Ability to work with minimal supervision to achieve agreed objectives, including the ability to take decisions as necessary	E
Functions as an active and effective participant within a team	E
Ability to engage with and gain a thorough understanding of casework and processes	E
Empathy with the aims and ethos of the Church of England	E

In addition the post-holder will need to occasionally

- Be able to travel within the diocese
- Be available to attend events outside normal working hours on a “time off in lieu” basis

General terms of employment

Salary	The salary will be up to £37,500
Pension	The DBF offers a 15% pension contribution, which may rise by a further 3% if matched, by a 3% contribution from the employee.
Hours of Work	This post is 35 hours (full time) per week. The post is likely to require occasional flexibility including weekends and evenings
Probation	There is a 6-month probationary period during which the progress and development of the post holder will be reviewed prior to confirmation of employment.
Holidays	Annual Leave is 24 days. There are also two office closure days at Christmas and two at Easter in addition to the public holidays at these times of which will also be pro-rated. The office is also closed on all other Statutory and Public Bank Holidays.
Location	The Diocese has offices in Salisbury and near Blandford. Your normal place of work will be either Church House, Salisbury and your home, but you will be expected to be flexible in your working location.
Travel	You are expected to hold a valid driving licence and comprehensive insurance when using your own vehicle on Diocesan business. Travel expenses are paid up to an agreed limit on the Diocesan scale.

APPLICATION PROCESS

Please click her for details and the application form: <https://www.salisbury.anglican.org/whos-who/job-vacancies/lay>

Applications should be returned to Sally Finn at hadmin@salisbury.anglican.org

The closing date for applications is **17:00 on the 26th of February 2021**, Interviews will be held on **the 17th of March 2021**.