**Carlisle Diocese Church Buildings Support Officer: Recruitment Process and Timetable**

Closing Date: Noon Monday 29th January 2024

Interviews: In Penrith Wednesday 31st January 2024

Start Date: To be agreed

Application forms should be returned to: humanresources@carlislediocese.org.uk

**INTRODUCTION**

PART 1

This is a new fixed-term role, which uses partnership funding generously awarded by the Church Commissioners through the ‘Buildings for Mission’ grant scheme to provide support and advice on building fabric matters as part of Local Building Plans.

The funding is for an initial period of approximately two years, ending in March 2026 although it is hoped that the funding may be extended.

The Church Buildings Support Officer will support the Church Buildings Officer (DAC Secretary),

with a remit to offer more proactive support to Mission Communities in caring for their church buildings and planning repairs and improvement projects.

There are 325 Anglican churches in the Diocese of Carlisle – roughly the county of Cumbria.  Each church represents the lives of countless people who have worshipped, celebrated and mourned within its walls.  Each is a visible sign of the place of the Church of England in our communities.  Most are historic buildings, many are listed, and their ongoing care, maintenance and sensitive development is a significant challenge for their congregations.

Work on church buildings largely falls outside the secular planning system and is governed by faculty jurisdiction which his overseen by the Diocesan Advisory Committee for the Care of Churches (DAC).  In addition to offering advice to parishes on church buildings and works to them, the DAC has an important statutory role in the faculty process, considering and advising whether applications for work to churches should be approved. The care of churches is also key to the Church of England achieving its goal of being Net Zeron Carbon by 2030.

The work of the DAC, the Church Buildings Officer (DAC Secretary) and the Church Buildings Support Officer is supported by committee members who have experience relating to various aspects of church buildings, including architects, clergy and other specialists.

**ROLE DESCRIPTOR**

PART 2

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| JOB TITLE: Church Buildings Support Officer |
| REPORTS TO: Church Buildings Officer (DAC Secretary) |
| PURPOSE OF ROLE: To provide direct support and advice on building fabric matters to a group of Mission Communities including developing Local Buildings Plans, co-ordinating essential repairs and supporting the installation of basic services to enable the continued viability and use of the buildings for worship and ongoing and missional activities.Additionally, the Church Buildings Support Officer will contribute to guidance and training aimed at strengthening support to mission communities, allowing those who are able to do so to develop and maintain their buildings autonomously. |
| **MAIN DUTIES AND RESPONSIBILTIIES**: Working with Mission Communities:* Support Mission Communities to formulate Local Buildings Plans to develop church buildings as places of community activity, engagement and outreach alongside their continued use for worship and mission.
* Maintain an overview of the condition of CofE churches within Mission Communities, reviewing QI reports, liaising with inspecting architects and making site visits and assessments as appropriate to prioritise cases for particular support and intervention, in particular those ‘stitch in time’ projects which can save money in the long term.
* Prepare maintenance plans for each CofE church and support with the implementation of these, with ongoing support as required for PCC’s and churchwardens in adhering to these.
* Work with individual CofE churches alongside their inspecting architects/surveyors to prioritise repair projects for the quinquennial period and for longer 10 year period, formulating repair plans.
* Support individual CofE churches and Mission Communities to plan, procure and implement repair works set out in their repair plan, including advising on procurement.
* In cases of particular urgency, support the parish in planning and prioritising a rapid response, including involvement of architect and appropriate contractors.
* Signpost to DAC officers and other colleagues on consent procedures and legal requirements where applicable
* Work with the diocesan Stewardship Officers, to provide guidance on fundraising for repair works and necessary building enhancements, supporting with the preparation and submission of applications.
* Support PCC’s, churchwardens and Mission Community Leaders with understanding and applying net zero carbon guidance and requirements and ensure all advice, guidance and actions taken align with this.
* Maintain an awareness of local needs and external factors to enable a broadening of existing missional and partnership work, where appropriate.
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| **WIDER SUPPORT:*** In conjunction with the Churches Trust for Cumbria support the potential for the establishment of maintenance collectives at Mission Community level.
* Contribute to relevant guidance available on buildings matters and development of case studies setting out examples of best practice.
* Liaise with Historic England to identify cases for inclusion on the Heritage at Risk Register as appropriate.
* Working with the Church Buildings Officer (DAC Secretary) support with the identification of suitable churches for funding under the Buildings for Mission Repair and Improvement Grant Fund.
* Liaise with the diocesan Environmental Officer to increase Energy Footprint Toolkit returns within targeted Mission Communities and development decarbonisation plans for the top 20% of churches.

**Community engagement focus:** * Work with Mission Community leaders to identify local needs as regards community facilities, activities, outreach and support and working with relevant colleagues, advise and encourage action accordingly.
* Work with local stakeholders to promote and develop the potential of church buildings as community resources; develop projects at Mission Community level that will enhance complementary use of church buildings, meet local needs and generate revenue.
* In partnership with the Churches Trust for Cumbria build relationships with Local Authorities, local businesses, charities, community groups, environmental groups other partners or organisations which are or might be stakeholders in sustainable futures for church buildings.
* Develop volunteering opportunities and support the establishment and development of relevant voluntary organisations.
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| **PERSON SPECIFICATION**PART 3 |
| ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
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| *TECHNICAL COMPETENCE*  |
| **Technical Skills & Qualifications** |
| * Good standard of educational achievement
* Experience of working with historic buildings and the legislation affecting them, whether ecclesiastical or secular
* Working knowledge of Microsoft Office packages and able to use IT effectively
* Good written and oral communication skills and the ability to summarise complex information
* Experience of administrative duties and able to use office equipment
* Good understanding of databases
 | * Experience of drawing up and monitoring project programmes
* Experience of dealing with building contractors
* Experience of fundraising and grant applications
* Experience of reporting and preparing papers for committees
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| **Knowledge and Experience** |
| * Knowledge of office procedures
* Ability to communicate confidently with individuals both within and outside the organisation
* Ability to work under pressure in a busy working environment and able to multi-task
* Ability to self-manage, using initiative to prioritise work and achieve deadlines
 | * Awareness of the Church of England and its structures
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| *BEHAVIOURAL COMPETENCE** A motivated self-starter with a flexible approach to work
* Ability to use own initiative and manage time effectively
* Good organisational skills
* A team player, able to work collaboratively with colleagues
* Tact and discretion for dealing with sensitive and confidential information
* Professional, calm and efficient manner
* Empathy for and a working understanding of the faith, worship and mission of the Church of England.
* Ability to travel throughout the diocese and to attend occasional evening meetings.
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| **Benefits** |
| **Salary** | £ 29,826 (Pro rata for 0.5) + 15% non-contributory pension |
| **Pension** | non-contributory defined contributions scheme (employer pays 15% of salary) |
| **Car** | mileage paid at 45ppm  |
| **Office provision** | office space provided in Church House, Penrith but there is flexibility to work from home for some of the time |
| **Working** **expenses** | fully funded  |
| **Other benefits** | * 34 days annual leave including public holidays pro rata
* Additional time off between Christmas and New Year at the discretion of the employer
* flexi-time system in operation
* Access to Employee Assist Programme
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|  | Any offer of employment is subject to:* Two references (one must be current employer)
* Health Check
* Right to work check
* Enhanced DBS check (for roles that are eligible)
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