

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>Job title:</b>	Assistant DAC Secretary (0.6 role)
<b>Department:</b>	Church Buildings and Pastoral Reorganisation
<b>Reports to:</b>	Senior Church Buildings & Pastoral Reorganisation Officer
<b>Place of work</b>	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

### **1.0 Main purpose of job**

- 1.1 To support the work of the Church Buildings and Pastoral Reorganisation Team and to assist the Senior Church Buildings and Pastoral Reorganisation Officer in delivering the work of the DAC and progressing faculty casework.
- 1.2 To provide guidance, advice and support to parishes, Archdeacons and others on the care of church buildings, church contents (including furnishings, fittings, instruments, monuments and memorials), and churchyards (Faculty Jurisdiction), as appropriate.

### **2.0 Principal duties**

#### *Diocesan Advisory Committee*

- 2.1 To develop an understanding of the relevant legislation, including the Faculty Jurisdiction Rules 2015, and keep up to date with any changes.
- 2.2 To receive and deal as appropriate with enquiries, whether by letter, email or telephone and provide initial advice and assistance.
- 2.3 To help prepare agendas and papers for ten DAC committee meetings each year; assist with logistical arrangements for meetings; attend committee meetings; and produce draft minutes.
- 2.4 To assist the DAC Secretary in preparing and carrying out, as appropriate, the actions called for by each committee meeting and in progressing casework.

- 2.5 To assist parishes with making faculty applications and offer informal feedback on proposals.
- 2.6 To provide support for parishes in registering for the Online Faculty System and making List B and faculty applications, deal with technical queries relating to the OFS, and liaise with the Church Buildings Council and Diocesan Registry in relation to issues with the OFS.
- 2.7 To make logistical arrangements for monthly DAC site visits, collate and circulate the site visit pack to members, attend site visits and take notes, and produce site visit reports.
- 2.8 To provide support for autumn Church Building Update Evenings and occasional training events and conferences arranged by the team.
- 2.9 To attend the annual Church Buildings Council Conference and other conferences and training days as appropriate.
- 2.10 To maintain departmental administrative and filing systems, up-to-date information and records.

*Other*

- 2.11 To be aware of and comply with the requirements of the Data Protection Act 1998.
- 2.12 To undertake any other tasks as requested by the Senior Church Building and Pastoral Reorganisation Officer.

### **3.0 General responsibilities**

- 3.1 The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
- 3.2 The post holder is required to:
  - support the ethos, aims and objectives of the Church of England and the diocese;
  - keep up to date with developments in their area of work;
  - participate in performance management and appraisal;
  - engage in training and continuous professional development activities.

- 3.3. The post holder will be required to travel across the diocese and to meetings in London.
- 3.4. The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- 3.5. The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- 3.4 This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

**Review Date: April 2024**

**Signature of Line Manager:**

**Signature of Employee:**

**Next Review Date:**

## **PERSON SPECIFICATION**

### *Essential*

- Relevant degree or equivalent experience
- Knowledge and understanding of the historic built environment
- Administrative experience
- Experience of working with committees and/or volunteers
- Strong communication skills both written and verbal
- A high level of organisation and attention to detail
- Full familiarity with MS office 365 (Outlook, Word, SharePoint etc)
- Excellent interpersonal skills
- The ability to work on own initiative and under pressure
- The willingness to develop familiarity with the relevant legislation, including the Faculty Jurisdiction Rules and the Ecclesiastical Jurisdiction Measure
- A willingness to develop knowledge of ecclesiastical architecture and art history

### *Desirable*

- Experience of being in an advisory role
- Knowledge of ecclesiastical architecture and art history and a sympathetic understanding of the purpose of church buildings as places of mission and worship
- An understanding of the organisation and mission of the Church of England.
- familiarity with the Faculty Jurisdiction Rules 2015 and Ecclesiastical Jurisdiction Measure 1991
- A full driving license and access to car