

Job Description and Person Specification

Job title:	Church Buildings Support Officer (CBSO)
Department:	Church Buildings and Pastoral Reorganisation team
Reports to:	Church Buildings & Fundraising Adviser
Key working relationships:	Church Buildings and Pastoral Reorganisation team, Archdeacons, DAC, Parish Clergy and Churchwardens, Architects and Surveyors, Cathedral and Church Buildings Division
Place of work	The person appointed will be based at the Diocesan Office in Hove with the option to apply to use the diocesan remote working policy for part of the week. The role will involve travelling to meetings with parishes around the Diocese.

1. Background

This is a fixed-term post funded by the Church Commissioners of the Church of England through their Buildings for Mission funding. The funding is for an initial period of approximately one year from the date of appointment, with the possibility of an extension, subject to funding.

The Church Buildings Support Officer will be a member of the Church Buildings team, who are based at the Diocesan Office in Hove and support parishes across East and West Sussex in caring for their church buildings. There are 466 churches in the Diocese, 75% of which are listed buildings, including 181 at Grade I.

The current Church Buildings team are primarily engaged with running the permissions system for works to church buildings, supporting the work of the Diocesan Advisory Committee (DAC) and Archdeacons, and offering fundraising advice to parishes. The new CBSO will have a remit to offer more proactive support to parishes in caring for their church buildings and planning repairs and improvement projects.

2. Main purpose of job

The Church Buildings Support Officer will support parishes in caring for their church buildings and planning repair and development projects. This will include ensuring that quinquennial inspections are carried out on time, logging quinquennial reports and

discussing the key points with parishes and Archdeacons and assisting parishes with planning quinquennial repairs. The CBSO will also advise on the development of churches, options for the introduction of new facilities and making churches more accessible and works towards achieving the Net Zero by 2030 target set by the General Synod of the Church of England.

The CBSO will also signpost parishes to colleagues for assistance with permissions, fundraising and finance and governance issues, and will flag up key guidance on topics relating to building conservation, the development of church buildings, Net Zero, and insurance and health and safety.

The CBSO will work with the Church Buildings and Fundraising Adviser and the Archdeacons to administer the Minor Repairs and Improvements and Quick Wins grant schemes. Finally, they will contribute to the preparation of a National Heritage Lottery Fund application for a diocesan led heritage project.

3. Principal duties

The Church Buildings Support Officer will:

- Administer the Minor Repairs and Improvements Grant Fund and Quick Wins grants.
- Maintain an overview of the condition of churches in the Diocese, log and review QI reports, liaise with Quinquennial Inspectors, Archdeacons and colleagues to prioritise cases for support and intervention
- Assist parishes with planning fabric repair and development projects, ensuring accessibility considerations are prioritised and that carbon emissions are reduced where possible
- Work with and signpost cases for support to the diocesan Church Buildings Team and the Parish Adviser for Finance, Stewardship and Governance
- Provide information on conservation and historic environment management, and signpost to relevant colleagues, organisations, published guidance and training opportunities as appropriate
- Liaise with Historic England to identify cases for listing amendments and/or inclusion on the Heritage at Risk Register
- Develop strategic approaches for the long-term care of churches.
- Contribute to the preparation of an applications to the National Lottery Heritage Fund for a diocesan led heritage project.

- Work with the national Cathedrals and Church Buildings Training and Support Officer

4. General responsibilities

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.

The post holder is required to:

- support the ethos, aims and objectives of Christianity, the Church of England and the Diocese;
- keep up to date with developments in their area of work;
- participate in performance management process;
- engage in training and continuous professional development activities.
- The post holder will be required to travel across the Diocese for meetings with parish clergy and churchwardens. There will also be some opportunities to attend meetings and conferences, including the annual national DAC Conference.
- The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- The Diocese is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- 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 2025

Signature of Line Manager:

Signature of Employee:

Next Review Date:

PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications	A degree, postgraduate degree or professional qualification in a relevant subject (such as Building Conservation, Heritage Management, History, Archaeology, History of Art, Architecture, Surveying) or equivalent experience	√	
	Relevant professional accreditation such as IHBC, RICS, RIBA		√
Knowledge and Experience	Interest in historic buildings and an understanding of their architectural development	√	
	Understanding of the conservation and maintenance issues affecting historic buildings	√	
	Knowledge of the legislative framework of the heritage sector and the planning system and/or the faculty system	√	
	Experience of managing a varied workload	√	
	Experience of developing historic buildings, including the introduction of new facilities and works to improve accessibility	√	
	Knowledge of environmental issues affecting historic buildings or willingness to develop knowledge in this area	√	

	Experience of working for the Church of England		√
	Experience of fundraising and grant applications		√
	Experience of administering grants		√
	Experience of working with volunteers		√
Criteria		Essential	Desirable
Skills and Abilities	Excellent administrative and numeracy skills	√	
	Strong oral communication skills and ability to lead meetings with varied groups of people	√	
	Excellent written communication skills and ability to communicate complex information in simple language	√	
	Project management skills		√
	Familiarity with architectural drawings and building surveys and specifications		√
		Essential	Desirable
Personal Qualities	Strong team player, who will work collaboratively with colleagues	√	
	Ability to take the initiative within the scope of the role	√	
	Ability to travel throughout the Diocese, which takes in East and West Sussex	√	

	Sympathy with the aims and objectives of the Church of England	√	
	Driving licence and access to a car		√
	Willingness to develop new skills		√