

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Church Buildings Team Leader
Department:	Church Buildings
Reports to:	Property Director
Line Manager to:	Senior Church Buildings Officer Fundraising Adviser Net Zero Parish Adviser (0.6 post) Mission and Pastoral Reorganisation Officer (0.6 post)
Key working relationships:	Clergy, PCC's and Parish Officers Archdeacons Diocesan Advisory Committee Diocesan Registry External architects and consultants Property Team, Parish Support Team and Communications Team at Church House
Place of work	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.

The roles and responsibilities highlighted in [blue](#) relate to the Mission and Pastoral elements of the role. Depending on a candidate's experience, there is flexibility for these responsibilities to be handled by colleagues at Church House for the first 12 months of employment to allow for a period of training and development. The expectation is that these responsibilities would be incorporated into the role following this period.

1.0. Main purpose of the role:

- 1.1.** To lead the Church Buildings team and support the Diocesan Advisory Committee for the Care of Churches and the [Diocesan Mission and Pastoral Sub-committees](#).
- 1.2.** To provide guidance, advice and support to parishes, archdeacons and others on the care of church buildings, church contents and churchyards, [and on procedure of processes of change in pastoral reorganisation](#).
- 1.3.** To build and sustain effective and positive relationships with stakeholders involved in the structures and processes.

2.0. Principal duties

Team Leader duties

- 2.1. To line manager members of the Church Buildings team, which will include setting and monitoring of work objectives and expectations through 1:1 meetings and the performance management process.
- 2.2. To be a member of the Team Leader group and attend and participate in Team Leader meetings and pass on updates to the team.
- 2.3. To manage the Church Building team budget, approve travel expenses and other expenditure including approval of grants from the Minor Improvement and Quick Wins grant scheme.

Church Buildings

- 2.4. To act as Secretary to the DAC, including working with the Senior Church Buildings Officer to service committee meetings, including the preparation of agendas, papers, and minutes.
- 2.5. To process faculty applications from parishes and to work with the Diocesan Registry on paperwork relating to the granting of faculties.
- 2.6. To guide and advise the DAC Chair and committee members in relation to legislation relating to their responsibilities and take forward the Committee's decisions.
- 2.7. To comment on proposals relating to the repair and improvement of church buildings at an early stage and advise on the permissions needed.
- 2.8. To work closely with other members of the team to ensure that advice given in relation to permissions, project planning, fundraising, and Net Zero is of a consistently high quality and aligned with national policy.
- 2.9. To liaise with the diocesan Registrar, archdeacons, solicitors, parishes and other outside bodies with an interest in church buildings and their environs.
- 2.10. To work with other members of Church Buildings and Parish Support teams to organise a programme of training including Church Buildings Update Evenings, Parish Support Roadshows, the Architects Study Day and other training events from time to time.
- 2.11. To liaise with the Communications and Parish Support teams to ensure that new information is disseminated to all parishes.
- 2.12. To represent the Diocese at conferences and briefings, including the national Church Buildings Conference and the South-East DAC Conference.

- 2.13. To respond to website and telephone enquiries relating to church buildings and churchyards.
- 2.14. To maintain an overview of the running of the List B application system for Archdeacons' permissions, and the administration of the Net Zero Quick Wins and Minor Repairs and Improvements grant schemes.

Pastoral Reorganisation and Closed Churches

- 2.15. To act as Secretary to the Mission and Pastoral Sub-committees, including working with the Pastoral Reorganisation Officer to service committee meetings, including the preparation of agendas, papers, and minutes.
- 2.16. To provide reports, brief and advise the Chair, Archdeacons and sub-committees members about cases.
- 2.17. To liaise with Archdeacons and parishes to formulate proposals and send them to the Church Commissioners for drafting and publication.
- 2.18. To liaise with archdeacons, rural deans, central bodies and other departments in Church House on the progress of pastoral proposals as they may affect their work.
- 2.19. To visit PCCs as necessary to provide support and answer questions and to be a source of procedural advice
- 2.20. To respond to queries from clergy, churchwardens and PCCs on matters relating to parish assets, organisation and structures, working closely with the Parish Support team.
- 2.21. To contribute to the workforce planning for the clergy by developing proposals in relation to parish boundaries and implementing changes as agreed by the Sub-Committees.
- 2.22. To provide support to the Diocesan Property Team to find suitable alternative uses for churches no longer required for worship. This includes consulting the Mission and Pastoral Committees for their views on any proposed new use.
- 2.23. To liaise with the Diocesan Registrar, archdeacons, solicitors, parishes and other outside bodies with an interest in such buildings and their environs.

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 Christianity, the Church of England and the diocese;
 - keep up to date with developments in their area of work;
 - participate in performance management processes;
 - engage in training and continuous professional development activities.
- 3.3. The post holder will be required to travel across the diocese
- 3.4. The post holder may be required to be a payment signatory and will receive training
- 3.5. The post holder will be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- 3.6. 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.
- 3.7. 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.

Terms and conditions

Probation: The appointment will be based upon a probationary period of six months during which it may be terminated by either party by one week's notice, and thereafter by three months' notice on either side.

Salary: £53,664 per annum for candidates able to take all aspects of the role.

A salary of £48,297 will be offered to candidates who accept the role without the Mission and Pastoral elements of the job description. The salary will increase to £53,664 once responsibilities are incorporated into the role after the period of training or development.

Pension: The successful applicant will be offered a pension with the Church of England Pensions Board with a flexible employee contribution between 0-6% and an employer contribution of 15.1%

Travel and evening work: The post will involve travel around the Diocese and evening work and occasional work at weekends.

PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications	Degree-level qualification in a relevant field (e.g., heritage management, architecture, surveying, building conservation or similar).	√	
	Affiliate membership or above of IHBC evidence of continuing professional development relevant to heritage or buildings.		√
	Evidence of continuing professional development relevant to heritage or buildings.		
Knowledge Experience and Understanding	Experience and understanding relevant to the care, repair, improvement or management of historic or ecclesiastical buildings	√	
	An understanding and awareness of the historic built environment and of legislation, permissions frameworks and national policy relating to church buildings and heritage.	√	
	Understanding of Church of England structures, governance, and processes, especially relating to DAC work, faculties, and church buildings	√	

	Familiarity with the Faculty Jurisdiction Rules 2015 and Ecclesiastical Jurisdiction Measure 2018		√
	Experience working with clergy, PCCs, parishes or similar stakeholder groups.	√	
	Experience of working in an advisory role and with volunteers	√	
	Experience of line management	√	
Skills and Abilities	Leadership skills, including the ability to lead a team	√	
	The ability to interpret legislation relating to Church Buildings	√	
	Excellent written and verbal communication skills	√	
	Excellent working knowledge of MS Office 365 suite – Outlook, Teams, SharePoint, Excel	√	
	Experience of planning and giving presentations		√
Personal Qualities	Professional with an engaging manner	√	
	Able to work supportively and collaboratively with others and oversee a team	√	
	A self starter and able to work on own initiative	√	
	In sympathy with the values and mission of the Church of England	√	
	A full driving licence and the ability to travel for the purpose of the role		√

Review Date: May 2026

Team Leader Signature:

Employee Signature:

Date:

Next Review Date: May 2027