

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Church Buildings Officer
Department:	Church Buildings Team
Reports to:	Church Buildings Team Leader
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.

1.0 Main purpose of job

- 1.1 Advise parishes on the care of churches and manage the 'List B' system of permissions for minor works that may be authorised by Archdeacons.
- 1.2 Support the work of the Church Buildings Team and the Diocesan Advisory Committee for the Care of Churches (DAC) and assist the Church Buildings Team Leader in delivering the work of the DAC and progressing faculty casework.

2.0 Principal duties

- 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 respond to email and telephone enquiries and provide initial advice and support for parishes in registering for the Online Faculty System and making List B and faculty applications.
- 2.3. To manage the List B process on behalf of the Archdeacons.
- 2.4. To help prepare agendas and papers for nine DAC committee meetings each year; assist with logistical arrangements for meetings; attend committee meetings; and produce draft minutes.
- 2.5. To assist the Church Buildings Team Leader in progressing faculty applications to repair and improve church buildings between meetings.

- 2.6. To arrange and attend monthly DAC site visits (visits to churches to discuss their proposals for major projects), and produce draft site visit reports, giving the DAC's initial advice on proposals.
- 2.7. To provide general 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, as appropriate.
- 2.8. To assist in organising the Church Building Update Evenings and training for churchwardens and incumbents on the care of church buildings, applying for permissions for works to church buildings, and the Online Faculty System.
- 2.9. To keep up to date with developments in heritage and building conservation by attending the annual Church Buildings Council Conference and other conferences, training days and CPD events.
- 2.10. Liaise with the Parish Adviser and Parish Support Team Leader and the Net Zero Carbon Officer for Parishes to ensure that parishes receive appropriate advice and encouragement to make their buildings fit for purpose and sustainable for the future, through the provision of facilities, and provision of energy efficient heating and lighting.
- 2.11. To maintain departmental administrative and filing systems, up-to-date information and records.

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 processes;
 - engage in training and continuous professional development activities.
- 3.3 The post holder may be required to travel across the diocese and to meetings nationally.
- 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.
- 3.6 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: July 2026

Signature of Employee:

Signature of Line Manager:

Next Review Date: July 2027

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 two months' notice on either side.

Salary: The post is offered at £38,600 per annum.

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 travelling around the Diocese and evening work and occasional work at weekends.

PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications and Experience	A relevant degree or equivalent experience	√	
	Knowledge and understanding of historic buildings, heritage conservation and the management of the built environment	√	
	Experience of working in an advisory role and with volunteers	√	
	Experience of managing administrative processes, casework or applications requiring attention to detail and accuracy	√	
	Experience of organising meetings, preparing papers and maintaining accurate records	√	
	Previous experience of working in a church environment		√
	Familiarity with the Faculty Jurisdiction Rules 2015 and Ecclesiastical Jurisdiction Measure 1991		√
Criteria		Essential	Desirable
Skills and Abilities	Ability to understand and apply legislation, policies and procedures	√	
	An understanding of Church of England structures, faculty jurisdiction, and parish finances		√

	Ability to interpret technical guidance and regulations	√	
	Excellent administrative and IT skills	√	
	Ability to prepare clear written reports, correspondence and committee papers	√	
	Excellent interpersonal skills	√	
	Ability to build productive relationships with a wide range of stakeholders and provide advice in a supportive and diplomatic manner	√	
	High level of organisation and ability to manage own workload	√	
Personal qualities	Proactive, adaptable and solution-focused	√	
	In sympathy with the aims and mission of the Church of England	√	
	Ability to travel throughout the Diocese and occasionally nationally	√	