

## The Diocese of Derby Board of Finance Limited

### Church Building Support Officer

#### Job Specification

<b>DEPARTMENT:</b>	Discipleship, Mission & Ministry ( <i>Buildings for Mission sub-team</i> )
<b>SALARY:</b>	£33,333 pa (2 years, fixed term contract commencing 1 <sup>st</sup> Jan 2024.)
<b>HOURS:</b>	35 hours per week
<b>LOCATION</b>	Derby Church House, Full Street, Derby, DE1 3DR (Hybrid working is currently in place subject to departmental guidance.)
<b>RESPONSIBLE TO:</b>	Director of Mission & Ministry

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#### THE DIOCESE OF DERBY:

The Church of England operates through 42 dioceses (geographical regions) each under the oversight and care of a Diocesan Bishop, with working with lay and ordained colleagues. The Diocese of Derby consists of the City of Derby, almost all the County of Derbyshire and a small area of Staffordshire. The Church of England offers its ministry to all members of the community, in this case serving a population of over one million people. Within the Diocese there are 257 parishes and 330 church buildings, served currently by approximately 135 paid clergy. About 10,000 adult congregants attend Church of England worship regularly. There are also 111 church schools in the Diocese educating 5,000 children.

#### Overview

Following a period of listening and enquiry over the past 2 years, the Diocese of Derby has discerned a renewed vision for the diocese:

**‘The Kingdom of God, good news for all - transformed lives: growing church, building community’.**

The Diocese of Derby is committed to public lay ministry being delivered by Licenced Lay Ministers (Readers) with strong networks of locally recognised ministries resourcing the life of the church working collaborative and complimentary ways under the oversight of enabling clergy. The Diocese is in process of identifying those lay ministries that may require or benefit from being additionally authorised by the Diocese or Bishop.

#### Role Purpose

The Church Buildings Support Officer will offer specialist front-line assistance to a focused group of local churches, in the care of building fabric and the advancement of the use of buildings in community engagement and diversification of purpose. Working collaboratively with other team members the post holder will (i) share professional skills by offering direct support and advice on building fabric matters, (ii) support grant resource distribution (minor repairs & improvements grant funds), (iii) aid in identifying additional funds and resources, and (iv) support community capacity building.

This, with the overall objective of helping to keep churches open as sustainable, long-term assets in, and for, their local communities. The outcome will be local church buildings and communities becoming stronger and more resilient, enabling them to be in a better position to sustain front-line mission and ministry from long-term viable church buildings. Throughout all aspects of the role the post holder will be attentive to widely sharing best practice and building supportive relationship networks to ensure greater strength and cohesion.

As well as those who support wider mission & ministry, the post holder will work alongside colleagues operating the statutory work of the Diocesan Advisory Committee for the Care of Churches and be part of a broader national network of Church Buildings Support Officers.

The post will be supervised by the Buildings for Mission (sub team) Leader

## **DUTIES & RESPONSIBILITIES:**

### **Key Responsibilities**

#### ***General***

- Develop strategic approaches for the long-term care and best practice management of churches.
- Maintain awareness of local needs and external factors, identifying opportunities in the priorities of partner organisations and the local community which are complementary to those of the church, acting as an advocate for church buildings both within and outside the diocese.
- Working with the Cathedral and Church Buildings Division (CCB) Training and Support Officer, provide information on conservation and historic environment management, signposting to relevant colleagues, organisations, published guidance and training opportunities as appropriate.
- Develop and deliver 'Buildings for Mission' training for the Wardens Network and for modules within the IME programme.
- Work with and signpost to DAC and other colleagues on consent procedures and legal requirements where applicable.
- Working with the diocesan Accessibility Adviser (or equivalent), promote the importance of equal access to churches, providing initial guidance on appropriate measures and adaptations.
- Ensure that all advice given, and actions taken are consistent with environmental and Net Zero Carbon targets, making best use of current initiatives and funding opportunities.

#### ***Building – reviewing, monitoring, and planning.***

- Lead on the diocese's strategic buildings review, and in concert with Archdeacons, prepare and update an Action Plan to prioritise support and intervention in particular areas of demonstrable need.
- Work closely with the DAC Secretary in maintaining an overview of the condition of churches in the diocese, reviewing QI reports, liaising with inspecting architects/surveyors and making site visits and assessments as appropriate, to prioritise cases for particular support and intervention.

#### ***Building - maintenance, repair and sustainability***

- Encourage long term financial planning for maintenance and repair and build an awareness of local building and maintenance contractors with skills and experience of working on church buildings.
- Provide guidance to churches on fundraising, in particular to identify potential funding sources for repair, maintenance and development projects, advising on applications and supporting project development.
- Provide guidance to incumbents, churchwardens and PCCs on making regular inspections, planning for maintenance and implementing maintenance tasks, whether by volunteer action or by commissioned work as appropriate to the nature of the task.

- Working with the CCB Training and Support Officer, provide training and guidance for incumbents, churchwardens, PCCs and volunteers on fabric matters.
- Work with individual churches and inspecting architects/surveyors to prioritise repair projects and advise on planning, procurement and implementation. Advise on project management.

### ***Community engagement***

- Promote and develop the use of resources such as the Diocesan Local Building Development Plan Toolkit, helping to shape and equip church buildings to support local ministry and mission priorities.
- Work with local stakeholders to promote and develop the potential of church buildings as community resources; develop projects in parishes or at diocesan level that will enhance complementary use of church buildings, meet local needs, and generate revenue.
- Build strategic relationships with Local Authorities, local businesses, charities, community groups, environmental groups such as bat groups and other partners or organisations which are or might be stakeholders in sustainable futures for church buildings.
- Share good practice and learning in the development of church buildings as places of community activity, engagement, and outreach alongside their continued use for worship and mission cross the diocese.
- Advise PCCs and congregations on engagement with the wider local community to identify needs and opportunities and to devise events, activities, and projects.
- Working with the CCB Training and Support Officer, provide training and guidance for incumbents, churchwardens, PCCs and volunteers on community engagement, complementary use etc.
- Support the establishment and development of relevant voluntary organisations such as Friends groups.

### ***Grants and Funding***

- Help parishes identify potential grant funding, supporting the application process where necessary.
- Establish and administer a grants fund for minor repairs and improvements aimed at long term sustainable use of church buildings.
- Coordinating with the Finance Team, enable access to any other appropriate diocesan funds and loan facilities.
- Any other duties commensurate with the post.
- Please note this post requires regular travel across the whole diocese.

### **KEY RELATIONSHIPS:**

Archdeacons and their teams  
Parish Clergy and PCCs  
Diocesan Advisory Committee  
Network of Building Support Officers

## Person Specification

Attributes	Essential	Desirable
<b>Qualifications</b> A degree or professional qualification in subjects relevant to history or the built environment, or equivalent experience.	√	
<b>Experience</b> Working with historic buildings and the legislation affecting them, whether ecclesiastical or secular.  Understanding of care and maintenance issues relating to historic buildings.  Knowledge of various stakeholders in the heritage sector and the Church of England.  Experience of development of strategy.  Experience of development and delivery of training.  Experience of drawing up and monitoring project programmes/KPIs.  Experience of fundraising and grant applications.  Experience of reporting and preparing papers for committees or strategic groups.	√   √  √  √  √  √  √  √  √	√
<b>Skills and Abilities</b>  Effective communicator, good report writing and general communication skills.  Ability to work accurately and with attention to detail.  Excellent time management skills. Able to self-motivate.  Proven record of IT skills and knowledge of Microsoft Office, the development of online training resources and updating Internet Web Pages.  Have a proactive approach, using own initiative and taking responsibility for actions and consequences.  Able to secure, build and maintain good working relationships with all stakeholders, contacts, and colleagues at all levels.  Able to demonstrate good emotional intelligence and examples of how it has been effectively applied in resolving conflict and/or challenging interpersonal relationships.  A flexible and positive approach to working and an ability and willingness to travel to various locations if required.	√  √  √  √  √  √  √  √	

<b>Personal qualities</b>		
Committed to the Diocesan mission.	✓	
Creative and collaborative thinker.	✓	
Be inspiring, enthusiastic, encouraging and supportive to others, both one-to-one and in groups.	✓	
Be sympathetic in understanding the range of church traditions.	✓	

## TERMS AND CONDITIONS

Salary	£33,333 per annum (Pay award pending April 2024)
Job Type	2-year Fixed term contract
Pension	After a three-month period, the Board will contribute a sum equivalent to 10% of your gross basic salary in respect of a suitable personal pension policy. However, if you elect to join the Church Workers Pension Builder Fund 9.5% will be paid into the pension fund. The DBF will also contribute 0.5% for life cover should you die in service. The lump sum is at least twice your pensionable salary.
Hours of work	35 hours, Monday to Friday Hybrid working is currently in place subject to departmental guidance.
Holidays	25 days paid leave plus statutory public holidays and any such additional days as agreed by the Company (currently 5 days).
Probation period	Six months, during which time progress is regularly reviewed. The period may be extended.
Evening and Weekend working	From time to time there will be the requirement to attend meetings during the evenings and at weekends. Time off in lieu will be given for any hours worked.

The Diocese of Derby intends to review job descriptions annually as part of the staff review process, to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed.

This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Signed by the Employee: .....Date: .....

Signed by the Manager: ..... Date: .....