

## Assistant DAC Secretary

### Job Overview

We're looking for a highly organised and motivated individual to join the Diocese of Derby as interim Assistant DAC Secretary. This is initially a 2-month fixed term opportunity with the possibility of extension. It is offered on a part-time basis of 21 hours per week, offering a competitive salary of £19,290 p.a. The successful candidate will receive a number of benefits including 30 days annual leave p.a. (pro-rated for part time workers), a Health Cash plan and an EAP.

This is a fantastic opportunity to support the work of the Diocesan Advisory Committee (DAC), helping parishes care for and develop their church buildings in line with our diocesan mission and strategy. You'll work closely within the Buildings for Mission team alongside the DAC Secretary and other colleagues to ensure smooth operations, clear communication, and effective coordination of faculty applications and building projects.

### Responsibilities

- Supporting the administration of DAC meetings, site visits, and documentation.
- Acting as a point of contact for parishes, under supervision.
- Helping maintain records and communicate DAC decisions.
- Assisting with compliance and educational resources related to church buildings.

### Candidate Profile

We're looking for someone who:

- Is highly organised and systematic.
- Communicates clearly and professionally.
- Has an interest in church buildings, heritage, or architecture.
- Is keen to learn and grow in a supportive team environment.

Experience in a church or heritage-related setting is a bonus, but not essential.

### Role Details

- Location: Church House, Full Street, Derby. We welcome hybrid working.
- Hours: 21 hours per week
- Salary: £19,290 p.a. based on experience
- Reporting to: Church Buildings Support Officer

Closing date is 15 October 2025

### Application Instructions

If you're passionate about supporting the mission of the Church and want to play a key role in the care of our historic buildings, we'd love to hear from you.

To apply or find out more, please contact Mandy Francis, [mandy.francis@derby.anglican.org](mailto:mandy.francis@derby.anglican.org) or visit our website.