

## Job Description

<b>Job Title</b>	Assistant DAC Secretary (Fixed term post)
<b>Workplace</b>	Church House Derby (hybrid)
<b>Hours</b>	21 hours per week
<b>Accountable to</b>	Gareth Greenwood (Church Buildings Support Officer)
<b>Salary</b>	£19,290 pa (for 21 hrs)

<b>Job Purpose</b>	To support the DAC Secretary in the effective operation of the Diocesan Advisory Committee (DAC), assisting with the administration, communication, and coordination of faculty applications and church building projects. The role contributes to the Diocese's mission by helping parishes care for and develop their buildings in line with strategic priorities.
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Key Responsibilities	
<ul style="list-style-type: none"> <li>• Assist in preparing agendas, minutes, and reports for DAC meetings and subcommittees.</li> <li>• Help maintain systematic records, including faculty petitions and survey files for each church.</li> <li>• Support the organisation of site visits and follow-up communications.</li> <li>• Act as a point of contact for parishes, under the supervision of the DAC Secretary.</li> <li>• Help communicate DAC decisions and ensure accurate documentation.</li> <li>• Liaise with internal stakeholders including Archdeacons, Church Buildings Officers, and diocesan staff.</li> <li>• Support the DAC Secretary in ensuring compliance with the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 and its Code of Practice.</li> <li>• Assist in introducing DAC processes to newly appointed incumbents.</li> </ul>	

- Contribute to the educational role of the DAC by helping prepare materials and resources for parishes and clergy.
- Attend relevant training and development sessions to build knowledge of church architecture, heritage, and faculty processes.

## Competencies

### Essential

- Strong organisational and administrative skills.
- - Excellent written and verbal communication
- - Ability to work systematically and manage multiple tasks.
- - Interest in church buildings, heritage, or architecture.
- - Willingness to learn and work under supervision.

### Desirable

- Experience in a church or heritage-related environment.
- Familiarity with faculty processes or ecclesiastical legislation.
- Proficiency in Microsoft Office and document management systems.

## Right to Vary Job Description

- This Job Description may be reviewed regularly and is subject to variance. If any amendments constitute a material change in the level of your responsibilities or the skills and competencies required, the salary level will be re-evaluated. You will be consulted with on any contractual changes
- In order for you to fulfil the requirements of the post you may be required to undertake training leading to recognised qualifications from time to time.
- You may be required to undertake other tasks that are assigned to you that the DBF might reasonably expect to be within your competence and grade.

Acceptance		
<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

## Person Specification

**Assessment :** *Application form (A), Interview (I), Presentation (P)*

Selection Criteria	Essential	Desirable
Knowledge, Experience and Qualifications	<ul style="list-style-type: none"> <li>• Good general education to degree level or equivalent (A)</li> <li>• Experience of project delivery including monitoring, and reporting on progress (A, I)</li> <li>• Experience of analysing data to develop actions (A, I)</li> <li>• Experience of identifying practical, sustainable solutions in real life situations, ideally in the built environment (A, P)</li> </ul>	<ul style="list-style-type: none"> <li>• Building services professional, relevant degree or professional qualification(s) in a field relating to historic buildings, building management, or sustainability (A)</li> <li>• Proven practical experience in the management, development, and conservation of the built environment with a focus on sustainability (A, I)</li> <li>• Experience of working with volunteers (A)</li> <li>• A good general knowledge of climate change (A, I)</li> <li>• General understanding of the Church of England structures (A)</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Strong numerate, oral and written communications skills (A)</li> <li>• Able to present technical information to non-specialist audiences. (A, I)</li> <li>• Strong organisational and multi-tasking skills. (A)</li> <li>• Able to rapidly acquire an understanding of the issues and challenges facing</li> </ul>	

	<p>churches in decarbonising by 2030 (A)</p> <ul style="list-style-type: none"> <li>• Able to work independently and within a team environment. (A)</li> <li>• Confident and competent working with IT systems, particularly Outlook, Word, Excel, PowerPoint, and SharePoint. (A)</li> </ul>	
Beliefs	<ul style="list-style-type: none"> <li>• An understanding of and sympathy with the life and work of the CofE in Derby Diocese including its strategy, aims and objectives. (I)</li> <li>• Committed to addressing climate change at a local level (A, I)</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• The ability to travel across Derbyshire (A)</li> </ul>	

### Disability Confident Employer



The Diocesan Board of Finance is a disability confident committed employer. If you have a disability and require adjustments to do this role, please let us know. We are committed to offering an interview to disabled people who meet the minimum criteria, and to supporting existing employees who have a disability