



Chelmsford Diocesan Board of Finance Job Description

- Job Title:** Historic Church Buildings Support Officer
- Reports to:** Head of Service Delivery
- Salary:** £37,500 to £42,000 per annum, subject to experience and qualifications
- Hours:** This is a full-time role (35 hours working week). Part-time may be considered or alternative working arrangements.
- There is opportunity for hybrid working.
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Purpose Statement

The Chelmsford Diocese is seeking to maintain existing support it provides for our parishes across the Diocese who are responsible for looking after church buildings. The Historic Church Buildings Support Officer will be responsible for supporting PCCs and others within the Diocese to care for their historic church buildings, through appropriate maintenance, management and repair sustainable uses; To identify and support applications to funding streams to support works on church buildings, their contents and churchyards. To support the long-term sustainable future of places of worship.

Reporting Structure

The line management relationship is with the Head of Service Delivery. The post also includes providing regular reporting to Historic England.

Nature and Scope

The Diocese of Chelmsford is the Church of England in East London and Essex. The Diocese is vibrant and growing with our 470 parishes and 144 schools across Essex, the unitary authorities of Southend and Thurrock, and five East London Boroughs serving a population of 3,278,701 (2021 census).

Within the Diocese there are 576 church buildings. Of these 401 are listed (173 Grade I, 145 Grade II*, 83 Grade II). The listed buildings are more likely to be found in the rural and northern areas of the Diocese, but there are a number of architecturally and historically significant buildings across the whole Diocese.

Each Parochial Church Council (PCC) is responsible for the care and maintenance of church buildings and churchyards within their parish and the Diocese, largely through the Archdeacons and the Diocesan Advisory Committee, who aim to support parishes in their responsibility by providing professional advice and guidance. We are seeking a new Historic Church Buildings Support Officer role for the diocese, predominantly working with buildings on the Heritage at Risk Register. This role would supplement existing resources within a Church Buildings Team and offer surety that we can continue extend this type of support to parishes.



In particular, the Historic Church Buildings Support Officer will focus on five main areas across the Diocese of Chelmsford: -

- a. Increasing understanding of the condition of listed church buildings by reviewing quinquennial reports, visiting churches, helping parishes to produce statements of significance and need and adding churches to the HAR register and vulnerable churches list where applicable and supporting Historic England to maintain the register,
- b. Working to improve the condition and long-term sustainability of these vulnerable and at-risk churches, and their removal from the register, and those within the Diocese
- c. Improving the condition of individual churches by putting action plans in place for the successful planning and delivery of capital repair and restoration projects.
- d. Increasing external building funding by increasing the amount, and success of grant funding bids.
- e. Be a contact point for churches promoting caring for their buildings through maintenance and repair, identifying and securing external funding for their improvement and capital projects and delivering these. Improving heritage skills across the diocese.
- f. actively improve engagement between churches and their local communities through wider volunteering opportunities, partnership working and successful completion of community and heritage projects

The Diocese is committed to *travelling well together* in all that we do, including in supporting those who look after church buildings within the Diocese. This role will support this commitment through interactions with a wide range of individuals within the Diocese to ensure engagement across all our communities.

The Chelmsford Diocesan Board of Finance (CDBF) is a company, and registered charity, that manages the business and operational affairs of the diocese, including matters relating to Finance, Property, Communications and Media, Safeguarding, Governance, Human Resources, Information Technology and Data Management, as well as Mission and Ministry which deals with training and supporting our clergy. We aim to serve our parishes and churches, worshipping communities and church schools responsibly and with accountability.

Principal Accountabilities

External Funding

- 1) Identify sources of funding for repairs, refurbishment, reordering and other improvements and community activities,



- 2) Work with the Parish Giving Advisors, to provide guidance to churches on fundraising, in particular to identify potential funding sources for repair projects, help prepare applications and carry out project development,
- 3) Work with churches identified to produce bids to the National Lottery Heritage Fund (NLHF) and other relevant funders for capital works, heritage and community activities to bring in new visitors and audiences
- 4) Work with churches identified to secure local partnerships with relevant stakeholders

Building Conditions

- 5) Work with the Church Buildings Team and Archdeacons to identify churches that should be added to Historic England's 'Heritage At Risk' (HAR) register and vulnerable list or require urgent repair works
- 6) Produce a database of churches supported for reporting to Historic England and for applications of grant funding.
- 7) Work in collaboration with Archdeacons to prioritise repair programmes for churches,
- 8) Work in collaboration with Historic England to add identified churches to the HAR and plan for their removal, and maintaining and updating the register and vulnerable list
- 9) Support churches to create action plans where there are urgent repair needs and to assess works completed,
- 10) Support churches in producing high quality Statements of Significance and Need,
- 11) Provide reports and/or attend meetings as required by the Diocese, for example attending PCC meetings and support grant reporting relating to the Services.

Building maintenance and repair

- 12) Work with individual churches and relevant colleagues and professionals to prioritise repair projects and help plan, procure and implement them, providing quarterly reports to the Head of Service Delivery and Archdeacons on project progress, making site visits and assessments as appropriate.
- 13) Prepare and update Action Plans to prioritise support and intervention in particular churches.
- 14) Contribute to the diocese's strategic review or plan for church buildings; identify struggling churches for inclusion in an Action Plan. To support parishes across the diocese by increasing knowledge of maintenance, conservation and repair

Contact point/support for church buildings

- 15) Provide an ongoing advice hotline for churches to get support in respect of maintenance, repair, fundraising and associated matters for their building projects
- 16) Design and deliver training workshops to PCC's to help them- with maintenance and repair and applying and secure grants for ongoing maintenance and repair projects and better manage their buildings

Community engagement

- 17) Support the Diocese and Historic England to promote the heritage of our church buildings and our wider associated heritage



- 18) Build relationships with incumbents, PCC's, churchwardens, volunteers, Local Authorities, local businesses, charities, community groups, environmental groups and other partners or organisations which are or might be stakeholders in church buildings, with the aim of increasing community engagement and volunteer support and, where possible income generation.

Other Duties

- 19) Complete role related and general Diocesan training, as required and keep up to date with developments in area of work, including engaging in training and continuous professional development activities.
- 20) Support the ethos, aims and objectives of Christianity, the Church of England and the diocese
- 21) Ensure that the principles of Data Protection, confidentiality, health and safety and safeguarding, are adhered to, and maintained throughout the course of duties.
- 22) Work collaboratively with the Head of Service Delivery, and members of his team as well as wider contacts and undertake such other reasonable duties as may be required, including by the Head of Service Delivery and Chief Executive.
- 23) DAC member

Key Stakeholder Contacts

Internal:

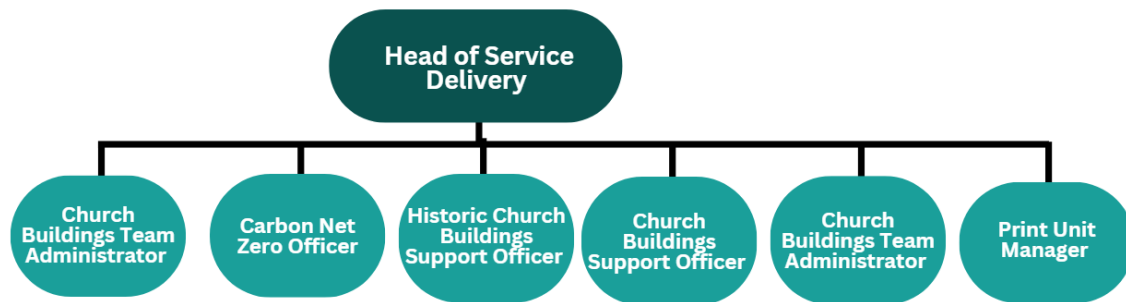
- Head of Service Delivery
- Archdeacons
- Diocesan Advisory Committee
- Church Buildings Officer
- Carbon Net Zero Officer
- Clergy and lay officers of parishes within the Diocese
- Parish Giving Advisers
- Diocesan Disability Adviser

External:

- Historic England
 - Regional and National equivalents.
 - Staff at the Cathedral and Church Buildings Division (CCB)
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Service Delivery Team Structure



Person Specification

Essential:

Education

- Educated to degree level or equivalent in a relevant degree, such as in heritage management, conservation of historic buildings, history of art and architecture or archaeology, or hold a professional qualification or have considerable related experience (with sound numeracy and literacy skills)

Knowledge/Experience

- Knowledge of historic church buildings and their maintenance, conservation and repair
- Experience in funding/grant applications
- Experience of finding innovative ways of solving or pre-empting problems with the ability to promote good practice, deal with conflict and address any barrier or resistance to change.
- A strong record of personal delivery in producing clear and timely advice, with a practical attitude.
- Experience of putting together action plans for addressing identified priorities

Skills/Aptitudes

- Excellent written communication including the ability to produce written reports
- Excellent oral communication including the ability to persuade and negotiate with confident and professional interpersonal skills
- Ability to motivate and engender enthusiasm
- Ability to design and deliver presentations and training.
- Good time management skills, including the ability to prioritise work whilst maintaining focus on key projects or activities with defined timescales.
- Experience of working with building owners/volunteers and wider community groups to build capacity and understanding. Excellent organisational skills, adaptable and flexible.



- Positive team working attitude.
- Self-motivated and proactive, able to work independently and on own initiative.
- Ability to research relevant topics and produce reports.
- IT literate: competent in Microsoft Word, and Outlook, with strong competence in Excel.
- A desire to serve the church in the Diocese of Chelmsford as well as the ability to learn Diocesan systems and processes.
- Holder of a full driving license and access to private transport (this is an essential requirement except in cases where the (prospective) post holder has a disability under the terms of the Disability Discrimination Act, where a reasonable adjustment could be accommodated).

Desirable:

Education

- Membership of a relevant professional body (e.g. IHBC)

Knowledge/Experience

- Knowledge of guidance, historic buildings legislation (Listed Building Consents, Conservation Areas) and the planning process generally.
- Prior involvement in developing community uses for places of worship.
- Demonstrable knowledge and experience of heritage / community grant-funding resources and how to access them.
- Understanding of the Church of England/Diocese of Chelmsford and how theology relates to church buildings.
- Experience of working with volunteers.



Outline of Terms and Conditions

Role	Historic Buildings Fundraising Advisor
Responsible to	Head of Service Delivery
Salary	£37,500 to £42,000 per annum, subject to experience and qualifications
Hours	<p>Full time – 35 hours per week, but the post-holder may be required to work additional hours to meet the reasonable requirements of the role. The normal office hours are 9.00 to 17.00, Monday to Friday. The postholder will be expected to work from the Chelmsford office on at least one day per week. Time off in lieu will be given for attending meetings outside office hours.</p> <p>Consideration will be given to applicants wishing to work part-time or alternative working arrangements</p>
Pension	Enrolment in the Church Workers' defined contribution scheme (a non-contributory scheme with an 11% contribution by the Board), plus in-service life cover.
Annual Leave	<p>30 days plus 8 public holidays</p> <p>Pro-rata for part-time staff</p>
Probation Period	3 months.
Notice Period	<p>After service of one month, but during the probationary period - 1 weeks' notice.</p> <p>Upon successful completion of the probationary period – 3 months</p>
Expenses	Working expenses are paid at the Diocesan rates.
Base	<p>Diocesan Office, 53 New Street, Chelmsford, CM1 1AT. You will also be required to work at other locations within the Chelmsford Diocese in line with the requirements of your role.</p> <p>Hybrid Working may be considered (60% of working time to be undertaken at the Diocesan Office).</p>
Contract	The contract of employment will be with the Chelmsford Diocesan Board of Finance (CDBF).



Pre-employment Administration

Checks:

The contract is subject to:

- 2 satisfactory references, including from current and/or most recent employer
- Completion of a Confidential Declaration form
- Driving Checks (Driving Licence, road tax, MOT and car insurance)

Right to work:

- The post-holder must have Proof of eligibility to work and reside in the UK. A check will be undertaken.

Employee Benefits

- Flexible & Hybrid Working, including from commencement of employment (*if applicable to the role*)
- 35 hour working week (full time)
- Enrolment in the Church Workers' pension scheme (non-contributory scheme with an 11% contribution by the Board),
- In service life cover of three times annual salary,
- 30 days Annual Leave plus 8 public holidays pro rata. (*rising to 29 days after 5 years continuous service*)
- Payment of professional fees/memberships (for relevant roles)
- Employee Assistance Programme, with access to 24/7 helpline and counselling
- Family friendly policies, including enhanced Maternity, Paternity and Shared Parental leave and pay
- Attractive City Centre Location with spacious offices
- Free on-site car parking