



## Chelmsford Diocesan Board of Finance Job Description

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**Job Title:** Church Buildings Team Administrator

**Reports to:** Head of Service Delivery

**Location:** Diocesan Office, 53 New Street, Chelmsford, CMI 1AT. You will also be required to work at other locations within the Chelmsford Diocese in line with the requirements of your role.

Hybrid working may be considered (60% of working time to be undertaken at the Diocesan Office), including on completion of successful probation period.

**Salary:** £27,300 to £29,918, subject to qualifications and experience

**Hours:** This is a full-time role (35 hours per week) with the opportunity for hybrid working and flexible working

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### Purpose Statement

To provide a full office and support service to the Church Buildings Team, which includes the Diocese Advisory committee (DAC) Secretary and Net Carbon Zero Officer.

### Reporting Structure

The post-holder reports to the Head of Service Delivery

### 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). We have 579 churches, which are served by around 415 clergy.

The Church Buildings Team provides dedicated support in a number of different ways to help PCCs to plan for and manage changes to their buildings in ways that balance worship and mission needs with conservation of remarkable heritage, as well as address challenges and opportunities that church buildings face. The team's work includes supporting the Diocesan Advisory Committee, who have a statutory role to advise both PCCs and the Diocesan Chancellor in respect of faculty permission, which is the church's version of planning permission. The team also provide guidance in respect of care and maintenance, work toward net zero carbon position and fundraising opportunities.



The Diocesan Advisory Committee (DAC) advises parishes who are planning work to their churches and the Chancellor as to whether or not a faculty should be granted for that work. Advice is given on a voluntary basis throughout the process by members of the Committee, supported by a team of consultants and specialist advisers.

The Chelmsford Diocese is seeking to implement its commitment to reaching carbon net zero by 2030 in line with the Church of England General Synod's Net Zero Carbon Routemap. The Net Zero Carbon Officer is responsible for implementing key aspects of the Diocesan Net Zero Carbon Action plan and for monitoring, reporting on and updating policy, strategy and action plans as necessary.

We have a new vacancy for a Team Administrator. The post holder will play a key role in ensuring the smoothing running of the Team by managing calendars, scheduling meetings and taking and distributing minutes efficiently. Most of the post holder's time will be spent supporting administrative processes for the Diocesan Advisory Committee, but will also spend a significant amount of their time supporting the Net Carbon Zero Officer with administrative tasks associated with their role.

The vacancy is an ideal opportunity for a self-starter with experience of working as a team administrator. The post holder will apply discretion and diplomacy in their work and be competent to apply initiative in the handling of their day-to-day work.

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 with accountability and responsibility.



## Episcopal Areas, Archdeaconries and Deaneries



### Principal Accountabilities

- Provide full administrative support for the Church Buildings Team, in particular the DAC Secretary and the Net Carbon Zero Officer.
- Managing the teams digital filing systems
- Attend meetings of the Diocesan Advisory Committee and handle administrative tasks associated with the meeting, including arranging meeting dates, taking minutes, circulating papers and maintaining the additional matters list.
- Attend meetings of the Net Carbon Zero Management Board and take the minutes of those meetings as well as managing the action tracker
- Manage the DAC team inbox, liaising with parish clergy and officers, archdeacons and the diocesan registry over matters relating to faculty and list B applications.
- Maintain the programme of Quinquennial Inspections of church buildings in the Diocese, including; a database of inspections, dates of previous inspections, issuing annual reminders and monitoring its progress, assisting with the appointment of new authorised inspectors and maintaining their contact details.
- Access the Online Faculty System to update application progress and upload documents as necessary.
- Process any invoices from external professional advisers and expense claims from DAC members and advisers.
- Support the Church Buildings Team with administration related with events (e.g. annual DAC outing, support roadshows, training sessions etc).
- To provide support and administrative support for the Service Delivery Department.
- Complete role related and general Diocesan training,
- Providing occasional cover for the Diocesan Office reception when required.
- 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.
- Support the ethos, aims and objectives of Christianity, the Church of England and the diocese



- Actively participate and contribute in the appraisal process.
- Ensure that the principles of Data Protection, confidentiality, health and safety and safeguarding, are adhered to, and maintained throughout the course of duties.
- Work collaboratively with the Church Buildings Team and wider contacts and undertake such other reasonable duties as may be required, including by the Head of Service Delivery and Chief Executive.

## Key Stakeholder Contacts

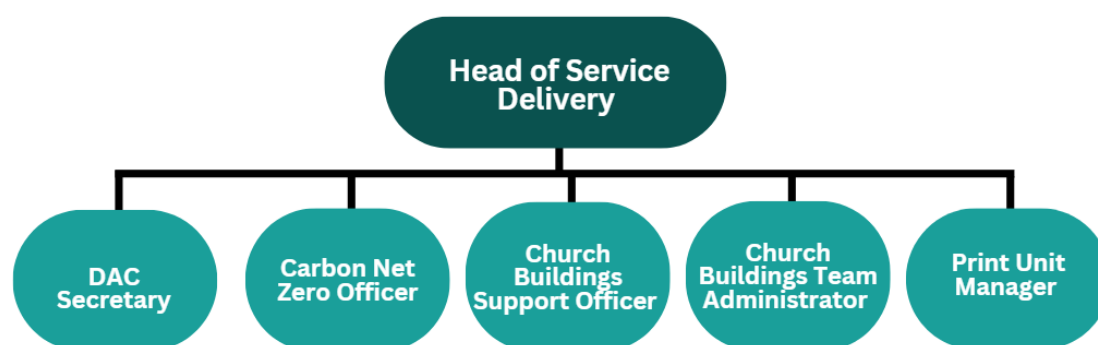
### Internal:

- Head of Service Delivery
- DAC Secretary
- Net Carbon Zero Officer
- Church Building Support Officer
- Historic Buildings Funding Adviser (consultant)
- Archdeacons
- Members of the DAC, in particular its Chair and Vice Chairs
- Members of the Net Carbon Zero Management Board

### External:

- Diocesan Registrar and Registry Clerk
- Diocesan Chancellor
- Church Buildings Council
- Parishes, including Incumbents/Parish Priests, Church Wardens and Volunteers.
- Regional partner dioceses in the Eastern Region

## Team Structure



## Person Specification

### Essential:

- Education to A-Level standard or equivalent
- Experience of successfully handling administration tasks and processes, ideally in a multi-faceted team environment



- Experience of and the ability to manage complex meeting requirements that demand a high level of systematic administration, procedural efficiency, and close attention to detail.
- Strong customer focus, with experience of and the ability to build and maintain positive working relationships with internal and external stakeholders.
- A collaborative and approachable team member, able to work closely with colleagues to ensure tasks are delivered effectively within the team
- Clear, concise and effective verbal and written communication skills.
- Personable and professional communicator
- Numerate with the ability to understand basic financial information.
- Good attention to detail with the ability to keep effective records and registers.
- Must be self-directing, highly organised, able to work to tight deadlines and handle conflicting priorities.
- Strong IT skills, able to competently use standard Office365 (or equivalent) applications (word, outlook, excel and powerpoint in particular).
- Experience of using Zoom, Teams and digital filing systems
- Demonstrates collaborative and active behaviours when working with others.

Desirable:

- Knowledge of buildings and regulations pertaining to them, preferably listed buildings,
- Knowledge of the structures of the Church of England,
- Knowledge of legislation relating to church buildings and churchyards,
- Knowledge of the Church of England's commitments to achieving a net zero carbon position, or general knowledge of net zero carbon work in other organisations.
- Experience of working with an online planning portal or similar.
- Experience of organising events.
- Familiarity with church terminology



## Outline of Terms and Conditions

<b>Role</b>	Church Buildings Team Administrator
<b>Responsible to</b>	Head of Service Delivery
<b>Salary</b>	£27,300 to £29,918, subject to qualifications and experience per annum, subject to experience and qualifications
<b>Hours</b>	Full time – 35 hours per week.
<b>Pension</b>	Enrolment in the Church Workers' defined contribution scheme (a non-contributory scheme with an 11% contribution by the Board), plus in-service life cover.
<b>Annual Leave</b>	25 days plus 8 public holidays pro rata. (rising to 29 days after 5 years continuous service)  Pro-rata for part-time staff
<b>Probation Period</b>	6 months
<b>Notice Period</b>	After service of one month, but during the probationary period - 1 weeks' notice. Upon successful completion of the probationary period – 1 month
<b>Expenses</b>	Working expenses are paid at the Diocesan rates.
<b>Base</b>	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.  Hybrid Working may be considered (60% of working time to be undertaken at the Diocesan Office), including on completion of successful probation period
<b>Contract</b>	The contract of employment will be with the Chelmsford Diocesan Board of Finance (CDBF).

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## 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
- A Basic DBS check



- Educational/Professional Registration Qualification Certificate
- Overseas Check (If applicable)
- Background Checks

### **Right to work:**

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

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### **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,
- 25 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)
- Cycle to work scheme
- 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 good transport links
- Spacious offices, with free on-site car parking