

DURHAM DIOCESAN BOARD OF FINANCE

Church Buildings Support Officer

JOB DESCRIPTION

JOB TITLE:	Church Buildings Support Officer
GRADE:	6.1
ACCOUNTABLE TO:	Governance Support Manager
REPRESENTATIVE FOR:	No line management responsibility
RELEVANT TO THIS JOB:	3 Year Fixed Term Contract
LOCATION:	Cuthbert House, Stonebridge, Durham, DH1 3RY
KEY RELATIONSHIPS:	<ul style="list-style-type: none">• Chair and members of the Closed Churches Uses Panel• Archdeacons• Parish clergy, churchwardens and PCCs affected by church closures• Governance Support Manager• Buildings for Mission Secretary• Diocesan Secretary• Church commissioners' case officers• Parish Giving Champion• Diocesan Advisory Committee• Diocesan Registrar• Diocesan appointed estate agents and external stakeholders
BACKGROUND:	The job role will support the care of church buildings, including both those which are open for worship and those which are closed, or planning to close.
JOB SUMMARY:	The post-holder will liaise between grant-making bodies and parishes in order to support the development of high quality successful grant funded projects. The post-holder will also develop suitable future uses for closed churches in conjunction with the church commissioners and other stakeholders, whilst ensuring the maintenance of closed churches for which the Durham Diocesan Board of Finance (DDBF) holds responsibility.

KEY DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:

Supporting church building projects

- Liaison with grant-making bodies to identify potential sources of funding for church building projects including capital alterations and maintenance;
- Communicating potential sources of funding to parishes;
- Working with parishes and their professional advisors to develop grant applications, particularly supporting those with limited grant application experience and expertise;
- Developing good practice in parishes around management of maintenance and repairs.
- Liaising with the Buildings for Mission Secretary and DAC when working with parishes that are preparing faculty submissions;
- Developing and promoting diocesan and national church resources and training to support parishes with building projects and maintenance.

Management and use-seeking of closed churches

- To identify alternative uses for closed church buildings;
- In liaison with the Governance Support Manager, to manage the church closure process on behalf of the diocese:
 - record the contents of closed churches and arrange for the approved relocation or disposal of their contents;
 - In partnership with the Church Commissioners, manage the process for dealing with redundant churches, taking the lead until an offer has been recommended and then supporting the Commissioners until sale has been finalised.
- To implement the diocese's policies and procedures in respect of closed churches and to assist in communicating these to parishes and other stakeholders as appropriate;
- To ensure compliance with church building legislation.
- To manage the budget associated with closed church buildings, including the production and maintenance of accurate records in conjunction with the Finance Team and to seek out and apply for relevant funding;
- To ensure the inspection of closed church buildings on a periodic basis;
- To manage the utilities of closed church buildings and maintenance and repair works as required, seeking quotes and tenders, liaising with contractors and design professionals and ensuring all necessary permissions as needed;
- To manage insurance for closed churches;
- To work with our legal experts to prepare heads of terms, leases and licenses for closed church buildings;
- To assist in the preparation of Planning and Listed Building applications for closed churches;
- To deal with general correspondence and enquiries in respect of closed churches.

Governance

- To draft and circulate agendas and papers for meetings of the Closed Churches Uses Panel, to attend those meetings and produce accurate minutes liaising with the Chair of the Closed Churches Uses Panel and making recommendations/presenting as necessary;
- To attend meetings relating to closed churches; advising and minuting as appropriate.

General

- To undertake other duties as may be required within the context of the care of church buildings and to provide cover for other members of staff in that area of work as appropriate

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

COMMON DUTIES AND RESPONSIBILITIES:

Health and Safety

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the Cathedral on health and safety and not interfere with or mis-use anything provided for your health, safety and welfare.

Confidentiality

You must not pass on to unauthorised persons, any information obtained in the course of your duties without the permission of your line manager.

Safeguarding

If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Diocesan Safeguarding Adviser (DSA).

Equality, Diversity & Inclusivity

Durham Cathedral is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time the post-holder sees or hears anything that could suggest a breach to our commitment and policy to equality, diversity and inclusivity or has any other reason to be concerned, it should be reported immediately to your line manager.

Buildings Support Officer

PERSON SPECIFICATION

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into 'essential' and 'desirable' criteria. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job that is the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the 'A' criteria on your application form.

A **Application Form**
I **Interview**
A & I **Application Form & Interview**

Ref:	Criteria	Essential / Desirable	A / I
	QUALIFICATIONS		
1.	Educated to degree level (or equivalent)	Essential	A
	Holding an appropriate professional qualification eg RTPI, RICS, IHBC, RIBA	Desirable	A
	EXPERIENCE		
2.	Experience in casework on church or other historic buildings	Essential	A / I
	Knowledge/experience of the challenges experienced by the Church of England in maintaining its buildings in changing and often difficult circumstances	Desirable	A / I
	Previous experience in an organisation concerned with the conservation of historic buildings and their planned development	Desirable	A / I
	KNOWLEDGE		
	Knowledge/experience of the broad fields of conservation or heritage management in England including planning legislation and an awareness of the operation of the ecclesiastical planning system	Desirable	A / I
	Knowledge and interest in extended use of church buildings	Desirable	A / I
	Understanding of the structure, organisation and culture of the Church of England	Desirable	A / I
	SKILLS & APTITUDES		
3.	Good written and oral communication skills, and be able to summarise well, including the ability to provide advice with clarity and precision	Essential	A / I
4.	IT literate and able to use IT effectively and efficiently	Essential	A / I
5.	Able to work comfortably within defined systems and processes, yet within that framework, able to take an entrepreneurial approach to opportunities that may emerge	Essential	A / I
6.	Able to work independently within the context of the requirements of relevant legislation	Essential	A / I

7.	Enthusiastic, approachable and professional; able to relate well to a range of people, maintain confidentiality and handle pastoral matters with tact and sensitivity	Essential	A / I
8.	Sympathetic understanding of the purposes, importance and sensitivities of church buildings	Essential	A
9.	Able to take the initiative with a methodical approach, being self-motivated and well-organised; able to work efficiently and effectively in meeting deadlines	Essential	A / I
PERSONAL ATTRIBUTES & COMPETENCIES			
10.	Flexible approach; able to assimilate new tasks and work as a co-operative member of a team	Essential	A / I
11.	Empathy with the Christian faith, and the ability to work effectively within a Church of England context	Essential	A
CIRCUMSTANCES			
	You must be able to travel within the diocese (and occasionally more widely).	Essential	A
	The post will require occasional evening and weekend working and the post holder should be able to commit to this.	Essential	I