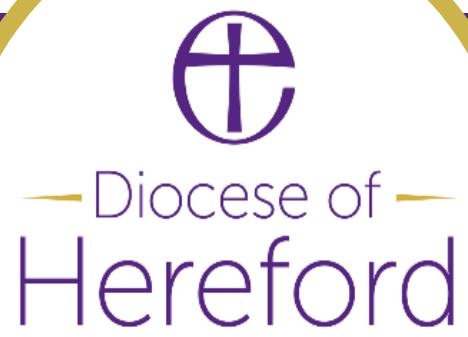


# Job Description: Church Building Support Officer



## **Job Purpose:**

To support the long term sustainable future of church buildings used as places of worship, ministry and mission and centres of culture, art and history. To support and encourage individual congregations in their care of their buildings to ensure they are in a good state of repair, working with volunteers from the wider community. To understand the buildings in the context of other local groups and their needs.

## **Dimensions:**

Occasional budget responsibility for Diocesan Controlled Grant programme

## **Accountabilities:**

### **Strategic work**

To produce an action plan integrating the care of church buildings, (in consultation with Bishops Council, the DAC, the Diocesan Mission and Pastoral Committee and our partners) into the overarching Diocesan Strategy and identifying those buildings which are a priority for support.

Working with communities and congregations on the care and repair of priority buildings, particularly those on the Heritage at Risk Register and assisting Historic England in the collection of information on listed churches in the diocese for the annual review of their Heritage at Risk register.

Advising congregations on the project management of repair projects and how to engage the support of the wider community

To support the care and repair of church buildings by contributing to the faculty process, to attending the Diocesan Advisory Committee and assisting as liaison between DAC and Parochial Church Council.

To support PCC's with identifying sources of funding and applying for grants.

Gathering data, interpreting and presenting information on church buildings within the Diocese to inform and assist their conservation.

Work on a wide range of projects to include identifying appropriate community uses for buildings and to advise parishes on the project management of major repair projects.

Designing and delivering resources, guidance and training to incumbents, churchwardens and congregations in all aspects of managing a historic place of worship, focussing especially on the importance of regular maintenance.

Contributing to the appropriate social media platforms, including the Resource newsletter, Diocesan ebulletins, providing copy, articles and information, and to speak on issues relating to church buildings to the media, including television and radio when required. Production of a quarterly Property Team Bulletin.

Producing quarterly reports for the CBSO Steering Group an annual report for Historic England and contributing to the DAC Annual Report.

## **Wider engagement**

To be the liaison between Historic England and the Diocese on latest developments and initiatives, along with the other appropriate national organisations, including the Church Buildings Council, National Churches Trust and National Amenity Societies.

Building partnerships with other organisations and the wider community, to include Herefordshire and Shropshire Churches Tourism Groups, Herefordshire and Shropshire Historic Churches Trust, etc. Regular liaison with the National CBSOs, but especially the West Midlands group, supporting and planning regional events.

Encouraging and facilitating a Diocesan programme of training across a range of subjects relating to care of church buildings but focusing particularly on maintenance.

Expected outcomes:

- The inclusion of church buildings in the Diocesan Strategy for Mission and Ministry, ensuring the long-term management and sustainability of places of worship in the Diocese of Hereford.
- To develop an achievable action plan for the implementation of the areas of that strategy relating to the care and maintenance of church buildings.
- Fewer church buildings on the Heritage at Risk Register.
- Improved capacity among congregations to manage and maintain the repairs of their buildings, including the recruitment of volunteers from the wider community to work alongside the PCC
- An increased flow of external funding to congregations for the upkeep and development of their buildings.
- Working with the Assistant CBSO, maintaining a portfolio of case studies, pilot parishes and resources for use by PCCs.
- Encourage networking between PCCs to share building experiences.
- To encourage and support PCCs to develop management plans to secure imaginative and sustainable futures for their church buildings that are compatible with their conservation, their use for mission and ministry and with Historic England's principle of constructive conservation.

## **Special Features**

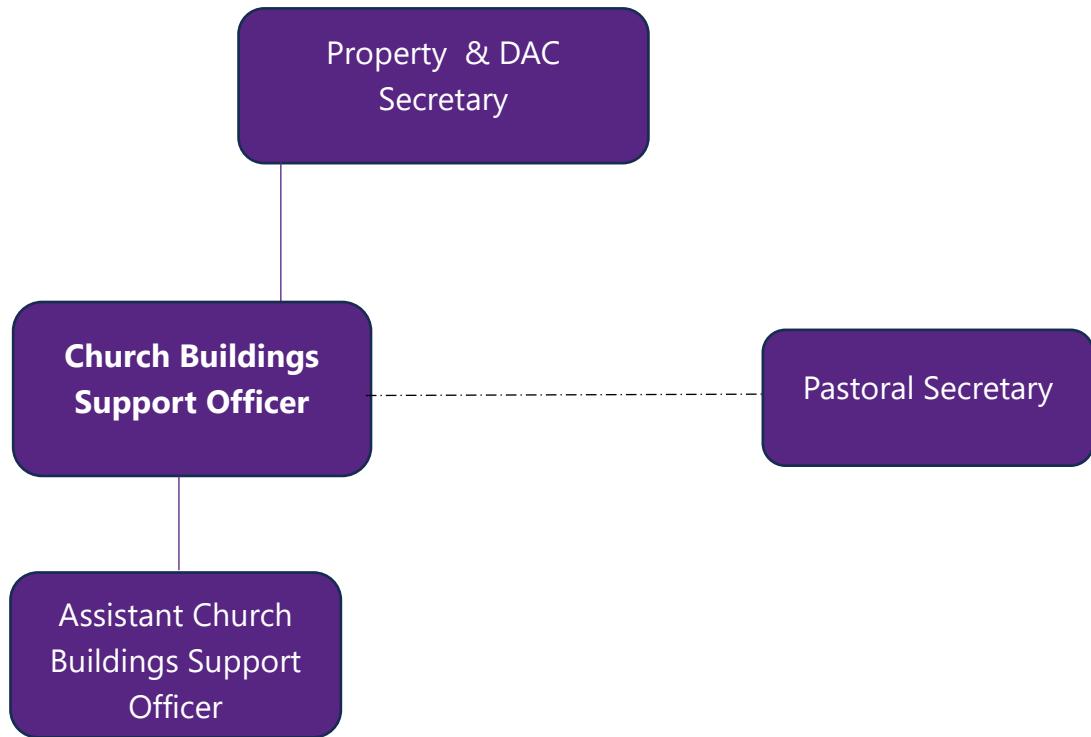
To work with other colleagues across the Diocesan Structures on a variety of aspects of church buildings and site care, including the Pastoral Secretary, in relation to closed churches and those at risk of closure.

To work with a range of organisations to deliver the outcomes of the role, including:

- Historic England
- CADW
- Amenity Societies
- Herefordshire Historic Churches Trust
- Shropshire Historic Churches Trust
- Shropshire Churches Tourism Group
- Herefordshire Churches Tourism Group
- Church Buildings Council
- Churches Conservation Trust and National Churches Trust
- Natural England
- Friends of Friendless Churches
- Caring for Gods Acre
- Church Insurance Companies
- Funding Organisations

The Historic England Church Buildings Support Officer Network, including attending regular network meetings.

## Organisation Chart



## Qualifications & Experience

AREA	ESSENTIAL	DESIRABLE
<b>Knowledge/ Qualifications/ Membership of Professional bodies (or equivalent)</b>	<p>Education to Degree level or equivalent.</p> <p>Graduate or equivalent in architecture, history, planning, surveying, heritage, or conservation related subject; OR the desire to obtain an historic building qualification</p> <p>Professional qualification in historic building conservation or related discipline</p> <p>Knowledge and Interest in building conservation, churches, and their history</p>	
<b>Type of Experience required</b>	<p>Experience of producing and delivering training events to a wide range of participants.</p> <p>Working with Historic Buildings or Heritage Assets.</p> <p>Experience of making Grant Applications</p>	<p>Knowledge of Church of England legislation applicable to Church Buildings</p> <p>Experience of working with the National Lottery Heritage Fund and equivalent funders.</p> <p>One year's post qualification experience in a similar role</p>

## Competencies

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"><li>• A demonstrable interest in England's historic places of worship.</li><li>• An ability to empathise with the core purposes of the church.</li><li>• Able to take sound decisions on complex and potentially contentious issues, with an eye for detail.</li><li>• Demonstrable ability in problem solving.</li><li>• Excellent leadership, interpersonal, negotiating and written communication skills.</li><li>• The ability to work within and influence an organisation.</li><li>• A willingness to engage with the wider community.</li><li>• A self-starter who will make a difference.</li><li>• Excellent IT skills, proficient in the use of Microsoft Office and an ability to update skills.</li><li>• A driving licence and access to a vehicle will be necessary</li><li>• Sympathetic to working with people of faith and the ethos of the Church of England.</li></ul>	<ul style="list-style-type: none"><li>• The post holder will be encouraged to pursue membership of the Institute of Historic Building Conservation (IHBC).</li><li>• Flexibility to work occasional evenings and weekend as required</li><li>• Understanding of the Church of England, its parochial system and wider organisation of the Diocese</li></ul>