

Job Description

EMPLOYER:	The London Diocesan Fund
JOB TITLE:	Church Buildings Adviser (casework)
RESPONSIBLE TO:	Head of Parish Property Support

Note: This job description does not form part of the employee’s contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

Overview

The Church of England Diocese of London comprises of 400+ parishes north of the River Thames and within the M25 motorway. The Parish Property Support team enables the missional objectives of the parishes, archdeacons and bishops through delivery of effective building advice and administration of the faculty jurisdiction.

We contribute to the work of the parishes fulfilling the department’s mission statement “To manage effectively and efficiently the performance of the property portfolio and provide support and advice to parishes on property issues, ensuring that all properties become the best and most appropriate tool for mission in the Diocese of London, for this and future generations.”

Job summary

The Church Buildings Adviser gives specialist advice on matters pertaining to historic (statutorily designated) church buildings and sources of grant funding for repairs to those buildings. The Church Buildings Adviser also takes forward proposals and initiatives aimed at raising the profile of churches and opening up their buildings to the wider community as part of Capital Vision 2020.

Main Responsibilities

Role

- *Support the long-term sustainable future of historic buildings as places of worship*
- *Establish the role and value of historic places of worship in the mission and ministry of the Diocese of London*
- *Help parishes to look after their buildings by providing advice on how to maintain their buildings*



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- *Promote the long-term sustainable future of historic church buildings now in use by non-Anglican congregations*
- *Overseeing the system of Quinquennial Inspections, working with the Parish Property Support Assistant where necessary.*
- *Working to further the aims of Capital Vision 2020, particularly the Open Churches initiative.*

Engagement

- *Encourage parishes to engage with the broader cultural value of the property with which they are vested.*
- *With the Head of Parish Property support, provide specialist advice to the team and the parishes, in processing and determining DAC applications and other processes relating to historic church buildings.*
- *In parallel with the Head of Parish Property Support, actively approach and encourage churches to seek grant funding for repair and development projects.*
- *Manage the system of Quinquennial Inspection of church buildings in liaison with Archdeacons' offices and the Parish Property Support Assistant.*
- *Arrange training days on subjects relating to managing historic church buildings, including appropriate maintenance and repair, procuring grant funding and opening up church buildings to the wider community.*
- *Maintain all advice documents on the Diocesan website relating specifically to buildings conservation matters and seek to extend their number and scope.*
- *Maintain regular liaison with external stakeholders in the area of historic buildings conservation and control, including English Heritage, local conservation officers and the national amenity societies.*
- *In liaison with the DAC Secretary and Archdeacons to use Quinquennial Inspection reports as a tool to identify churches which might attract grant funding for repair and to facilitate their applications.*
- *To assist parishes in writing statements of significance and conservation statements to accompany DAC applications, planning applications and grant applications.*
- *To maintain and enhance the record of the work presented to the DAC.*
- *To work with the congregations using former Anglican church buildings owned by the Diocese to ensure they are engaging with sources of repair funding and encouraging them to join the QI and gutters schemes*

Expected Outcomes

- *Improved capacity among congregations and tenants to manage and maintain their buildings*
- *Improve and devise maintenance strategy*
- *Lead training days for parishes and parish consultants*

- *Assist with the assessment of the places of worship property portfolio for the Diocese of London and develop a prioritised strategy for the church estate*
- *The Church Buildings Advisor may be required to undertake any other duties that are commensurate with the role, as instructed by the Head of Parish Property Support.*

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Person Specification

Essentials

- *A self-starter with the initiative and creativity to make a difference*
- *An effective communicator: a writer concise, professional and personable emails; and able to speak concisely to formal and informal meetings*
- *Familiarity with Microsoft Word, PowerPoint and Excel*
- *A passion for historic buildings and landscapes, and a demonstrable interest in England's historic places of worship*
- *Understanding of historic buildings legislation (listed buildings, conservation areas, PPS5, the planning process and the Faculty process)*
- *Good knowledge of secular and ecclesiastical architectural history and associated technical language*
- *Tact, diplomacy and politeness*
- *A strong team player, working collaboratively with one's colleagues and partnering with the parishes*
- *Ability to offer and ask for help*

Desirable

- *Demonstrable ability in problem solving and ability to think strategically*
- *Ability to work flexibly and effectively through a large volume of varied casework*
- *Efficiency and ability to prioritise*
- *Ability accurately to interpret architectural drawings*
- *Polite and amiable, at ease in different social settings, and a willingness to engage with the wider community*
- *Practical experience of working with historic buildings and methods of investigation and specialist conservation work or maintenance*
- *A relevant degree-level qualification*
- *Experience of architectural photography and report writing*
- *Experience of project management in a volunteer led organisation*

General Conditions

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Equal treatment amongst differing people from diverse backgrounds is one of the central precepts of the Church of England's mission and theology. The Church of England values the richness which this equal treatment brings to the workplace. The Diocese of London is therefore concerned to avoid discriminating against any person.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

All LDF staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not endanger themselves or others by any act or omission on their part and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. Therefore, staff are required to:

- Read, understand and abide by the LDF Health and Safety Policy;
- make themselves familiar with accident and emergency procedures for their site;
- inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;



- set a good personal example in respect of health and safety.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.

Terms of Employment

Location: The office is based at Pimlico, SW1 (near Pimlico Underground station)

Salary: £29,500 - £32,000 (dependent on experience) per annum.

Pension: The appointed person will be eligible to join the occupational pension scheme, which is currently 15% employer contribution and min 3% employee contribution

Health Insurance: Available after completing one year's service.

Hours: 35 hours per week, Monday to Friday 9am to 5pm with an unpaid hour for lunch. You may be expected from time to time to work in the evening or weekends.

Annual Leave: 24 days per leave year rising to 27 days after completing one year's service. This is exclusive of Public Holidays.

Season Ticket Loan: Staff are eligible to apply for an interest free season ticket loan.

Childcare Vouchers: Staff with children up to the age of sixteen are eligible for childcare vouchers.

Contract: This post is offered on a 12-month fixed-term contract, subject to a three-month probationary period

Full details of our terms and wellbeing offering to staff can be found in the 'Our Offer to You' document.