Diocese of Southwark

Church Buildings Officer

Vacancy Information Pack

Closing date: 10\textsuperscript{th} November 2019

Interview date: Thursday 28\textsuperscript{th} November
21st October 2019

Dear Candidate,

Thank you for the interest that you have shown in working with us. The Church Buildings Officer is a new post which has been developed out of a previous partnership between Historic England and the Diocese.

This new post is wholly funded by the Diocese and its purpose and priorities have been shaped to respond to the feedback we have received on the earlier post and the needs of the DAC and Diocese at this time.

This is a valuable role with the potential to make a real difference in giving guidance and support to the congregations and communities who make use of and care for our church buildings in the Diocese of Southwark. This includes helping parishes to access sources of grant-funding and obtain permissions to carry out building works, as well as promoting ‘best practice’ for repairs/maintenance and development of buildings.

We are looking for someone who can combine their background knowledge and experience in these areas with a proactive and pragmatic approach to casework and advice, whilst understanding the challenges that people looking after and using these buildings may face.

This is an opportunity for you to put into practice your enthusiasm for church buildings and the potential they have to offer in contributing to the “Southwark Vision” for mission and ministry. We hope that this will be of interest, and look forward to receiving your application.

Yours sincerely,

[Signature]

Stephen Roberts
Deputy Diocesan Secretary
Southwark Vision

Christ Centred, Outward Focused

Walking with Jesus and getting to know Jesus better as we journey on

Welcoming all, embracing our diversity and seeking new ways of being church

Growing in numbers, generosity, faith and discipleship as we grow God’s Kingdom

Job Description: Church Buildings Officer

Reporting To: DAC Secretary

Key Relationships: The post holder will work most closely with the DAC Secretary/Assistant Secretary, but also with the DAC Chair and Advisers, the Diocesan Registry, Archdeacons and other colleagues.

Responsible For: The post holder will not be responsible for other colleagues

Job Purpose: Processing casework of the DAC (Diocesan Advisory Committee for the Care of Churches), overseen by the DAC Secretary

Promoting the use and development of church buildings to resource and further the Church’s mission, within the context of “Southwark Vision”

Advising parishes on fundraising for their church buildings

Offering help and support to parishes in developing strategic approaches to repairs and maintenance of their churches

Encouraging and advising parishes on making changes to their church buildings and how they are used, to reduce energy use and carbon emissions, within the context of Southwark Diocese becoming an Eco Diocese.

Background to the post: This new post of Church Buildings Officer has been developed out of a previous partnership between Historic England and the Diocese of Southwark, which together initiated the post of Historic Churches Support Officer which came to an end earlier this year. The new post, wholly funded by the Diocese of Southwark, has been shaped to respond to feedback received and the needs of the DAC.

Our Values

Effective Stewardship of resources  Collaborative Team Working
Respect for all  Transparent Accountability
Detailed Duties:

1. **DAC casework**

   The post holder will also be an Assistant Secretary to the DAC, enabling him/her to be involved in processing a portion of the Committee’s casework.

   To provide a positive and friendly response to enquirers by email, telephone and post and to do everything possible to create a good relationship between the Committee and those who consult it.

   To arrange for specialist advisers to make visits, or report on submissions, as necessary. To attend site visits as appropriate and prepare site visit reports.

   To handle DAC casework (Committee; sub-committees; Archdeacons' List B permissions), circulating papers, drafting letters for sending to the parishes, communicating with the parishes the outcomes, issuing Notifications of Advice, and working with parishes to respond to feedback.

2. **Church buildings as resources for mission**

   To work collaboratively with parishes, diocesan colleagues and others to integrate thinking about church buildings with mission and ministry planning, to unlock the potential of church buildings for mission and community outreach. This will involve site visits, meetings with clergy, churchwardens and other parish representatives, and Parochial Church Councils (PCCs); being part of devising and delivering training events; writing articles, guidance notes and website content etc.

   Please see “Southwark Vision” for wider context:

3. **Fundraising**

   Promoting and facilitating access to sources of funding, and encouraging congregations to think imaginatively about income generation to maintain and develop their buildings. This will include proof-reading applications and helping to build fundraising strategies, as well as identifying suitable funding sources for individual projects and churches. Working with the Archdeacons and Diocesan Secretary on allocating grants from Marshall’s Charity to churches for their building projects.

4. **Repair and maintenance**

   Being responsible for sending out Quinquennial Inspection report reminders to parishes and for filing reports when completed, which offer an overview of the condition of church buildings and recommended works. Maintaining the database of currently appointed Quinquennial Inspectors, and taking the lead on the DAC’s giving of advice to PCCs about the appointment of Inspectors.

   The Church Buildings Officer will offer guidance and training in preventative maintenance and tools such as Asset Management Plans. For the past two years the Diocese has also hosted “Faith in Maintenance” study days in conjunction with SPAB.

   A significant proportion (54%) of churches in the Diocese are listed (31 Grade 1; 60 Grade 2*; 100 Grade 2) which presents a particular set of opportunities and challenges. The post-holder will
need to be aware of these opportunities and challenges. They will support parishes and engage with external partners in valuing these significant buildings and be able to advise on strategies for their care.

5. Caring for God’s creation

In July 2019, the Southwark Diocesan Synod voted unanimously to work towards becoming an Eco Diocese. For more information on the A Rocha Eco Church scheme, visit [ecochurch.arocha.org.uk](http://ecochurch.arocha.org.uk)

The DAC Chair is a member of the Diocesan Environmental Group. The DAC regularly offers advice in relation to interventions intended to reduce energy use and carbon emissions. The Church Buildings Officer will offer ongoing advice and support to parishes in relation to sustainable management and adaptation of their church buildings and churchyards, to encourage them in seeking to respond to the Fifth Mark of Mission - ‘to strive to safeguard the integrity of creation, and sustain and renew the life of the earth’.

**Other key relationships:**

The post holder will be line managed by the DAC Secretary and will work closely alongside colleagues in Trinity House and the Episcopal Area Offices, notably the current Assistant Secretary to the DAC (who leads on the day-to-day handling of DAC casework), the six Archdeacons in the diocese, the DAC Chair and Advisers, the Diocesan Registry, and the Head of Giving for the diocese. Attendance at the monthly DAC meetings (11 times a year, not in August) is expected.

**Continuing Professional Development**

The annual appraisal system is an opportunity to assess ongoing training needs and a programme for Continuing Professional Development will be agreed, along with any ongoing professional affiliations. The post holder will be expected to keep themselves up to date with current developments in appropriate areas such as technical conservation matters, changes to relevant legislation, and the sustainable management and use of church buildings.

**Health and Safety**

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

**Equality and Diversity**

All staff are expected to demonstrate the value of ‘Respect for All’, and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

**Confidentiality**

Maintaining confidentiality, and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

**Any Other Duties**
A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.
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<thead>
<tr>
<th>Essential Qualifications</th>
<th>Desirable Qualifications</th>
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<tr>
<td>A relevant* degree, equivalent qualifications or relevant experience</td>
<td>A relevant post graduate qualification</td>
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<td>Membership of a relevant professional body (e.g. IHBC)</td>
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<td><strong>Experience, Skills and Knowledge</strong></td>
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<tr>
<td>Understanding of what is required for long term and ongoing maintenance of historic buildings/churches</td>
<td>Knowledge or experience of technical aspects of the conservation of traditional buildings; knowledge of ecclesiastical architecture and art history</td>
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<td>Ability to devise a plan for addressing the repair / maintenance priorities identified by condition surveys</td>
<td>Knowledge of the legal framework of managing church buildings</td>
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<td>Understanding of and interest in issues facing building owners/volunteers and others in relation to Climate Change and other threats/challenges to historic buildings</td>
<td>Relevant qualification or prior experience in Environment / Sustainability</td>
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<td>Working with building owners/volunteers and wider community groups to build capacity and understanding</td>
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<td>Experience of preparing reports and assessments</td>
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<td>Demonstrable ability in problem solving, decision-making, project management, and attention to detail</td>
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<td>Experience of handling casework / administrative procedures</td>
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<td>Knowledge of historic buildings legislation (Listed Building Consents, Conservation Areas) and the planning process generally</td>
<td>Knowledge or experience of the Ecclesiastical Exemption / Faculty Jurisdiction</td>
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<td>Experience of interpreting technical drawings/plans</td>
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<td>Excellent interpersonal, negotiating and written communication skills</td>
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<td>Ability to work within and influence an organisation</td>
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<td>Understanding of developing community / complementary uses for historic buildings</td>
<td>Prior involvement in developing community uses for places of worship</td>
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<td>Awareness of sources of grant-funding for churches / historic buildings</td>
<td>Demonstrable knowledge and experience of heritage / community grant-funding resources and how to access them</td>
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<td>Ability to present/deliver training at training events</td>
<td>Experience of organising training events</td>
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<td>Good IT skills and familiarity with Microsoft Office</td>
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<td><strong>Personal Qualities and Behaviours</strong></td>
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<td>A positive regard for and understanding of the aims and ethos of the Diocese of Southwark and the Church of England, and the challenges they face</td>
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<td>Interest in and enthusiasm for historic buildings and places of worship</td>
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<td>A common-sense and pragmatic ‘can-do’ attitude; able to work resiliently under pressure</td>
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<td>A proactive self-starter with initiative and the capacity to work with minimal supervision, prioritise effectively and work to deadlines</td>
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<td>People-orientated; ability to work with people from wide range of backgrounds; patience, tact, diplomacy, politeness, sense of humour; friendly and approachable; ability to explain complex issues to a non-specialist audience</td>
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<td>Willingness to listen to and learn from specialists</td>
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<td>Ability to empathise and engage with community groups and with issues facing the historic environment</td>
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<td>A willingness to work flexibly including occasional evenings and weekends</td>
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DIOCESE OF SOUTHWARK

Church Buildings Officer

Full time- 35 hours per week

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House, although the job requires some travel, principally to attend meetings at churches within the diocese. Public transport links are good, so a driving licence is not required.

Salary

The post has the salary range of £31,000 - £33,500 per annum, inclusive of London Weighting, depending on experience

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

35 hours per week, Monday - Friday
Normally 09:00 - 17:00, but some flexibility required for occasional evening or out of hours meetings.

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years’ service. There is also an entitlement to 2 local and 8 national bank holidays. The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.
Pension

A non-contributory pension will normally be arranged with the Church Workers’ Pension Fund, currently a 15% employer’s contribution.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week’s notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months’ notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Ineligibility for Election

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.
Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London which is South of the Thames, together with the Eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers fifteen Local Planning Authorities (in part or wholly).

The Diocese of Southwark serves a growing population of 2.8 million people across south London and East Surrey, an area of rich variety and diversity, through its network of 292 parishes, 358 churches, 190 of which are listed places of worship. There are 106 church schools across the Diocese, 15 of which are secondary schools.

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people’s life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

Specific aims which the Diocese is working towards at present are:

- to grow our average weekly attendance;
- to increase the number of worshipping communities;
- to grow our financial resource base to allow investment in growth for the future;
- to increase lay and clergy vocations; and
- to grow leadership and representation that reflects the rich diversity of Southwark Diocese.

The Diocese is committed to providing the resourcing necessary to train and house over 300 clergy to minister in its parishes, alongside laity and clergy in secular employment.
In 2017 ministers carried out 2,860 funerals, 740 weddings and 3,220 baptisms. Surveys indicate that 70% of church members volunteer in their local communities, including as school governors, street pastors and in night shelters and food banks.

As part of the Renewal & Reform programme, the Church Commissioners have been making major grants available to Dioceses for specific projects with clear vision and goals to make a significant difference to their mission or financial strength. The Diocese of Southwark has now been awarded two such grants.

In 2016, the Diocese was awarded a major grant to develop fresh expressions of Church throughout the Diocese and to grow the Church in new development areas, in particular the Nine Elms development on the South Bank in the Vauxhall / Battersea area.

In 2019 the Diocese was awarded a second major grant this time for six specific projects in places identified across the Diocese where there is a clear opportunity for growth and where lessons learned can be replicated to good effect across the Diocese and the wider church. As the Church of England report “Church Growth - From Evidence to Action” makes clear, there is ‘no single recipe for growth’. Yet, there are common factors and as such, we are embarking on diverse approaches in both intervention, church tradition and expected outcomes, whilst ensuring appropriate monitoring and oversight.

The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan Office, located in Trinity House, Southwark.

**Trinity House and the Area Offices**

Trinity House houses the Diocesan Office where most of the professional staff of the Diocese are based under the overall direction of The Diocesan Secretary. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT). The governance of the Diocese is now held by the DCT which incorporates the Diocesan Board of Finance, Bishop’s Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates the day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more
granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Risk Committee (ARC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the ARC in its ongoing appraisal of risk, including investment risks.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These are known under the banner of ‘Lead, Enable, Serve’ and are summarised in the table that follows.
DIOCESAN STAFF PURPOSE
To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

DIOCESAN STAFF AIMS

- To support our parishes and clergy so that they are energised, equipped and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practise.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training and ongoing development for lay and ordained ministries.
- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.

SOUTHWARK VISION 2017 -2025
HEARTS ON FIRE with a Vision for Growth;
Walking, Welcoming, Growing.