

WORCESTER DIOCESAN BOARD OF FINANCE LTD
PROJECT DEVELOPMENT OFFICER – *Buildings for Mission*

BACKGROUND

The Diocese of Worcester has 279 churches in 195 parishes, mostly located within the ceremonial county of Worcestershire and the borough of Dudley. The diocese has examples of churches from all ages and architectural styles but many struggle to provide the facilities required to be fit for purpose as a spiritual and community resource. The diocesan vision, *Kingdom People*, holds purposeful and sustainable buildings as one of its key characteristics for the mission of diocesan churches to the people in our communities.

As a result, a strategic focus on the role that buildings have in our mission has been developed. The appointment of the Project Development Officer seeks to develop this focus into a project to identify and strategically prioritise locations where there are opportunities and need for mission and church growth and to support this through the provision and management of buildings. Historically, management of church buildings through parochial initiative or emergency intervention has led to varying standards in the condition and missional potential of our churches and other church properties. The priority now is to develop a strategic approach to the care and ongoing management of these places (though not exclusively existing church buildings), where there is the need and opportunity for mission and growth.

In 2017 the Diocesan Mission, Pastoral & Resources Committee asked all PCCs to carry out a survey of church buildings as places for mission to gain an overview of matters relating to church buildings in the diocese and their use in the context of having due regard to the furtherance of the mission of the Church of England. This will provide a large cohort of the data to:

- Discern complementary calling for different churches, amongst them key mission hubs, local mission churches, local celebration or festival churches, or, perhaps, alternative use
- Discover the potential for different or extended uses of church buildings, such as wider community use and engagement
- Identify areas of new housing with no existing church and how to resource mission in those places.

The survey has already provided valuable data as to how PCCs view their buildings: c.60% of the church buildings in the diocese were considered by their respective PCCs to be difficult to sustain with more than half these buildings considered to be difficult to turn around. Further interrogation and use of this data will be vital to the process of identification.

Following the process of identification, the Project Development Officer will work alongside church communities and wider stakeholders to pursue a number of key projects: perhaps reordering, major repairs and restoration, ecumenical partnerships, social enterprise, provision of new church spaces or exploring alternative use; in order to realise the greater missional potential within our buildings.

This new post will build on the success and learning from parts of the full-time post of Heritage Buildings & Community Development Officer that was in existence over the past nine years,

provided through a funding package from Historic England and other stakeholders. Continuing these good working relationships built up previously will be vital where continued support and funding from external bodies will be required to support adaptations to buildings and the greater potential for our buildings within their community.

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JOB DESCRIPTION

Main Purpose of the Job:

To help parishes and communities make greater missional use of church buildings through development and implementation of the diocesan strategic buildings project, *Buildings for Mission*. The project seeks to assess and understand our buildings as places of worship, mission and growth in the mid-21st century and offer the change management needed to ensure their viability and sustainability.

Accountable to:

- the Church Buildings Officer

Responsible for:

- any consultants, agents or volunteers appointed with regard to the *Buildings for Mission* project

Key relationships:

- Diocesan staff, including the task group for *Buildings for Mission*;
- the Diocesan Mission, Pastoral & Resources Committee (DMPaRC);
- the Diocesan Advisory Committee for the Care of Churches (DAC);
- Parish clergy, PCC members, church staff and volunteers and congregations;
- Historic England officers and officers from other stakeholders, including local authorities and key funders;
- Construction professionals – architects, consultants and contractors;

Key tasks to develop and deliver the *Buildings for Mission* project

The principle task is to identify and strategically prioritise locations where there are opportunities and need for mission and church growth. The aim is to bring about the change necessary to enable church communities in the Diocese of Worcester to be more effective in their stewardship of church buildings as places for mission and worship in a sustainable way as laid out in the Diocesan *Kingdom People* vision (section 8). This will be done by:

- Understanding and reviewing the results of the 2017/18 *Buildings for Mission* survey; engaging with key stakeholders to fully appreciate the current situation, both quantifiably through data and qualitatively in church communities. It is anticipated this will involve commissioning statistical analysis from a professional statistician.
- Within the task group, identifying strategic locations and viable projects to form both the overall vision and also the first tranche of deliverable outcomes for the project.
- Enabling congregations and clergy to recognise the value of the church building as the key operating premises for the mission of the church in the locality, including activities beyond their primary role as a place of worship.

- Developing the methodology and/or toolkit with which to engage church communities to strategically assess their missional requirements for buildings and how to develop the strands of missional use: 'key mission', 'local mission', 'occasional use' or 'alternative use'.
- Developing and agreeing action plans (embracing patterns of use, physical adaptations and repairs, capital and revenue budgeting, and management / governance arrangements) with a number of church communities to fulfil the potential of their buildings to support the mission to be undertaken.
- Liaising with statutory bodies, particularly Historic England and the local planning authorities, to enable a well-informed approach to be taken to strategy.
- Building relationships with external bodies and communities to support individual and collective church communities.
- Helping church communities identify and access funding sources for repairs; assisting in developing robust fundraising strategies, organising and managing major repair projects including liaison with professional advisors.
- Within parishes that qualify under the *Low Income Communities* fund, identifying projects that may benefit with the input of project management and to facilitate and support this.
- Evaluating outcomes of the project at key intervals with a view to the further development of the project, including financial resources needed to support the agreed action plans.

Generally

- Support the Church Buildings Team to promote a culture of regular preventative maintenance on church buildings and empowering church communities to do so.
- Maintain and build relevant data structures across the team to support effective working.
- Prepare budget and grant applications and monitor expenditure against budget.
- Be generally self-supporting in terms of your own day-to-day administration needs, events and diary management.
- Comply with health & safety legislation.
- Keep in contact with relevant developments nationally and in other dioceses to ensure that the project remains congruent of national developments.
- Develop personal and professional skills through training, being familiar with current developments in the conservation of church buildings as places of mission and ministry as well as for wider community use.
- Undertake other duties as required to fulfil the main purpose of the job.

Memberships:

The Project Development Officer will attend the following on request:

- the Diocesan Mission, Pastoral & Resources Committee
- the Diocesan Synod
- the Diocesan Advisory Committee for the Care of Churches

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PERSON SPECIFICATION

It is essential that the person appointed will:

about mission:

- be passionate and prayerful about enabling spiritual, missional and numerical growth in the Church.
- be committed and able to deliver work within our Kingdom People values: love, compassion, justice and freedom.
- be able to inspire, nurture and encourage people in faith and mission and have credibility with both clergy and lay people;
- possess a willingness to relate to and value all traditions in the Church of England and other denominations and religions.

about church buildings:

- be empathetic and committed to the role of church buildings as centres of Christian worship and mission in the context of the diocesan Kingdom People vision;
- have an empathy for the care, conservation and development of church buildings;
- have knowledge and experience of the role of externally-obtained funding (preferably within the life of the church and churches) and experience in applying for and utilising this funding.

about working with others:

- have experience in managing projects with numerous stakeholders and have an entrepreneurial approach to project delivery;
- be able to work independently in handling a diverse workload and in keeping to deadlines;
- enjoy working with others as part of a team;
- appreciate the context and role of people working in a voluntary capacity in parishes, communities and diocesan committees;
- have good communication and presentational skills, both oral and written;
- be able to balance conflicting or differing needs and perspectives, be happy to challenge and critique whilst inspiring and encouraging;

more generally:

- be able to use up to date IT hardware /software including word processing, database, e-mail and the internet and have a positive attitude and aptitude to using new hardware /software;

- be able to travel regularly, widely and flexibly in both the rural and the urban parts of the diocese. A current driving license is essential unless suitable alternative arrangements can be made;
- be willing to work outside normal office hours, as some work in the evenings and at weekends will be core to the effectiveness of the role;
- have a satisfactory outcome of a Basic Disclosure & Barring Service check.

It is desirable that you have a working knowledge of:

- the structures of the Church of England;
- the legislation relating to church buildings and the faculty processes.

Training Offered:

- Safeguarding
- Faculty Processes
- Diocesan Office IT systems
- Training on the conservation of historic church building including understanding their significance, maintenance and repairs.

Due to the need to support church communities spiritually and pastorally as part of the project, this post is subject to an occupational requirement under Part 1 of Schedule 9 to the Equality Act 2010 that the post-holder be a practising Christian, lay or ordained, and an active communicant member in good standing within the Church of England or, for instance, of a Church which is in Communion with the Church of England, or a Church that is a member of the Churches Together in Britain and Ireland, Churches Together in England or the Evangelical Alliance.

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SUMMARY OF PARTICULARS OF EMPLOYMENT

Job Title Project Development Officer

Reports to Church Buildings Officer

Terms:

- This part-time appointment of 21 hours per week will be on the basis of a one point salary of £18,819.
- There will be an initial probationary period of six months. During this period the appointment may be terminated by one week's notice on either side and thereafter by three months' notice on either side.
- The post-holder will be eligible for entry into the Church Workers Pension Fund on a non-contributory basis as far as the employee is concerned.

Generally

- This post is based in office accommodation at the Diocesan Office in central Worcester, but the Board shall be entitled to require the post holder to work permanently or temporarily at such other places in the diocese as the Board shall from time to time direct upon reasonable notice being given.
- The post holder will be required to travel extensively throughout the diocese. A loan scheme for car purchase is available.
- Expenses of office will be reimbursed in accordance with diocesan rates.
- In keeping with roles of this nature, a high level of commitment and flexibility is required to meet diocesan goals. Flexibility in working outside normal office hours, including evenings and at weekends, will be necessary.
- The Diocesan Office normal opening hours are 9.00am to 5.00pm Mondays to Thursdays and 9.00am to 4.30pm on Fridays.
- The annual leave entitlement is 25 working days (pro-rata) in a full calendar year, plus statutory and other public holidays.
- Subject to the above, the appointment will be subject to the Conditions of Employment.