

# THE NATIONAL INSTITUTIONS OF THE CHURCH OF ENGLAND

## MANAGING EMPLOYER: ARCHBISHOPS' COUNCIL

### CATHEDRAL AND CHURCH BUILDINGS DIVISION

#### JOB PROFILE

<b>JOB TITLE:</b>	Church Buildings Officer - Conservation
<b>GRADE:</b>	Band 4
<b>LOCATION:</b>	Church House, Westminster
<b>ACCOUNTABLE TO:</b>	Senior Church Buildings Officer and Head of Conservation
<b>KEY RELATIONSHIPS:</b>	Cathedral and Church Buildings Division, Church Buildings Council, Church Buildings Council Conservation Committees, Dioceses and Diocesan Advisory Committees (DACs).
<b>BACKGROUND:</b>	The Cathedral and Church Buildings Division – ChurchCare – led by the Bishop of Worcester, celebrates and supports the maintenance and sustainable development of the Church of England's 42 cathedrals and 16,000 church buildings. Through advice, campaigning and fundraising, it provides strategic support to those responsible for church buildings at a local level.
<b>JOB SUMMARY:</b>	<p>The postholder will take on a lead triage and respond to object conservation caseworker referred to the Council as well as participating in the wider church buildings caseworker in the Church Buildings team. The officer will take overall responsibility for conservation proposals referred for advice on conservation of church historic interiors. This includes sculpture, monuments (both internal and in churchyards), stained glass, paintings, wall paintings, furnishings, turret clocks (bells too or is Jacinta keeping bells?). They will undertake site visits, produce reports summarising the history and significance of church historic interiors, assessing the appropriateness of conservation proposals. For wider church buildings casework they will assess the impact of proposed changes. Following the advice of The Council they will return recommendations and offer advice. The post holder will also provide advice on a delegated basis when appropriate. The post holder will be the primary point of contact with DACs on matters related to conservation casework.</p> <p>The post holder will provide general guidance and advice at diocesan and local level and will also engage with social media for the Division and develop and update its online presence. As part of the ChurchCare team they will also work on projects to raise conservation standards, training and campaigning.</p>

## **MAIN DUTIES AND RESPONSIBILITIES:**

The Postholder will be expected to:

### **Take the lead in managing casework:**

- Work with DAC secretaries and architects to ensure the referral process supports parishes in conservation of their historic furnishings and architects
- Handle all conservation referrals received by the team and referrals received via divisional email addresses
- Liaise with the Council's 6 conservation committees (Bells, Clocks, Organs, Paintings & Wall Paintings, Sculpture & Furnishings, Stained Glass) to obtain appropriate and timely advice on conservation cases
- Decide which cases should be considered by the Council
- Participate in casework meetings
- Liaise with Office Manager to ensure efficient arrangement of site visits
- Respond to DAC requests for informal conservation advice

### **Support the running of the Conservation Committees:**

- At the direction of the Head of Conservation, provide the Grants Administrator with support in processing applications and preparing papers for the Council's conservation committees' grants meetings.

### **Provide consistent, practical and timely advice:**

- Prepare reports on the appropriateness of object conservation proposals, taking into account the role of the church as a centre of worship and mission.
- Prepare reports on the archaeological, art historical, ecological and architectural value of churches and assess the impact of proposed changes on the significance on the building, taking into account the role of the church as a centre of worship and mission.
- Provide written advice, following the advice of the Council where appropriate
- Make recommendations and suggestions, following the advice of the Council where appropriate, about wider use and engagement with historic furnishings in church buildings.
- Provide advice on a delegated basis when appropriate
- Provide administrative support for meetings of the Church Buildings Council
- As part of a team assist with the ongoing process of simplification of casework processes.

### **Promote the development of church buildings**

- Use the website and social media to promote the work of the Division.
- Speak in public on behalf of the division at training events and conferences.

### **Support policy and campaigning initiatives**

- To identify issues of general concern and participate in ongoing initiatives such as education and the strategic development of church buildings.

### **Assist the Director:**

- Undertake such duties as the Director considers 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.

## **PERSON SPECIFICATION:**

## **Essential**

### *Skills/Aptitudes*

- Able to take responsibility for their work, and work with members of the Church Buildings Team in their casework responsibilities
- An ability to think clearly about administrative procedures and how to implement them in a straightforward way, without losing sight of the values which the procedures are there to serve.
- An ability to write succinctly and accurately, and speak clearly and to the point to persuade a wide range of audiences, including writing for the web and the use of social media.
- An able public speaker who will be an effective ambassador for the work of the Council
- A good working knowledge of the use of information technology in the office environment.

### *Knowledge/Experience*

- Proven experience and understanding of conservation of historic artefacts and objects in a church environment, or similar
- Sympathetic understanding of the purposes of church buildings and their historic interiors as centres of Christian worship and mission.
- Knowledge/experience of the use of church buildings and their historic interiors, and understanding of their architectural and archaeological development.
- Knowledge/experience of the broad fields of conservation in England including planning legislation and the operation of the systems.
- Knowledge and interest in extended use of church buildings.

### *Personal Attributes*

- A good team member, able to communicate and work creatively with colleagues.
- A client forward approach to all who seek our advice from Bishops and Government Ministers to parish church representatives.
- Flexibility and adaptability in the face of changing requirements.
- A self starter who has initiated new ventures (in any field of activity)

### *Circumstances*

- The normal place of work is Church House, Westminster. In addition, the post-holder will be required to travel regularly (by public transport or by car and so have their own driving licence) to church buildings and conference venues around the country, with some overnight stays as necessary – appropriate travel and accommodation expenses will be paid.

### *Education*

- A relevant degree or professional qualification in object conservation or in some other directly relevant subject, or the equivalent experience.

## **Desirable**

### *Education*

- Qualifications or equivalent in both (i) conservation or (ii) history of art/architecture or archaeology would be advantageous.
- Relevant professional accreditation, eg PACR.

### *Knowledge/Experience*

- Knowledge of history of art/ architecture or archaeology and its relation to church buildings and their historic interiors.
- Knowledge/experience of the challenges experienced by the Church of England in maintaining its historic buildings in change and often difficult circumstances.
- Proven experience in casework on church or other historic buildings
- Knowledge and interest in the environmental sustainability of church buildings and climate change issues.

- Previous experience in an organisation concerned with the conservation of historic buildings and their planned development.

## **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.

### ***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***

The NCIs take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy.

### ***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:**

***Starting Salary:*** Salary starts at the probationary point of £35,078 per annum. On satisfactory completion of the probationary period the salary will rise to the standard point for the band £38,386 per annum.

***Pension Contributions:*** Non-clergy staff will be automatically enrolled in the Church Administrators Pension Fund (CAPF, DC Section) unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the CAPF scheme.

The Church Commissioners have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.

***Hours of Duty:*** Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch.

***Annual Leave:*** 25 days paid leave per leave year. This is exclusive of public holidays and additional holidays approved by your employer.

***Season Ticket Loan:*** Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.

**Contract:** The post is offered on fixed term contract subject to a six-month probationary period.

**Closing date for receipt of applications: Tuesday 26 March 2019**

**Interviews: Tuesday 2 April 2019**