

ROLE PROFILE FOR Assistant Case Officer (Closed Churches Team)

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The Cathedral and Church Buildings Department supports the care and sustainable development of the Church of England's 42 cathedrals and 16,000 church buildings, of which 12,500 are listed, to help fulfil the vision and strategy of the Church of England. It also supports dioceses with the disposal of church buildings no longer required for worship and finding them a new future. Through advice, guidance, advocacy and fundraising, we provide strategic support on conservation and caring for historic church buildings, making change to support worship and communities, and working towards Net Zero Carbon 2030. Members of the department engage with dioceses, parishes and cathedral teams, as well as nationally with government, agencies, charities, funders, General Synod and across the National Church Institutions to make the case for church buildings and their vital role in worship, community and our national life. The Church Buildings Council is a statutory body responsible for advising Chancellors, dioceses and parishes

on faculty applications and on the care, conservation and development of the Church England's church buildings.

This post is in the Commissioners' Closed Churches Team, which is regionally based. It involves working with dioceses to drive forward the casework and settle the future of closed church buildings. The team is part of the Cathedral and Church Buildings Department, a dedicated team of professionals who work with and advise parishes and dioceses on the care and conservation of church buildings, helping to manage the largest set of historic buildings in the country.

What you'll be doing

The purpose of this role is to support the Closed Churches Team in finding suitable new uses for church buildings that are no longer needed for regular public worship.

The Assistant Case Officer (CO) will work alongside regional case officers to identify new uses for church buildings on a case-by-case basis. They will provide specialist advice and support throughout the church building closure and disposal process, assisting diocesan teams, purchasers, statutory bodies, and other stakeholders involved in the decision-making and legal processes.

This role is designed to offer training and development opportunities, with the intention that, over time, the Assistant CO may progress to the position of Regional Case Officer.

MAIN DUTIES AND RESPONSIBILITIES

Under the supervision and direction of the Regional Case Officers/Manager undertake and/or assist with the following:

Casework Support and Specialist Advice

- Providing a responsive and high-quality specialist property and legal service to individuals seeking guidance on progressing closed church casework under the Mission and Pastoral Measure (MPM).
- Acting as the main point of contact for public enquiries related to closed church cases.
- Supporting Regional Case Officers in planning, progressing, and monitoring individual cases, ensuring that necessary specialist advice is obtained as required.
- Liaising with a wide range of partners and stakeholders throughout the process, including dioceses, Historic England, local planning authorities, and amenity societies.

Case Process Management

- Commissioning internal and external specialist advice to inform decision-making for closed church cases.
- Assisting with the commissioning of agents and market appraisals to support the sale or disposal process.
- Coordinating bidding processes and tender appraisals, ensuring compliance with relevant regulations and requirements.
- Drafting and publishing draft MPM schemes for consultation, and supporting necessary decisions to the Mission, Pastoral and Church Property Committee (MPCPC).

- Seeking planning permissions, where appropriate, prior to marketing properties, and preparing planning briefs for local authority agreement.
- Supporting purchasers in applying for their own planning and listed building consents.
- Issuing legal instructions on sales/disposals, covenants, and variations to covenants, and advancing the disposal process proactively.
- Supporting dioceses in managing the appropriate disposal of contents of closed churches.
- Undertaking site visits and other meetings across the region as part of case management activities.

Advisory and Relationship Management

- Advising dioceses, interested parties (including Historic England, local planning authorities, and amenity societies), solicitors, and prospective purchasers on the statutory provisions set out in the MPM 2011 and the latest version of the Code of Recommended Practice.
- Providing proactive support to individuals and groups interested in purchasing closed church buildings.
- Managing relationships with Historic England and other key partners to facilitate case progress.
- Supporting the work of the Commissioners' Mission, Pastoral and Church Property Committee through case-related activities and coordination.

Documentation and Compliance

- Contributing to the regular updating of the Case Officers' desk manuals and the Code of Practice to ensure they reflect current procedures.
- Supporting the Head of Mission & Pastoral Services with the Synodical legislative process for the new Mission and Pastoral Measure.
- Ensuring compliance with records management and financial responsibilities associated with the post, including internal audit and risk management processes.
- Providing briefing materials and information to support internal NCI processes, including responses to General Synod or Parliamentary questions, and any briefings required by the Board of Governors or senior officers.

Financial and Risk Management Support

- Assisting with financial processes related to the disposal of closed church buildings, ensuring transparency and accuracy in transactions.
- Supporting audit and risk management processes concerning the disposal of closed church buildings, contributing to the identification and mitigation of potential risks.

Data and Performance Management

- Providing record management and data governance support, ensuring compliance with relevant policies and regulations.
- Producing briefing materials and information for performance and risk management purposes, utilising dedicated data systems to track progress and ensure accurate reporting.

Training and Development

- Undertaking any specialist and generalist training required to support the development of skills and knowledge relevant to the post.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. 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.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Education:

- Degree level or equivalent.

Skills/Aptitudes:

- An ability to organise and prioritise a complex caseload as part of a wider team.
- An ability to assist with the management of complex processes.
- An eye for detail.
- A proactive attitude.
- Strong stakeholder and diplomatic skills.

Knowledge/Experience:

- Strong written and oral skills.
- Meeting management skills – drafting agendas, papers and minutes.
- Strong project management skills – planning and meeting coordination.
- Strong data skills – used to using specialist software, internet based research and posting information on websites, as well as the usual Microsoft packages.

Circumstances:

- Travel within England with occasional overnight stays.

Desirable

Skills/Aptitudes:

- Driving licence.

Knowledge/Experience:

- Experience of working with complex administrative systems.
- Experience of property law and planning law.
- Experience of working with listed buildings.
- Experience of working with financial systems/processes.

- An understanding of the workings of the Mission and Pastoral Measure and related ecclesiastical legislation.
An understanding and empathy with the structure and culture of the Church of England.

Vacancy Summary

JOB TITLE:	Assistant Case Officer
NCI ENTITY:	Church Commissioners
DEPARTMENT:	Cathedrals & Church Buildings
GRADE:	Band 5 Standard Point
SALARY:	£40,572
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House London or Regional Base
HYBRID WORK ARRANGEMENTS:	1-2 days per week at an office base
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8103486
COST CODE:	11112
PARENT POSITION:	Closed Churches Manager