



THE CHURCH
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

ROLE PROFILE FOR OPERATIONS COORDINATOR

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 main purpose of the Closed Churches Operations Coordinator is to manage the team operations and systems to support the case officers and regional managers to ensure the service runs smoothly and efficiently. This would include managing and co-ordinating financial processes, records and audit processes, team operations and casework monitoring and tracking.

MAIN DUTIES AND RESPONSIBILITIES

Administrative and General Support

- Providing comprehensive administrative support to the North and South Managers, including diary management, research, planning logistics, and meeting coordination.
- Facilitating the monitoring of deadlines and preparing reports on closed church representation cases and other requested information.

Coordination and Event Management

- Leading the organisation of team activities, including regular team meetings, away days, and special events.
- Coordinating joint activities with the Mission and Pastoral Services (M&PS) team, including planning agendas, securing speakers, and managing logistics.

Committee and Case Management

- Coordinating the pipeline of cases for the Mission, Pastoral and Church Property Committee (MPCPC), liaising with the Mission and Pastoral Services Operations Manager and relevant Case Officers.
- Organising any necessary committee hearings or visits for closed church cases.

Relationship Management with the Churches Conservation Trust (CCT)

- Managing the relationship with the CCT, including coordinating interactions with the Department of Digital, Culture, Media, and Sport (DCMS).
- Scheduling and preparing for regular meetings between the team, CCT, and DCMS, including drafting agendas, papers, and minutes.
- Overseeing the payment of financial claims, monitoring the use of funding, and providing reports as required.
- Planning the triennium funding request process for General Synod, ensuring approvals through MPCPC and the Board of Governors.
- Requesting and ensuring the Annual Report and Accounts are laid before Synod.
- Facilitating engagement with the CCT chief executive, key staff, and DCMS regarding the tripartite management agreement and funding processes.

- Preparing committee papers for MPCPC, including lease case requests and the Annual Report and Accounts.

Data and Systems Management

- Leading the management of the team's data systems, acting as the primary liaison with the IT Business Partner.

General Responsibilities

- Coordinating the updating of the team's desk manuals and the Code of Practice as directed by the North/South Managers.
- Supporting the M&PS Operations Manager in planning and delivering the diocesan training programme.
- Leading the coordination of all team-related activities, including regular team meetings, away days, and other special events.
- Coordinating joint activities with the M&PS team, including planning agendas, securing speakers, and managing logistics.
- Providing information for Church Commissioners for England (CCB) communications and M&PS communications to dioceses, including the regular e-newsletter and other materials as required.
- Liaising with the communications team on specific stories and matters.
- Preparing briefing materials and information to support internal NCI processes, including responses to General Synod or Parliamentary questions and briefings for the Board of Governors or senior officers.
- Overseeing responses to general enquiries from the public, NCIs, and dioceses.
- Undertaking any specialist and generalist training required.
- Ensuring all work is conducted in accordance with the Mission and Pastoral Measure Code of Recommended Practice.

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

Skills/Aptitudes:

- An ability to organise and prioritise complex workloads.
- An ability to manage complex processes.
- An eye for detail.
- A proactive attitude and strong communication skills.

Knowledge/Experience:

- Experience in managing complex administrative systems.
- Experience in managing financial systems and financial reporting and monitoring.
- Strong written and oral skills.
- Meeting management skills – drafting agendas, papers and minutes.
- Strong project management skills.
- Strong data skills – used to using specialist software, internet-based research and posting information on websites, as well as the usual Microsoft packages.
- Working with specialist data suppliers.

Circumstances:

- Occasional travel within England with occasional overnight stays.

Desirable

Education:

- Degree level or equivalent.

Skills/Aptitudes:

- A valid full UK Driving licence.

Knowledge/Experience:

- Knowledge and experience of the Mission and Pastoral Measure and related church legislation.
- An understanding and empathy with the structure and culture of the Church of England.

Vacancy Summary

JOB TITLE: Operations Coordinator – Closed Churches Team

NCI ENTITY: Church Commissioners

DEPARTMENT: Cathedrals & Church Buildings

GRADE: Band 4 Standard Point

SALARY: £48,556

WORKING HOURS: 35

PRIMARY OFFICE LOCATION: Church House

HYBRID WORK ARRANGEMENTS: 1-2 days per week in the office

IS HOMEWORKING A REQUIREMENT FOR THE ROLE? Yes No

IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING? Yes No

CONTRACT TYPE: Permanent

IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL
Select level of DBS Check required

IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?

ORACLE POSITION CODE: TBC

COST CODE: 11112

PARENT POSITION: Closed Churches Manager