

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 work with dioceses to find suitable new uses for church buildings that are no longer needed for regular public worship, under the provisions of the Mission and Pastoral Measure (MPM).

The Regional Case Officer will use their professional skills and expertise to manage casework, working flexibly with dioceses to creatively resolve the future of closed church buildings and navigate the legal processes necessary for achieving a new and sustainable use.

The role also includes supporting the transition to a new Mission and Pastoral Measure (subject to Synod approval) both internally and externally. Additionally, the Regional Case Officer will provide specialist advice to dioceses on property and planning issues, the operation of the MPM, and general ecclesiastical law.

The Regional Case Officer will be responsible for managing cases for the dioceses of Truro, Exeter, Bath & Wells, Bristol, Salisbury, Winchester, and Portsmouth (subject to change over time). This role involves acting as a specialist resource to dioceses and other stakeholders, facilitating the resolution of church closure cases and managing their legal and procedural aspects.

Main Duties and Responsibilities

Under the supervision and direction of the Regional Case Manager, the Regional Case Officer will assist with and undertake the following responsibilities:

Casework Support and Specialist Advice

- Providing a responsive and high-quality specialist property and legal service to all those requiring guidance on progressing closed church casework under the MPM.
- Proactively managing senior-level relationships with diocesan staff, providing expert advice and guidance on MPM casework, including attending diocesan committees and liaising with diocesan teams handling the local process.
- Case Process Management
- Commissioning internal and external specialist advice to inform decision-making.
- Supporting the commissioning of agents and market appraisals to assist with the sale or disposal process.
- Coordinating bidding processes and tender appraisals, ensuring compliance with relevant regulations.
- Drafting and publishing draft MPM schemes for consultation, presenting decisions to the Mission, Pastoral and Church Property Committee (MPCPC).
- Seeking planning permissions, when appropriate, prior to marketing properties and preparing planning briefs for local authority agreements.

- Supporting purchasers in applying for planning and listed building consents.
- Issuing legal instructions on sales/disposals, covenants, and variations to covenants, driving the disposal process forward.
- Supporting dioceses in managing the disposal of closed church contents.
- Undertaking site visits and meetings across the region as part of case management activities.

Advisory and Relationship Management

- Advising dioceses, Historic England, local planning authorities, amenity societies, solicitors, and prospective purchasers on statutory provisions in the MPM and the latest 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 progress on cases.
- 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, ensuring procedures reflect current practices.
- Supporting the Head of Mission & Pastoral Services with the legislative process for the new Mission and Pastoral Measure.
- Ensuring compliance with records management and financial responsibilities, including internal audits and risk management processes.
- Providing briefing materials and information for internal NCI processes, such as responses to General Synod or Parliamentary questions, and briefings for 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.
- Supporting audit and risk management processes, identifying and mitigating risks associated with the disposal of closed church buildings.

Data and Performance Management

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

Training and Development

- Undertaking any necessary specialist or generalist training to enhance skills and knowledge relevant to the post.

Other Duties

- Assisting with reports, arrangements, and attending the annual Mission, Pastoral and Church Property Committee Visit, where appropriate.
- Keeping up to date with developments in local and national planning and heritage legislation, and understanding their impact on the new uses for closed churches.

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 to 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:

- Educated to degree level or equivalent.
- Planning or other built environment related qualifications (MRTPI, RIBA, RICS or IHBC).

Skills/Aptitudes:

Organisational and Analytical Skills

- Ability to manage and prioritise a complex caseload (approximately 50 cases) with minimal supervision.
- Strong organisational skills, with discretion and mature judgment applied to casework.
- Meticulous attention to detail, ensuring accuracy in all tasks.

Proactive and Independent Work Ethic

- Proactive attitude, capable of acting independently and driving casework forward.
- Flexibility and initiative to adapt to evolving priorities and challenges.

Legal and Process Expertise

- Strong ability to understand and explain complex legal documentation and processes.
- Capacity to grasp and navigate ecclesiastical law and procedures.

Stakeholder Engagement and Communication

- Strong communication and interpersonal skills to effectively collaborate with diverse stakeholders.
- Skilled in negotiating and influencing a wide range of stakeholders with diplomacy and tact.

- Ability to maintain positive relationships while balancing differing interests.

Team Collaboration

- Effective team player, contributing to collective goals while maintaining individual responsibilities.

Knowledge/Experience:

- Experience working with legislation related to the built environment.
- Strong project management skills – planning and meeting coordination.
- Writing reports, preparing briefs, and making presentations including through the planning process
- Strong data skills – used to using specialist software, internet-based research, as well as the usual Microsoft packages.

Circumstances:

- Extensive travel within England with occasional overnight stays.
- Operate from a regional base within the Southwest/Central South of England areas to be discussed at the interview stage.

Desirable

Skills/Aptitudes:

- A valid full UK Driving licence.

Knowledge/Experience:

- Experience of working with listed buildings.
- Experience working with the Misson and Pastoral Measure 2011
- An understanding and empathy with the structure and culture of the Church of England.

Vacancy Summary

JOB TITLE:	Regional Case Officer
NCI ENTITY:	Church Commissioners
DEPARTMENT:	Cathedrals & Church Buildings
GRADE:	Band 4 Market Rate Salary
SALARY:	£56,991.39
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Diocesan Office in the Southwest or South of England region
HYBRID WORK ARRANGEMENTS:	Flexibility between 1 - 3 days per week at the Diocesan Office
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:	8017808
COST CODE:	11112
PARENT POSITION:	Closed Churches Manager