

## ROLE PROFILE FOR Apprentice Church Buildings Officer

### 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 (CCB) supports the conservation and development of the Church of England's cathedrals and church buildings and their contents for worship, mission and community engagement. The CCB provides support for three statutory bodies (the Church Buildings Council, the Statutory Advisory Committee and the Cathedrals Fabric Commission for England), and works closely with other departments within the NCIs.

Churches are our nation's most important public buildings with a Christian presence in every community. The 16,000 church buildings and 42 cathedrals are cared for by volunteers and clergy who also provide significant community services alongside worship. Through advice,

campaigning and fundraising, the Cathedrals and Church Buildings Team provides strategic support to those responsible for church buildings at a local level.

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 16,000 church buildings. The Statutory Advisory Committee (SAC) gives independent advice to the Church Commissioners and the Churches Conservation Trust on heritage matters relating to closed and closing churches. It is a committee of the Church Buildings Council and a statutory body in its own right.

## What you'll be doing

As Apprentice Church Buildings Officer you will support the Church Buildings Team, enabling the provision of advice and guidance to churches across England. The postholder will be responsible for essential administration of the Church Buildings Council and Statutory Advisory Committee, as well as the provision of advice to churches and the promotion of the Team's work.

The post is available as an apprenticeship opportunity. The successful candidate can opt to enrol on the [Historic Environment Advice Assistant Higher Apprenticeship](#) course run by Strobe College on a distance learning basis. This would enable candidates without sufficient historic environment knowledge and experience but who meet the other criteria for the role to extend their learning and skills in this area. The course starts this autumn and will last for two years. Fees and necessary travel and subsistence expenses would be covered by the NCIs as employer.

This is an excellent opportunity to join us as an Apprentice Church Buildings Officer on a fixed term basis expected to last for 24 months, while gaining a qualification. There will be opportunities to work across the department. We are a supportive and inclusive team looking forward to welcoming a new team member.

### MAIN DUTIES AND RESPONSIBILITIES

The successful candidate will be given a comprehensive induction and necessary training. The postholder will be expected to:

#### In relation to supporting the CBC and SAC

- Prepare agendas, minutes, mailings and additional administrative tasks for the Church Buildings Council (CBC) and Statutory Advisory Committee (SAC) and attend these meetings.
- Complete the administration for the casework management system for the SAC and assist with allocation of cases.
- Liaise with the Office Manager to ensure efficient arrangement of site visits.
- Prepare the Schedule of Schemes for SAC.
- Assist other team members with casework management by completing administrative tasks.
- Take notice of existing policies of the Council in forming advice and to identify opportunities for development of the Council's policies, especially in relation to church buildings, their contents and their churchyards.

- Keep up-to-date with relevant policy initiatives including contested heritage, net zero carbon and equal access and to use this knowledge to inform reports and recommendations and to create positive precedents.
- Attend site visits to support and learn about the work of the CBC.

### **In relation to supporting the work of the CCB**

- Co-ordinate social media posts promoting the work of the Cathedrals and Church Buildings Team (CCB).
- Prepare and update guidance documents both in Publisher and preparing text for webpages.
- Update data held on the Church Heritage Record.
- Prepare the annual DAC Conference Booklet by copying relevant and updated information into the booklet.
- Attend relevant meetings of the Cathedral Fabric Commission for England and the Conservation Committees where required.
- Signposting others to encourage the sustainable use and development of church buildings.
- Recognise and encourage the role of church buildings as a public place and a centre for community activity as well understanding and acknowledging their role in placemaking and the historic environment.
- Undertake such duties as the Head of Department considers appropriate.

### **In relation to the distance learning Higher Apprenticeship at Strode College**

- Attend all relevant training and learning opportunities related to the apprenticeship. These are expected to be delivered in a block release format. This is likely to include blocks of five days of working on site in another location and to require overnight stays.
- Complete any coursework in a timely manner while continuing to undertake the substantive elements of the post.
- The apprenticeship training is expected to form about 20% of your working week.

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**

*Knowledge/Experience*

- Sympathetic understanding of the purposes of church buildings as centres of Christian worship and mission.
- Knowledge/experience of the use of church buildings, their contents and churchyards and understanding of their architectural and archaeological development.
- Knowledge/experience of the broad fields of conservation or heritage management in England including planning legislation and the operation of the systems.

*Skills & Abilities:*

- Able to take responsibility for their own work.
- 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 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.
- A good working knowledge of the use of information technology in the office environment.
- Flexibility and adaptability in the face of changing requirements.
- A pro-active team member, able to communicate and work creatively with colleagues.
- Effective time management skills.

*To qualify for an apprenticeship, you will need to:*

- Be aged 16 or over, living in England for the past 3 years and not in full-time education.
- Have obtained English and Maths GCSE level 4 or above, or equivalent.
- Be educated to Level 3 (A-Level) standard.
- Have no criminal spent or unspent convictions.

If you do not have the GCSE qualifications, you must be willing to undertake these as part of the apprenticeship programme.

**Desirable**

*Knowledge/Experience*

- Knowledge and interest in the environmental sustainability of church buildings and climate change issues.
- Knowledge and understanding of diversity and equal access considerations.
- Knowledge and interest in the extended use of church buildings.
- Knowledge/experience of the challenges experienced by the Church of England in maintaining its historic buildings in often difficult circumstances.
- Knowledge/experience of the broad fields of conservation or heritage management in England including planning legislation and the operation of the systems.
- Previous experience in an organisation concerned with the conservation of historic buildings and their planned development.

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Apprentice Church Buildings Officer</b>
<b>NCI ENTITY:</b>	Church Commissioners
<b>DEPARTMENT:</b>	Cathedrals & Church Buildings
<b>GRADE:</b>	Band 6      Standard Point
<b>SALARY:</b>	Starting salary in £33,382
<b>WORKING HOURS:</b>	35 hours per week (inclusive of education hours)
<b>PRIMARY OFFICE LOCATION:</b>	Hybrid – remote working and London
<b>HYBRID WORK ARRANGEMENTS:</b>	Click or tap here to enter text.
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term 24 months
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	TBC
<b>COST CODE:</b>	11143
<b>PARENT POSITION:</b>	Senior Church Buildings Officer