

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.

What you'll be doing

The Assistant Church Buildings Officer will be responsible for the production of reports summarising the history and significance of church buildings and assessing the impact of proposed changes. You will assist with the provision of general guidance and advice at diocesan and local level.

As a team player the role holder will be a responsible case-worker, able to provide expert advice on proposals, having assessed the significance and needs of church buildings, balancing them with the impact on the historic church. The postholder will contribute to the preparation of reports for church buildings considering closure, researching and assessing their significance and potential sustainability.

This role will also require updating and developing guidance for parishes and dioceses.

MAIN DUTIES AND RESPONSIBILITIES

Provide consistent, practical and timely advice

- Provide written advice, following the advice of the Council where appropriate, in response to proposals for church buildings, and advise on the wider use of the building in addition to worship.
- Provide advice on a delegated basis, following the Council's published policy and precedents, taking into account the role of the church as a centre of worship and mission.
- Contribute to the preparation of reports on the archaeological, art historical, ecological and architectural value of churches which are being considered for closure.

Support policy and campaigning initiatives

- Identify issues of general concern and participate in ongoing initiatives and the strategic development of church buildings.
- Keep up to date with the strategic work of the Department and the wider church heritage sector, to inform responses to casework.
- Prepare and update guidance for the care and adaptation of church buildings.

Support the Church Buildings Council (CBC) and Statutory Advisory Committee (SAC)

- 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.
- Support the operation of the CBC and SAC by preparing reports in a timely manner and assisting with the smooth running of the meetings.

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 fields of conservation and heritage management in England including planning legislation and the operation of the systems.
- 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.
- Proven experience in casework on church or other historic buildings.

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.
- 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.

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

Vacancy Summary

JOB TITLE:	Assistant Church Buildings 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, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	Requirement to come into primary office location approximately twice a month
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:	12 month Fixed-Term
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:	8103488
COST CODE:	11143
PARENT POSITION:	Church Buildings Manager