

## 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 Housing Project is part of the Faith and Public Life team, which leads the church's national work on ethics, public policy and relationships beyond the Church of England, including with government and Parliament, civil society, other Christian churches and other faiths. The Archbishops' Council has allocated £4.25m over five years, starting in autumn 2024, to help dioceses and parishes play their part in tackling the housing crisis. The Housing Project's core activities are:

- Supporting local housing projects from first idea to delivery.
- Advocating for housing initiatives as part of the church's mission strategy.

The Housing Project team will comprise the Housing Project Manager, the Housing Project Mapping & Grants Officer and the Church Housing Enabler, supported by a half-time Executive Assistant within the Faith and Public Life Administrative Team.

## What you'll be doing

The purpose of the Church Housing Enabler role is to support parishes across England in developing affordable and specialist housing on underused Church of England land. You will work with PCCs (Parochial Church Councils), diocesan staff and other stakeholders to guide projects through the full development journey, from initial vision to readiness for delivery.

This will include:

- Helping groups develop a shared vision and good governance.
- Assessing site feasibility and viability.
- Supporting preparation of project plans and business cases.
- Identifying funding opportunities and potential partners.
- Ensuring long-term sustainability is built into each project.

Your work will be hands-on, working directly with local churches, enabling them to navigate a complex process with confidence and connecting them with the right expertise and resources.

### MAIN DUTIES AND RESPONSIBILITIES

- Work collaboratively with the Housing Project Manager and Housing Project Mapping & Grants Officer to deliver the Housing Project's objectives.
- Provide tailored support to PCCs considering affordable or specialist housing developments, guiding them through the stages of vision, governance, site feasibility and viability, project planning, funding and partnership building.
- Build and maintain strong working relationships with diocesan teams, local authorities, housing associations and other relevant partners.
- Act as the main point of contact for parishes seeking support through the housing development process.
- Facilitate workshops, meetings and training sessions to build local capacity and confidence.
- Develop and share practical resources, templates and case studies to assist parishes.
- Identify and signpost funding opportunities, including the national Housing Project small grants scheme.
- Monitor and record the progress of supported projects, providing regular updates to the Housing Project Management Committee and other stakeholders.

- Share learning and good practice across dioceses to strengthen the Church's capacity to deliver housing projects.
- Work with the Housing Project Manager to ensure effective use of the team's administrative support and to maintain a collaborative team culture.

All staff working at Lambeth Palace share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.

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

#### Skills/Aptitudes

- Understanding of the stages involved in taking a housing or community project from concept to delivery.
- Excellent communication skills – orally, in writing and in facilitating group discussions.
- Ability to inspire and guide diverse groups through complex processes.
- Relationship-building skills with both church and non-church audiences.
- Sufficient numeracy and organisational skills to support project planning and funding applications.
- Alignment with the values and ethos of the Church of England.

#### Knowledge/Experience

- Experience in housing, regeneration, or community development projects.
- Experience of working in multi-stakeholder environments.
- Competence in standard IT tools (Microsoft Word, Outlook, Excel, PowerPoint etc).

#### Personal Attributes

- A motivated self-starter who can take responsibility without close supervision.
- Excellent interpersonal skills, with the ability to work collaboratively in a team and to form and sustain a wide range of working relationships.
- An interest in the practical and ethical issues around housing and society.

### **Education**

- Education to a good standard, sufficient to command confidence among colleagues and stakeholders.

### **Circumstances**

- Willingness to travel to dioceses and parishes across England and to attend the London office as required for collaborative working. This role requires access to a car and willingness to use it for work.
- We welcome applications from people with disabilities and will make reasonable adjustments as needed.
- We are open to discussing alternative working patterns such as part-time or job-share arrangements.

### **Desirable**

- Experience working with PCCs, diocesan teams, or in a faith-based context.
- Knowledge of affordable housing models, relevant planning considerations and funding routes.

## Vacancy Summary

|                                                                     |                                                                     |
|---------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>JOB TITLE:</b>                                                   | <b>Church Housing Enabler</b>                                       |
| <b>NCI ENTITY:</b>                                                  | Archbishops' Council                                                |
| <b>DEPARTMENT:</b>                                                  | Faith & Public Life                                                 |
| <b>GRADE:</b>                                                       | Band 4      Standard Point                                          |
| <b>SALARY:</b>                                                      | £48,557                                                             |
| <b>WORKING HOURS:</b>                                               | 35                                                                  |
| <b>PRIMARY OFFICE LOCATION:</b>                                     | Lambeth Palace                                                      |
| <b>HYBRID WORK ARRANGEMENTS:</b>                                    | Hybrid Working – Some Office Based Meetings                         |
| <b>IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:</b>                  | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| <b>IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:</b> | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| <b>CONTRACT TYPE:</b>                                               | Fixed-Term – 4 years                                                |
| <b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>                 | <input checked="" type="checkbox"/><br>Basic                        |
| <b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>               | <input type="checkbox"/>                                            |
| <b>ORACLE POSITION CODE:</b>                                        | 8104777                                                             |
| <b>COST CODE:</b>                                                   | 22306                                                               |
| <b>PARENT POSITION:</b>                                             | Housing Project Manager                                             |