

ROLE PROFILE FOR GRANTS OFFICER, BUILDINGS FOR MISSION

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 **Church of England** has recently agreed a significant increase in funding to support God's mission and ministry across the country, supporting local parishes and growing many more new worshipping communities to serve the whole nation. The distributions will also help fund dioceses' plans to serve the nation in various areas such as radically cutting the Church's carbon footprint and supporting parishes, cathedrals, and dioceses with using their buildings, to best missional effect whilst ensuring their protection, enhancement, conservation, and appropriate adaptation.

The **Net Zero Carbon programme** was established to help the Church of England to deliver its commitment to reaching Net Zero Carbon by 2030. It aims to equip, resource and support all parts of the Church to reduce carbon emissions from the energy used in its buildings, schools and through work-related transport by 2030. The team manages the distribution of a grant portfolio worth £190 million across 2023-31, aimed at supporting and equipping dioceses, parishes and other parts of the Church to reach the milestones set out in the Routemap to Net Zero 2030.

This role will play a vital role in supporting the work of the **Net Zero Carbon Programme's grant streams, supporting it** in delivering a consistent and responsive service to grantees.

What you'll be doing

The purpose of this role is to provide a responsive service as operational officer for the grant schemes under the Churches Workstream in the Net Zero Carbon Programme:

- the Demonstrator Churches Grant Fund,
- the Boiler Replacement Hardship Grant Fund,

Subject to funding, other grant schemes may be added.

The postholder will be the first point of contact on behalf of the grant giver for new applicants and existing grantees under the grant schemes, handling a busy caseload from pre-application contact through to completion. This will involve all aspects of grant service delivery including assessment, issuing of offers and rejections, monitoring, payments, quality assurance and evaluation within the governance and decision-making framework in place for the grant schemes. The postholder will work under the supervision of the Demonstrator Churches Grants Manager and the Decarbonising Churches Lead, who will provide overall guidance and strategic oversight for the relevant grant funds, and will work closely with the Grants Administrator on operational matters.

The role will report directly to the Net Zero Carbon Programme's Decarbonising Churches Lead.

MAIN DUTIES AND RESPONSIBILITIES

1. Assisting the Demonstrator Churches Grants Manager, and the Decarbonising Churches Lead with the general operation and oversight of the grant schemes under the Churches Workstream of the NZC Programme, reporting to the relevant Grants Panels and NZC Programme Board as required and taking advice as necessary from the grants Working Group, relevant colleagues in the CCB Department and other NCIs.
2. Providing a knowledgeable and responsive service to dioceses as first point of contact for the grant schemes; maintaining a comprehensive understanding of the scope and eligibility of the grant schemes to answer enquiries from diocesan colleagues; NZC Officers, Church Building Support Officers, DAC Secretaries and others and to update grant scheme documentation as approved by the relevant Grants Manager.
3. Handling general enquiries and pre-application engagement; assessing and responding to expressions of interest from prospective applicants.

4. Coordinating application rounds and/or processing applications outside rounds on a rolling basis as required: acknowledging applications; carrying out initial and detailed assessments; seeking further information as necessary; sifting batched applications and preparing recommendations for consideration by the relevant Grants Panel; preparing and issuing offers and rejections.
5. Handling a caseload of live grants: monitoring grant-aided activity against agreed objectives and metrics; assessing claims for payment; addressing queries and problems; assessing requests to vary conditions or scope of grant under a change control process; making due-diligence checks for case closure; carrying out or commissioning quality assurance of grant-aided activity, reviewing the outputs of this and making recommendations for improvements arising from it.
6. Monitoring the status of cases at all stages (from pre-application engagement to completion of grant-aided activity) and preparing regular reports for the Grants Manager and others as required, highlighting novel and contentious cases and any other issues and seeking advice from the Grants Manager accordingly before taking action, ensuring that queries and matters of concern are addressed in a timely way.
7. Providing information and assistance to the external evaluator; reviewing feedback and draft evaluation reports; assisting with surveys and consultations among grantees and applicants to consider improvements to the grant schemes.
8. Logging activity, maintaining records and providing day-to-day administration of cases at all stages of the grant life cycle; keeping clear and accurate records of offers, payments and balances to ensure sound financial management; assisting the Grants Manager on forecasting and budget management as required.
9. Contributing to the design and detailed specification of the Grants Management System as a change champion (in collaboration with the Demonstrator Churches Grants Manager and NZC Programme Grants Administrator): design of dashboard and reporting tools; system testing; oversight and quality assurance of data migration.
10. Working with the Grants Administrator on the above activities and providing guidance and oversight as required by the Grants Manager, Decarbonising Churches Lead and the NZC Programme Manager (who is line manager of the Grants Administrator).
11. Attending NZC Officer Network meetings and other forums (including conferences as required) and relevant NCI forums to provide an informed and reliable point of contact for the grant schemes.
12. Providing information and assistance to the Decarbonising Churches Lead to ensure smooth running of the grant schemes.
13. Acting as an advocate for the grant schemes and the Churches workstream of the NZC Programme more widely, both internally within the NCIs and externally with dioceses, parishes and partner organisations. Contributing to the communications presence of the

Commented [AH1]: I see this as part of Alice's role?

Commented [SC2R1]: @Abi Hiscock - Alice as administrator can also do this, but if we have an uptick in grant admin work she will have less capacity. Think it probably depends what we mean by 'initial' assessment whether this is admin or grant officer?

Commented [AH3R1]: Everywhere I've worked, initial assessment means managing the receipt of the application, checking for completeness and a first check it meets basic eligibility criteria. How that's done can vary but there is a fairly common sector understanding. Yes, it doesn't hurt to include. However, rereading, I think detailed assessments needs mentioning more specifically too.

Commented [SC4R1]: Thanks Abi - that's a helpful addition

grant schemes, gathering information and case studies for proactive and promotional use and assisting with responses to external enquiries.

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 aims of the Net Zero Carbon Programme, as described in the Routemap to Net Zero Carbon;
- Experience of a charitable or public sector grant-making environment or funding programme, or a closely comparable role; ideally including a breadth of experience from light touch smaller grants to complex, multi-stakeholder, large capital grants of over £1m and in-kind capacity building style grant packages;
- Experience working in the environment or sustainability sector; ideally, have knowledge/experience of decarbonisation of the built environment, ideally in a heritage context;
- Sympathetic understanding of the use of church buildings as centres of worship and mission;
- Substantial administrative experience, including developing, implementing and maintaining effective administrative systems and processes;
- Experience of building excellent relationships and communicating effectively with staff, customers (or grantees) and external stakeholders at all levels, including those at a senior level;
- Experience of a demanding workload, competing deadlines and multiple customers and stakeholders.

Skills & Abilities:

- Good written/spoken communication skills;
- Good interpersonal skills, with a professional, co-operative and diplomatic manner;
- Ability to work well both on own initiative and as part of a team;
- A well-organised approach to work, with the ability to prioritise a busy and varied workload and remain resilient to pressure;
- Good analytical skills;
- Strong numeracy skills, with accuracy and attention to detail;
- IT literacy.

Desirable

- An understanding of the Christian faith and the structures and workings of the Church of England;
- Knowledge of the construction and development of historic buildings;
- Knowledge of the ecclesiastical and/or secular planning system as relating to the historic environment;
- Knowledge/understanding of historic and/or natural environment conservation or heritage management;
- Experience of working successfully in multi-disciplinary teams across departments in a complex organisation.
- Experience working with a database and handling large datasets;
- Hands-on experience of Microsoft applications (Excel in particular), with the ability to use a range of tools for sharing key findings from data;
- A relevant degree, apprenticeship qualification or other relevant training qualification in heritage management or one of the building professions.

Vacancy Summary

JOB TITLE:	NZC Programme Churches Grants 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:	Home-based, with regular meetings in Church House Westminster and occasional travel elsewhere (up to two days per 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 type="checkbox"/> No <input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term – 1 year
IS A DBS CHECK REQUIRED?	<input type="checkbox"/>

Role Profile: Grants Officer, Buildings for Mission, March 2025

IF YES, WHICH LEVEL	Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8103903
COST CODE:	11153, IO 6943
PARENT POSITION:	NZC Decarbonising Churches Lead, NZC Programme