

## ROLE PROFILE FOR Assistant Case Officer (maternity cover)

### 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 Commissioners have the governance and management responsibility for the Mission and Pastoral Measure 2011, which provides a regulatory framework which enables the Church to support the provision of local worship, mission and ministry, and to adapt that provision as circumstances change over time. The Measures provides a decision making process for changes relating to pastoral change, ministry provision change and church building change. The Commissioners also deal with processes under the Church Property Measure 2018 and the Church Commissioners' Chancel Repair Liability Measure (to be approved).

## What you'll be doing

The role of the Mission & Pastoral Service Team is to oversee and manage the decision making processes and provide advice under the Mission and Pastoral Measure 2011 (MPM), the Church Property Measure 2018 (CPM), and related legislation (including the Patronage (Benefices) Measure 1986 and the Church Representation Rules, and responsibilities relating to chancel repair liability (CRL). A major part of the team's role is to support the transition from the existing MPM, to a new Measure, and the related transition programme which will be rolled out to dioceses and parishes over between 2024 to 2027.

The Assistant CO post will work with mainly with the M&PS case officers to decision making and case work under the requirements of the legislation set out above. They will also work closely with the team managers to plan and manage the casework load and support the decision making processes of the Mission, Pastoral and Church Property Committee.

### MAIN DUTIES AND RESPONSIBILITIES

- Researching a range of technical and legal issues, such as the legal name of parishes and benefices, patronage details and other queries.
- Drafting and publishing draft MPM schemes for consultation.
- Supporting the Case Officers in taking any MPM or CPM decisions to the Mission, Pastoral and Church Property Committee and any subsequent appeal.
- Support the M&PS Operations Manager in the planning of committee visits and public hearings and other operational tasks related to committee meetings.
- Support the M&PS Operations Manager in the planning and monitoring of case work and performance reporting.
- Coordinating and managing the internal and external meeting processes associated with all the functions above.
- Administrative support for related to the introduction of the new Mission and Pastoral Measure and the new Measure related to Chancel Repair Liability.
- Provide record management and data governance support. Provide briefing and information for performance and risk management purposes. This will include the use of dedicated data systems.
- Assist the M&PS Operations Manager with planning and meeting coordination for all team activities, including monthly team meetings, away days and other special events and activities.
- Assist the M&PS Operations Manager with communications activity including the regular e-newsletter mail outs to the diocesan teams.
- Assist the M&PS Operations Manager with coordinating and publicising the diocesan training programme.

- Assist with financial processes relating to departmental expenditure.
- Assist with audit and risk processes.
- Provide briefing and information to support internal NCI processes, including answers to General Synod or Parliamentary questions and any briefing required by the Board of Governors and/or senior officers.
- Provide general administrative support to the M&PS team, including post and printing.
- Undertake any specialist and generalist training required.

All work to be undertaken in accordance with the Mission and Pastoral Measure Code of Recommended Practice.

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*

- Degree level or equivalent

#### *Skills & Abilities:*

- An ability to organise and prioritise workload.
- A proactive attitude and approach.
- An ability to cope well with complex processes and an eye for detail.
- Strong stakeholder management skills.
- Strong written and oral skills.
- Meeting management skills – drafting agendas, papers and minutes.
- Strong project management skills – including planning and meeting coordination.
- Strong data skills – used to using specialist software, internet based research and posting information on websites, as well as the usual Microsoft packages.

#### *Qualifications & Training:*

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### Desirable

#### *Knowledge/Experience*

- Experience of managing complex administrative legal systems.
- Experience of property or church law.
- Experience of working with financial systems/processes.
- An understanding of the workings of the Mission and Pastoral Measure.
- An understanding and empathy with the structure and culture of the Church of England

*Skills & Abilities:*

- Driving licence.

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Assistant Case Officer (maternity cover)</b>
<b>NCI ENTITY:</b>	Church Commissioners
<b>DEPARTMENT:</b>	Mission and Pastoral Services
<b>GRADE:</b>	Band 5      Standard Point
<b>SALARY:</b>	£40,572
<b>WORKING HOURS:</b>	35 hours per week
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Westminster, or Bishopthorpe Palace, York
<b>HYBRID WORK ARRANGEMENTS:</b>	Flexible, with regular days in London office
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term – 12 month contract
<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>	8103486
<b>COST CODE:</b>	11111
<b>PARENT POSITION:</b>	Mission and Pastoral Services Manager (Legal)