

## 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 Cathedral and Church Buildings (CCB) 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, the Department provides 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 national life. The Department provides the secretariat for three statutory bodies:

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- The Church Buildings Council, which advises Chancellors, dioceses and parishes on faculty applications and on the care, conservation and development of the Church England's church buildings;
- The Statutory Advisory Committee, which advises the Church Commissioners on the alternative use and preservation of closed and closing churches;
- The Cathedrals Fabric Commission for England, which determines applications for change to the fabric of cathedrals and their collections and for development in their precincts.

The Buildings for Mission project is an initiative of the Department funded by the Church Commissioners from the 2023-25 triennium allocations. It is providing £11m of support to dioceses and parishes through advice and grants, structured around three main activities. The *Church Buildings Support Officers (CBSO) Grant Scheme* supports salary and related costs for new posts to provide advice to parishes on repair and maintenance and on developing the wider use and support for churches through community engagement. The *Minor Repairs and Improvements Grants Fund* is devolving £6.2m to dioceses to distribute in the form of grants for urgent and necessary small-scale repair projects or improvement projects. The *Church Buildings Management Partnerships (CBMPs)* initiative aims at the formation of partnerships to provide maintenance and insurance services to member churches. Pilot projects are being grant-aided over the period 2025-26.

## 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 Buildings for Mission initiative:

- The Church Buildings Support Officers (CBSO) Grant Scheme,
- The Minor Repairs and Improvements Grants Fund, and
- The Church Buildings Management Partnerships (CBMP) pilots.

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 Grants Manager, who will provide overall guidance and strategic oversight, and will work closely with the Grants Administrator on operational matters.

## MAIN DUTIES AND RESPONSIBILITIES

1. Assisting the Grants Manager and the Church Buildings Manager with the general operation and oversight of the grant schemes under the Buildings for Mission project, reporting to the Buildings for Mission Project 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 and partner organisations 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 CBSOs and others and to update grant scheme documentation as approved by the 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 assessment; seeking further information as necessary; sifting batched applications and preparing recommendations for consideration by the grants Working Group and the Project Board; 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 Grants Manager and 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 (who has dotted line management of the Grants Administrator) and the NZC Programme Manager (who is line manager of the Grants Administrator).
11. Maintaining regular contact with the National Liaison and Training Officer, attending CBSO 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 Buildings for Mission Project Board and Project Manager to ensure smooth running of the grant schemes and the BfM project more widely.
13. Acting as an advocate for the grant schemes and the BfM project more widely, both internally within the NCIs and externally with dioceses, parishes and partner organisations. Contributing to the communications presence of the 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 use of church buildings as centres of worship and mission;
- Knowledge/experience of historic and/or natural environment conservation or heritage management;
- Substantial administrative experience, including developing, implementing and maintaining effective administrative systems and processes;
- Experience of a charitable or public sector grant-making environment or funding programme, or a closely comparable role;
- 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 environmental issues and low-carbon/sustainable adaptations;
- 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

<b>JOB TITLE:</b>	<b>Grants Officer, Buildings for Mission</b>
<b>NCI ENTITY:</b>	Church Commissioners
<b>DEPARTMENT:</b>	Cathedrals & Church Buildings
<b>GRADE:</b>	Band 5      Standard Point
<b>SALARY:</b>	£40,572
<b>WORKING HOURS:</b>	35
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Westminster or Diocesan office
<b>HYBRID WORK ARRANGEMENTS:</b>	Minimum of one day per week in the primary office location (Church House) or another NCI or diocesan office location (subject to agreement with relevant office management); occasional specified days at the primary office location are obligatory
<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 type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term 12 months
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required

**IS A FAITH-BASED GOR  
APPLICABLE FOR THIS ROLE?**

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**ORACLE POSITION CODE:**

8103880

**COST CODE:**

11152

**PARENT POSITION:**

Grants Manager, Buildings for Mission