

APPRENTICE CHURCH BUILDINGS SUPPORT OFFICER



The Diocese of Lincoln

is seeking an enthusiastic and motivated Apprentice Church Buildings Support Officer to join our Church Buildings Team. This is an exciting opportunity to gain hands-on experience in the care, management and conservation of some of Lincolnshire's most treasured historic church buildings while working towards a recognised apprenticeship qualification.

As part of a supportive and experienced team, you will learn about church buildings, heritage conservation, maintenance and funding, while helping parishes care for their churches for future generations.

As an integral member of the Church Buildings Team, you will support parishes across the Diocese of Lincoln to maintain, manage and appreciate their church buildings. Through practical experience, mentoring and formal apprenticeship training, you will develop the skills and knowledge needed to become a qualified Church Buildings Support Officer.

You will work closely with colleagues, clergy, churchwardens, volunteers and stakeholders from across the Diocese.

Find Out More About Us



[DIGITAL LEARNING
PLATFORM](#)



[THE LINCOLN DIOCESE](#)



[LORD SHOW US THE
WAY](#)



[A TIME TO CHANGE
TOGETHER](#)

CLOSING: MIDDAY, FRIDAY, SEPTEMBER 11, 2026
INTERVIEW: TUESDAY, SEPTEMBER 22, 2026



The Diocese of Lincoln

oversees and supports hundreds of local churches, chaplaincies and projects across the historic county of Lincolnshire offering worship, growth in faith and discipleship and wide-ranging care and support to young and old in its communities.

It is probably the largest voluntary organisation in the county. Its front-line operations are supported by an expert team of specialists based in Lincoln.



The central team, employed by the Lincoln Diocesan Trust and Board of Finance (LDTBF) enjoy delightful, historic offices next to the cathedral, an energetic, friendly team, good levels of support in development, training and pastoral care, and generous, flexible working terms and conditions. Our staff know they are valued and able to flourish.



**33 DAYS HOLIDAY
INCL BANK
HOLIDAYS**



**ON SITE PARKING &
PUBLIC EV CHARGING**



**COMPETITIVE
PENSION SCHEME**



**OCCUPATIONAL SICK
PAY**



**EMPLOYEE
ASSISTANCE
PROGRAMME &
HEALTH CASHBACK
PLAN**



**SUPPORTED
PROFESSIONAL
DEVELOPMENT**

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OUR VALUES

The Diocese of Lincoln is the Church of England in Lincolnshire, North Lincolnshire and North East Lincolnshire. The diocese covers 2,673 square miles and has a population of 1,100,000. There are around 17,500 people on the Church Electoral Rolls. There are more than 185 clergy, 300 Authorised Lay Ministers, and 70 readers and Focal ministers serving 181 benefices with 487 parishes and 615 church buildings.

Our aim is to grow the Church, in both numbers and depth, through attention to what we see as our core tasks of faithful worship, confident discipleship and joyful service, with the vision of being a healthy, vibrant, sustainable church which leads to transformed lives and communities across greater Lincolnshire making a difference in God's world. To that end as a diocese we shall support, encourage and enable local parishes, schools and mission partnerships to fulfil, within this framework, their own unique calling to serve in mission the community in which they are set.

ENVIRONMENTAL, SOCIAL & GOVERNANCE STRATEGIES

The diocese through its churches, chaplaincies and projects is deeply committed to the flourishing of the whole population and embedded in every community across Greater Lincolnshire. Through, for example, our church schools growing children, young people and households we are committed to healthy, inclusive structures in society. The diocesan environmental policy, including a commitment to carbon net zero by 2030, informs all our work from buildings and investments to ministerial and faith training. We have a carefully implemented ethical investment policy for our historic assets. The diocese invests heavily in continuously improving the quality of our safeguarding performance.

LEARNING & DEVELOPMENT OPPORTUNITIES

The LDTBF has a good record of supporting staff in their professional development. Equally, parish focused colleagues are encouraged through the College of St Hugh to develop their skills, including through degree or further degree level study, both to help their performance in role and to enhance their opportunities for career and ministry progression.

EQUALITY, DIVERSITY & INCLUSION STRATEGY

THE LDTBF CONTINUES TO WORK ON ITS PERFORMANCE IN TERMS OF EQUALITY, DIVERSITY AND INCLUSION, PARTICULARLY IN MONITORING, TRAINING AND REVIEW. THE MAJORITY OF OUR TEAM ARE WOMEN. WE ARE LOOKING TO IMPROVE THE BALANCE OF UNDERREPRESENTED GROUPS IN OUR WORKFORCE AND WELCOME APPLICATIONS FOR THE WIDEST POSSIBLE CONSTITUENCY.



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JOB DESCRIPTION

JOB TITLE:	APPRENTICE CHURCH BUILDINGS SUPPORT OFFICER
ACCOUNTABLE TO:	DAC, PASTORAL AND CLOSED CHURCHES SECRETARY
SALARY:	£28,000 WITH COMPETITIVE PENSION SCHEME & LIFE INSURANCE OF THREE TIMES ANNUAL SALARY
CONTRACTUAL STATUS:	FULL-TIME, 3 YEARS , FIXED-TERM
KEY RELATIONSHIPS:	• DAC, Pastoral and Closed Churches Secretary • Historic Churches Support Officer and other members of the Church Buildings Team; • Archdeacons • The Chair and members of the Lincoln Diocesan Advisory Committee for the Care of Churches (DAC) and its advisers • Clergy, • Churchwardens • Church fabric officers
MAIN LOCATION:	EDWARD KING HOUSE, MINSTER YARD, LINCOLN LN2 1PU
HOURS OF WORK:	35 HOURS PER WEEK, MONDAY TO FRIDAY

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JOB DESCRIPTION

JOB SUMMARY:

As an integral member of the Diocese of Lincoln's Church Buildings Team, you will encourage and enable parishes to better care for and appreciate their church buildings while training via hands-on experience and through a recognised apprenticeship to become a qualified Church Buildings Support Officer.

KEY DUTIES AND RESPONSIBILITIES:

The post holder will gain experience of the many aspects of the care, management and maintenance of the historic places of worship of the Diocese of Lincoln through:

- Learning about and appreciating the great variety of church buildings of the Diocese of Lincoln;
- Shadowing and supporting members of Church Buildings Team and the DAC;
- Dealing directly with churchwardens, parish clergy and archdeacons by in-person meetings, emails and telephone communications.
- Assisting with the administration of church buildings casework including repair and maintenance, reordering and new works;
- Drafting minutes and site visit reports;
- Working with the two other CBSOs to understand the current funding regime for church buildings.
- Assisting with the administration of grant aid offered through the Church Buildings Team;

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GENERAL RESPONSIBILITIES:

This job description details responsibilities but is not necessarily a comprehensive definition of the post, nor is it prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties.

The post holder will be aware of and comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing child protection, health and safety, GDPR, confidentiality and equal opportunities and diocesan financial procedures.

The post holder may be required to:

- Undertake other duties and responsibilities commensurate with the level and scope of the post.
- Work outside normal office hours including occasional weekend working, subject to time off in lieu.

The post holder is required to:

- Support the ethos, aims and objectives of Christianity, the Church of England and the diocese.
- Keep up to date with developments in their area of work.
- Participate in performance management and appraisal.
- Engage in training and continuous professional development activities.
- To work in a confidential and sensitive manner at all times.
- To maintain good relationships with immediate colleagues, other staff, volunteers and external contacts.
- To fully participate in the appraisal process.

This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

PERSON SPECIFICATION

QUALIFICATIONS:

- GCSE Maths and English C or Grade 4 or adult equivalent (e)

KNOWLEDGE

- Familiarity with how the Church of England is structured and governed. (d)

EXPERIENCE

- Previous experience of working with diverse stakeholders, including volunteers. (d)
- Experience of enabling change in volunteer organisations. (d)

SKILLS

- Self-motivated and proactive. (e)
- Needs to be in sympathy with the aims of the church in the Diocese of Lincoln, regionally and nationally. (e)
- Have a positive 'can do' attitude. (e)
- Highly collaborative. (e)
- Effective communicator; able to listen, converse and influence in a range of situations from one to one, to large gatherings. (d)
- Proficient and effective use of technology, with good working knowledge of Office 365 Excel, Word, MS Teams, Outlook and PowerPoint. (e)

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PERSON SPECIFICATION

ABILITIES

- Ability to work collaboratively as part of a small team, collecting data, sharing learning and ideas widely. (e)
- Confidence to stay calm and focussed under pressure. (e)
- Ability to influence and enthuse others who may have a different point of view. (e)
- Ability to write clearly and concisely for a range of audiences and present materials in an engaging and logical format. (e)
- Willingness to travel for work and to work some evenings and weekends. (e)
- Due to restrictive public transport in Lincolnshire, it is desirable to be able to drive and have use of a car. (e)

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PERSON SPECIFICATION

SKILLS

- Advanced Microsoft Excel skills. (e)
- Experience of databases, reporting systems and data management tools. (e)
- Ability to develop dashboards and visualisations. (e)
- Competent in statistical and analytical software. (e)
- Power BI, Tableau or similar. (d)
- GIS and mapping software. (d)
- SQL or equivalent querying tools. (d)
- CRM and organisational database systems. (d)

ABILITIES

- Curious, analytical and evidence-led. (e)
- Collaborative and approachable. (e)
- Self-motivated and resilient. (e)
- Adaptable and committed to continuous improvement. (e)
- Exercises sound judgement and discretion. (e)
- Ability to travel independently across a rural diocese, sometimes to remote locations. (e)
- Able to work occasional evenings and weekends. (e)

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