

CHURCH DEVELOPMENT OFFICER



The Diocese of Lincoln's Church Buildings Team

have a vacancy for a Church Development Officer. This is an exciting and challenging post which works closely with parishes that are seeking to make their buildings more useable both for worship and for wider community activities. Liaising with colleagues in the Church Buildings Team, with clergy, churchwardens and our Net Zero Carbon and Mission Teams, this post offers the opportunity to care for and play a role in the development of our 615 Anglican churches throughout Greater Lincolnshire and in networking with other partners in the sector. Applicants should have a knowledge and love of architecture – and ecclesiastical architecture in particular – a heart for making our buildings the focus of the community in which they stand together with an ability to encourage and care for those who look after them.



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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.



FLEXIBLE HYBRID WORKING



33 DAYS HOLIDAY INCL BANK HOLIDAYS



ON SITE PARKING



COMPETITIVE PENSION SCHEME



OCCUPATIONAL SICK PAY



EMPLOYEE ASSISTANCE PROGRAMME



SUPPORTED PROFESSIONAL DEVELOPMENT



SUPPORTING HISTORIC BUILDINGS

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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.



JOB DESCRIPTION

JOB TITLE:

CHURCH DEVELOPMENT OFFICER

ACCOUNTABLE TO:

DAC & PASTORAL SECRETARY

SALARY:

£39,255 WITH COMPETITIVE PENSION SCHEME & LIFE INSURANCE OF THREE TIMES ANNUAL SALARY

CONTRACTUAL STATUS:

FULL-TIME PERMANANT

KEY RELATIONSHPS:

- DAC & Pastoral Secretary
- Historic Churches Support Officer
- Net Zero Carbon Team
- Archdeacons of Boston, Lincoln and Stow & Lindsey
- Heritage Lottery Fund; medium and modestly sized grant givers; corporate donors
- Historic England

MAIN LOCATION:

EDWARD KING HOUSE, MINSTER YARD, LINCOLN LN2 1PU

HOURS OF WORK:

35 HOURS PER WEEK, MONDAY TO FRIDAY

JOB SUMMARY:

Working closely with parishes that are seeking to make their buildings more useable both for worship and for wider community activities. Liaising with colleagues in the Church Buildings Team, with clergy, churchwardens and our Net Zero Carbon and Mission Teams, this post offers the opportunity to care for and play a role in the development of our 615 Anglican churches throughout Greater Lincolnshire and in networking with other partners in the sector.

KEY DUTIES AND RESPONSIBILITIES:

Purpose of the role:

- To help to sustain the parish churches of the Diocese of Lincoln
- To develop, increase and sustain funding streams, from charitable, Trust and private sources, for the church buildings of the Diocese
- To reduce overall risk to the church buildings of the Diocese
- To inform and implement strategic policies of the Diocese as relating to church buildings

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**CONTINUED
PROFESSIONAL
DEVELOPMENT:**

Key Duties:

- Identify which church buildings require fundraising support, prioritising those most in need in accordance with Diocesan strategy
- Plan and fundraise for church repair, adaptation installation of facilities (such as toilets) and interpretation projects in support and/or on behalf of PCCs
- Analyse funding trends, adapting the approach to project planning accordingly
- Ensure up-to-date information about available funding is regularly disseminated throughout the Diocese
- To keep track of updates on a national and local level
- Develop and implement fundraising strategies at Diocesan and parish levels
- Develop best practice guides to fundraising, including establishing Friends groups
- Offer grant management advice and guidance to PCCs
- Act as the main Diocesan point of contact for funding queries
- Monitor levels of funds coming into the Diocese
- Act as an advocate for PCCs during any funding disputes
- Work in collaboration with the Historic Churches Support Officer, DAC and other Diocesan departments to achieve the above

The Lincoln Diocese recognises that investing in our employees' skills and knowledge is essential for our long-term success. We provide resources and support for CPD activities, and we encourage our employees to actively participate in CPD activities to enhance their skills, expand their knowledge, and contribute more effectively to the organisation's goals.

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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:

- A relevant degree or equivalent qualifications/experience (e)

KNOWLEDGE:

- Knowledge of the Church of England, its structures and processes (d)

EXPERIENCE:

- A demonstrable interest in England's historic places of worship (e)
- A proven track record of successful fundraising (e.g. from the Heritage Lottery Fund) for small (£10K) to larger (in excess of £1m) heritage projects (e)
- Experience of engaging and working with church volunteers and the wider community (e)

SKILLS:

- Good communication and interpersonal skills (e)
- Demonstrable ability to work collaboratively and develop effective working relationships (e)
- Ability to work independently and also as part of a team (e)
- Ability to identify appropriate advice and information and to interpret that as appropriate to the parish (e)
- A proven ability to solve problems (e)
- Good time-management skills with the ability to prioritise effectively and work to deadlines (e)
- Good IT skills, particularly Microsoft Office applications (e)
- Good general administrative skills (e)
- A full valid UK Driving License and Business Class 2 Insurance, travel throughout the Diocese will be a requirement of the role (e)

ATTRIBUTES & APTITUDES

- Self confidence (e)
- Enthusiasm, energy and flexibility (e)
- Ability and willingness to work outside normal office hours if necessary (e)
- Sympathy with and ability to work within the ethos of a Christian organisation (e)
- Demonstrable ability to maintain appropriate confidentiality (e)
- A self-starter who can make a difference (e)
- Ability to work within and influence an organisation (e)
- Basic design and layout skills (d)

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