

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 Department is the national resource supporting the use, conservation and development of the Church of England's 42 cathedrals and 16,000 parish churches for worship, mission and community engagement. The Church of England has responsibility for 12,500 listed buildings (including 45 per cent of England's Grade I listed buildings and three world heritage sites), while many churchyards are an important ecological resource.

We provide the secretariat for three statutory bodies: the Cathedrals Fabric Commission for England (CFCE), the Church Buildings Council (CBC) and the Council's Statutory Advisory Committee (SAC) on Closed and Closing Churches. We campaign on behalf of cathedral and church buildings with the Government, Historic England and other heritage bodies to keep church buildings in their vision and to ensure their interests are taken into account. The department also

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runs a number of grant programmes, funding works to historic church buildings, their interiors and collections. Our Net Zero team is working to help churches and cathedrals to meet the target set by the General Synod of being net-zero by 2030.

We work strategically to add value to the work of cathedrals, dioceses and parishes where national initiatives can make a significant difference. We are outward-looking and service-orientated. We focus on churches being open and sustainable. Our campaigns raise awareness of conservation issues and threats to church buildings and have been highly influential in lobbying the Government and other national bodies. Our website provides a comprehensive source of information for everyone involved in managing church and cathedral buildings and maintaining them for the enjoyment of future generations.

What you'll be doing

The purpose of this role is principally to support the Secretary and Deputy Secretary of the Cathedrals Fabric Commission in ensuring the smooth and timely discharge of the Commission's statutory and wider functions under the Care of Cathedrals Measure 2011. In addition, the post-holder will coordinate the production of expert guidance on topics relating to the casework of the Cathedrals Fabric Commission and Church Buildings Council, to be approved and issued by those bodies. The post-holder will also work with the Head of Cathedral and Major Church Buildings and the other Cathedral and Major Church Buildings Officer on policy initiatives for and applications to the Church Buildings Council relating to Major Churches.

MAIN DUTIES AND RESPONSIBILITIES

- Dealing with such casework for the Cathedrals Fabric Commission and the Church Buildings Council relating to Major Churches as may be delegated by the Head of Cathedral and Major Church Buildings, alongside the other Cathedral and Major Church Buildings Officer. This may include following up applications to ensure that adequate information is available; arranging and attending visits by members of the Commission and Council to discuss proposals on site and writing reports on such visits for consideration by those bodies; and presenting proposals to meetings of those bodies.
- Coordinating the production of expert guidance on issues relating to the casework of the Cathedrals Fabric Commission and Church Buildings Council, to be approved and issued by those bodies.
- Forming a first point of contact for cathedrals within the Cathedral and Church Buildings Division. This would include giving informal advice to Cathedral Chief Operating Officers, Architects, Archaeologists, FAC Chairs and Secretaries and others on their duties under the Care of Cathedrals Measure 2011, maintaining good working relationships and communicating with them regularly on matters of common interest.
- Taking primary responsibility for the administration of meetings of the Cathedrals Fabric Commission (approx. 7 times per year), including:
 - preparing agendas;
 - receiving formal notices submitted in respect of applications to cathedral Fabric Advisory Committees or for Listed Building or Scheduled Monument Consent, considering their implications, seeking further information where required, and producing a summary and recommendations for the Commission;
 - coordinating the circulation of papers; and,

- taking the minutes and promptly preparing a draft for the approval of the Chair and Vice- Chair.
- Contributing to the development of policy initiatives, and funding opportunities, relating to cathedral and Major Church buildings.

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

- Demonstrated understanding of the use of church buildings and understanding of their architectural and archaeological development.
- Proven experience in board fields of conservation or heritage management, ideally in England, including planning legislation and the operation of the systems.
- Practical insights into the adaptation of historic buildings for contemporary needs and extended uses in a manner consistent with their historic and architectural significance.
- Experience in engaging with and contributing to the work of committees.
- Sympathetic understanding of the purposes of cathedral and Major Churches as centres of Christian worship and mission.

Skills & Abilities:

- Excellent written and spoken communication skills, including an ability to summarise detailed discussions and complex ideas cogently, and to convey criticism tactfully and constructively.
- An ability to think clearly about administrative procedures and how to implement them in a straightforward way, without losing sight of the values which the procedures are there to serve.
- An ability to prioritise and organise one's workload, working to deadlines and agreed standards even when under pressure with attention to detail.
- An ability to work on one's own initiative.
- An excellent working knowledge of the use of information technology including Microsoft Office (Word, PowerPoint and Excel).
- Able to communicate and work creatively with colleagues.
- The ability to deal tactfully, respectfully and productively with a wide range of contacts.
- Flexibility and adaptability in the face of changing requirements.
- Commitment to and awareness of the importance of diverse voices in discussing this work.

Qualifications & Training:

- A good degree or post-graduate qualification specifically in the history of art and architecture, archaeology, the conservation of historic buildings, heritage management, or some other directly relevant subject.

Desirable

Knowledge / Experience:

- Knowledge / experience of the issues faced by the Church of England in maintaining its historic buildings in changing and often difficult circumstances.
- Previous experience in an organisation concerned with the conservation of historic buildings and their planned development.

Skills & Abilities:

- Experience in writing guidance documents.

Vacancy Summary

JOB TITLE: Cathedral and Major Church Buildings Officer

NCI ENTITY: Church Commissioners

DEPARTMENT: Cathedrals & Church Buildings

GRADE: Band 4 Standard Point

SALARY: £29,134.20 (FTE £48,557)

WORKING HOURS: 21

PRIMARY OFFICE LOCATION: Church House, Great Smith Street, London SW1P 3AZ

HYBRID WORK ARRANGEMENTS: The post-holder may choose to work from home but will be required to attend in-person meetings at Church House two-three times per month on average. The post-holder will also be required to travel regularly (by public transport or by car) to cathedral and Major Church buildings, and other venues, around the country, which may occasionally necessitate overnight stays – reasonable travel and accommodation expenses will be paid. The post holder must also be willing to work at height when making visits to church buildings.

IS HOMEWORKING A REQUIREMENT FOR THE ROLE?: Yes ☐ No ☒

IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?: Yes ☒ No ☐

CONTRACT TYPE: Permanent

IS A DBS CHECK REQUIRED? ☐
IF YES, WHICH LEVEL Select level of DBS Check required

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

ORACLE POSITION CODE: 8017287

COST CODE: 11141

PARENT POSITION: Head of Cathedral and Major Church Buildings