

DIOCESE OF EXETER

Grow in Prayer | Make New Disciples | Serve the People of Devon with Joy

ROLE DESCRIPTION AND PERSON SPECIFICATION

DETAILS	
Role Title	Church Buildings Adviser & CBSC Secretary
Department	Property Services
Reports to	Senior Adviser- Church Buildings & DAC Secretary
Salary/Rate	£25,000 - £27,000 depending on experience
Contract Type	Full Time
Hours	36.25 per week
Normal Place of Work	The Old Deanery, The Cloisters, Exeter, EX1 1HS with the expectation of travel throughout the county of Devon (including Plymouth and Torbay), with potential occasional evening and weekend working.
Responsible for	N/A
Date of Issue	July 2019
NATURE OF WORK	
<p>Role Purpose:</p> <p>The diocese owns and/or administers a large number of properties across Devon including c.330 clergy houses and c.130 Church Schools/Academies, glebe land, PCC properties for which the diocese acts as custodian trustee, investment properties and in excess of 600 churches.</p> <p>In conjunction with the Senior Adviser - Church Buildings & DAC Secretary:</p> <ul style="list-style-type: none"> Assist parishes and their wider Mission Communities in understanding their church buildings and sites and to advise them of the issues, processes and support available for the planning of maintenance, repairs, alterations and developments. Administration in relation to the Faculty Jurisdiction Rules 2013 and Care of Churches Measure 1991, including supporting the processing of proposals to diocesan Committees and the communication of those Committees' decisions to applicants and others. Act as the Secretary to the Church Buildings Strategy Committee (CBSC), including overseeing the processes and finding appropriate alternative uses when a Mission Community or Parish determines that their church is no longer required for worship. Collaborate with EDBF employees to enable the aims of the Diocesan Vision and Strategy to be fulfilled including assisting parishes and their wider Mission Communities to consider greater and more diverse usage of their physical resources, thereby increasing the ability to retain and improve the church's physical assets in serving its mission and ministry. 	

Key Aspects of Role:

The Church Buildings Adviser role requires a high degree of proficiency across the domains of:

- Regulatory compliance and historic building works
- Mission Community and Parish relationship building
- Committee work
- Information and data management
- Multi agency team working

The Senior Adviser will be required to apply for a Basic disclosure certificate from the Disclosure and Barring Service in connection with this role.

Extensive travel will be involved due to the geographical location of parishes.

Key Relationships:

The job reports to the Senior Adviser – Church Buildings & DAC Secretary and will work closely with:

- Director of Property
- Archdeacons of Barnstaple, Exeter, Plymouth and Totnes
- Parish / Mission Community representatives and their professional advisers
- Chair, members and consultants of the Diocesan Advisory Committee
- Growing the Rural Church Officers and Mission Resources Advisers
- Diocesan Registrar and Chancellor
- Church Buildings Council
- Statutory and local amenity societies, English Heritage and Local Authorities

Role Area	Main Duties and Responsibilities
Faculty Jurisdiction and DAC Support	<ul style="list-style-type: none"> ▪ Support the SCBA in working with Mission Communities to assist them with understanding their church building and site and to advise them of the issues and processes relating to the planning of maintenance, repairs, alterations and developments to church buildings and church sites. ▪ Manage a caseload of applications for List B or faculty approval via the Online Faculty System, and undertake all associated administration ▪ Under the direction of the SCBA, review minor faculty and List B applications, consult DAC advisers as necessary, and issue recommendations to DAC committee and Archdeacons.

	<ul style="list-style-type: none"> ▪ Arrange and attend meetings of the DAC, preparing and circulating agendas, reports, and minutes, as well as taking a proactive role in casework ▪ Arrange and participate in site visits to churches with the Archdeacons, DAC representatives, and other statutory consultees; produce written reports of such visits. ▪ Oversee the maintenance and development of the electronic database of information relating to church buildings and churchyards, including data entry and production of reports ▪ Under the direction of the SCBA, provide guidance to parochial clergy and officers on all matters relating to the use and care of churches, their contents and churchyards, including relevant legislation both secular and ecclesiastical and other policy issues. ▪ Contribute to the development and maintenance of the Church Buildings section of the website providing the guidance noted above and identifying good practice and detailing case studies of extended uses of church buildings. ▪ Maintain records and information required under the Inspection of Churches Measure 1955 including database records, the List of Approved Architects and Surveyors, and operating the application process for this List ▪ In conjunction with the SCBA, DAC Chair and Archdeacons, arrange and present at annual training days for PCC officers, and architects and surveyors ▪ Prepare the DAC Annual Report for Diocesan Synod in conjunction with the SCBA and DAC Chairman ▪ Undertake general administrative tasks required for the running of the Church Buildings Office such as producing information packs for new incumbents and new clergy entering the Diocese and processing expense claims
CBSC Secretary	<ul style="list-style-type: none"> ▪ Act as CBSC Secretary ▪ Take a proactive role in casework. ▪ Arrange and participate in site visits to churches including consultations; produce written reports of such visits. ▪ Schedule CBSC meeting dates, oversee the preparation of detailed agendas, supporting papers and minutes.
Relationship Building	<ul style="list-style-type: none"> ▪ Develop an understanding and effective relationships with clergy, parochial officers, Old Deanery Staff, external suppliers and contractors. ▪ Work collaboratively with all diocesan officers and in particular those in the Property Department, Growing the Rural Church and Ministry Resources for the fulfilment of the Diocesan Vision and Strategy. ▪ Demonstrate a willingness to support and help others.

	<ul style="list-style-type: none"> ▪ An open and friendly persona with people come into contact with, developing positive relationships.
General Administration	<ul style="list-style-type: none"> ▪ Welcome visitors and/or receive incoming enquiries and telephone calls, dealing promptly and courteously with enquiries and ensuring high quality collegiality at all times ▪ Other administrative and support tasks.
Other Duties	<ul style="list-style-type: none"> ▪ Other such duties as may from time to time be required.
Information Management	<ul style="list-style-type: none"> ▪ Ensure all information received via e-mail, telephone etc. is communicated accurately and in a timely manner to appropriate personnel. ▪ Accurate data base inputting and maintenance within required timescales. ▪ Data collation, analysis and processing. ▪ Keep accurate records on file as appropriate. ▪ Ensure information management systems and policies are adhered to, including GDPR and Data Protection.
Safeguarding	<ul style="list-style-type: none"> ▪ Ensure Safeguarding training and awareness completed to required level C0/CI. ▪ Operate in accordance with all Diocesan Safeguarding Policy and practices.
Equality and Diversity	<ul style="list-style-type: none"> ▪ Role model inclusive behaviours in day to day working practices. ▪ Work in accordance with diocesan policies of equal opportunity.

PERSON SPECIFICATION

The following areas outline what qualifications, training, experience and technical abilities the applicant will need to demonstrate.

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> Graduate or equivalent in architecture, history, planning, surveying, heritage or conservation related subject. 	<ul style="list-style-type: none"> A post-graduate qualification in heritage conservation.
Experience	<ul style="list-style-type: none"> Experience of, and knowledge and interest in building conservation, churches and their history. 	<ul style="list-style-type: none"> One year's post-qualification experience in a similar role
Technical	<ul style="list-style-type: none"> Able to take sound decisions on complex and potentially contentious issues, with an eye for detail Able to adopt a proactive approach to discovering solutions to less straightforward matters Fully proficient in the use of Microsoft Office, including Access or other database software Excellent IT skills, in particular Microsoft Office software including Outlook, Word and Excel. 	<ul style="list-style-type: none"> Knowledge of the Faculty Jurisdiction Rules and the Ecclesiastical Exemption Experience of note taking and producing minutes
General Requirements	<ul style="list-style-type: none"> Welcome visitors and receive incoming enquiries and telephone calls, dealing promptly and courteously with enquires. Ensure all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately. Sensitive to the different cultures, traditions and activities within the Church and maintain a consistent approach to clergy and non-clergy matters. Commitment to anti-discriminatory practices within the Church of England's legal context. 	<ul style="list-style-type: none"> Understanding of the Church of England, its parochial system and the wider organisation of the Diocese.
Personal Requirements	<ul style="list-style-type: none"> Supportive of the aims and ethos of the Diocese of Exeter and of the mission and ministry of the Church of England. 	



	<ul style="list-style-type: none"> ▪ Able to work under pressure, to prioritise and to meet deadlines ▪ Flexibility and adaptability whilst working in a team; capacity to provide cover for others. ▪ A full driving licence and use of a car for work related travel across Devon. ▪ Available for occasional evening and weekend working. 	
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ROLE COMPETENCIES

The following impact areas outline the typical strengths, abilities and behaviours expected to fulfil the role.

Setting Direction	Seeing the Big Picture:	<ul style="list-style-type: none"> Understand how own work supports the work of the Property Services team and the wider EDBF. Understand the roles and responsibilities of all other team members and of key personnel across the EDBF and external to the organisation. Keep up to date with issues that affect own work area and share with colleagues. Show professional curiosity and interest in expanding knowledge in areas related to own work.
	Changing and Improving:	<ul style="list-style-type: none"> Respond positively to new situations and ideas and adopt a proactive and entrepreneurial approach to implementing change, encouraging others to do the same. Give and receive feedback and regularly review own work to learn from experience and improve personal contribution to the Church Buildings team and wider EDBF. Take the initiative to suggest new ways of working to improve and develop the delivery of the projects aims and administrative functions within the Church Buildings team and the wider EDBF. Adopt a flexible and adaptable approach to ways of working to aid collaboration and cooperation within the Church Buildings team and wider EDBF. Identify and act on the effects changes have on own role and on the team and help others to understand changes and the reasons they are being put into place.
	Making Effective Decisions:	<ul style="list-style-type: none"> Gather, verify and assess all relevant and available information to gain accurate understanding of situations; seek advice and further information when unsure how to proceed. Clarify own understanding and needs and expectations of team and others before making decisions. Take responsibility for making effective and fair decisions in a timely manner and know the limits of own authority within the role. Able to explain how decisions have been reached in a clear and concise way both verbally and in writing. Able to spot and deal with issues as they occur, demonstrating consideration of all options, costs, risks and wider implications.

Engaging People	Leadership:	<ul style="list-style-type: none"> ▪ Learn to anticipate the needs of manager of the Church Buildings team, showing enthusiasm for own work and work of the team. ▪ Act in a manner consistent with the values of the organisation and proactively role model and promote an inclusive workplace. ▪ Be confident in handling challenging and sensitive situations, and seek support and advice of manager when necessary. ▪ Report to manager any concerns or issues which arise during the course of employment, especially relating to any inappropriate/unacceptable behaviours or conduct of colleagues or external contacts.
	Communicating and Influencing:	<ul style="list-style-type: none"> ▪ Ensure effective written, verbal and IT communication with the Church Buildings team, other key EDBF employees and external contacts. ▪ Engage with colleagues and actively participate in team communications and team meetings ▪ Communicate with others in a clear, honest and positive way to build trust and handle challenging conversations with confidence and sensitivity. ▪ Monitor the effectiveness of own communications and take action to improve where necessary. ▪ Able to listen and value different ideas, views and ways of working and assimilate and express concepts accurately and succinctly both verbally and on paper. ▪ Respond constructively and objectively to comments, questions and feedback on performance and take action to improve where necessary.
	Working Together:	<ul style="list-style-type: none"> ▪ Build effective relationships with own team and with key personnel across the EDBF and the diocese. ▪ Understand own areas of responsibility, be responsible and accountable for own work and show awareness of the impact of own action on Church Buildings team, the EDBF and external agencies. ▪ Identify opportunities to share knowledge, information and learning with the Church Buildings team and across the EDBF and diocese. ▪ Remain approachable to all colleagues, work collaboratively and show interest in others. ▪ Exhibit diplomacy, tact, patience, flexibility and a sense of humour. ▪ Take responsibility for own health and wellbeing and offer support and help to colleagues when in need.

Delivering Results	Developing Self and Others:	<ul style="list-style-type: none"> ▪ Able to identify gaps in own and team's skills and knowledge and help develop relevant training and support for self and others. ▪ Seek learning and training opportunities and agree a personal development training plan, and support the development plans of team members. ▪ Able to recognise signs of stress in oneself and in others, offer help and support to others and seek manager's support for self.
	Managing a Quality Service:	<ul style="list-style-type: none"> ▪ Maintain a 'can do' and organised approach to own work, prioritise workload, exercise initiative and work independently as required. ▪ Understand the varying needs of the Church Buildings team, the wider EDBF and key personnel across the diocese to provide appropriate project and administrative support. ▪ Follow relevant policies, procedures and legislation to complete own work; identify areas and make suggestions for policy and process improvements to managers. ▪ Be reliable and conscientious and maintain a consistent approach to clergy and non-clergy administrative support.
	Delivering at Pace	<ul style="list-style-type: none"> ▪ Regularly review success of activities against own goals and identify barriers to progress and delivery of project support. ▪ Engage and support others in the team to reach shared goals, review own and team priorities and workloads to ensure timely delivery of project and administrative support. ▪ Remain focused on delivery and ensure correct tools and resources are available to do the job. Use own knowledge and expertise to identify what is critical to success and improving quality of work ▪ Able to work and remain calm under pressure when addressing conflicting priorities and deadlines; keep managers and team updated on how work is progressing.