**DURHAM DIOCESAN BOARD OF FINANCE (DDBF)**

**Buildings for Mission Secretary**

**JOB DESCRIPTION**

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| **JOB TITLE:** | Buildings for Mission Secretary |
| **GRADE:** | 6.1 - £36,287pa (pro-rated) |
| **JOB NUMBER:** |  |
| **ACCOUNTABLE TO:** | Governance Support Manager |
| **HOURS & TERM:** | 28-35 hours per week, permanent position. |
| **LOCATION:** | Cuthbert House, Stonebridge, Durham, DH1 3RY |
| **BACKGROUND:** | The diocese of Durham has many church buildings which are used for worship and mission, fulfilling the diocesan priorities of:   * Energising Church Growth; * Engaging Children, Youth and 18-25s; * Challenging Poverty; and * Caring for God’s Creation.   Many of these buildings are of significant historical interest and changes to the fabric of these buildings are subject to the Church of England’s planning process which is explained here:  <https://www.churchofengland.org/resources/churchcare/church-buildings-council/how-we-manage-our-buildings>.  The DDBF is responsible for facilitating this process, supporting the Diocesan Advisory Committee (DAC) and Diocesan Chancellor to ensure appropriate planning decisions are made. |
| **JOB SUMMARY:** | This role will support the care of church buildings providing specialist guidance and advice to the DAC and to help parishes manage their church buildings within the Church of England’s legal framework so that they provide a suitable environment for mission and ministry.  The postholder will use their understanding of the issues associated with the care, development and use of church buildings to be an effective first point of contact on all church building matters.  The role will include responsibility for acting as secretary to the DAC, managing its business and co-ordinating its work. |
| **KEY RELATIONSHIPS:** | DAC Chair and members;  Church Buildings Panel;  Diocesan Registrar and Chancellor;  Archdeacons, Diocesan Secretary and other members of Bishop’s Leadership Team;  Parish Clergy and Churchwardens and Parochial Church Councils (PCCs); and  Governance Support Manager; Church Buildings Support Officer and other members of diocesan staff. |

**Main Duties and Responsibilities:**

**Facilitate the work of the Diocesan Advisory Committee (DAC)**

* In liaison with the DAC chair, prepare and circulate the agenda, papers and minutes for meetings of the DAC and communicate the advice and decisions of the committee to key stakeholders; manage conflicts of interest as required;
* Provide support to parishes to help them use the online faculty system to submit well-articulated applications to the DAC, including being the first point of contact for parishes seeking guidance or advice in relation to the DAC;
* Attend and prepare reports on site meetings, and take the lead on site meetings as appropriate;
* Keep systematic records of the business of the DAC, including a register of faculty petitions;
* In liaison with the DAC chair, monitor the membership of the DAC with a view to ensuring that it meets statutory requirements and that its resources and expertise are sufficient to carry out its functions;
* Maintain a survey file on each church building in the diocese, and all correspondence with churches;
* Maintain a register of architects and surveyors approved to undertake quinquennial inspection reports in churches within the diocese;
* Receive, and where necessary follow up, submission of copies of quinquennial inspection reports, and work with the Archdeacons and parishes to ensure that the recommended works are effected;
* Support the Archdeacons as required in respect of “List B” approvals for work which may be undertaken without faculty (subject to consultation);
* Facilitate and attend hearings of the consistory court to support the DAC as required;
* Attend and participate in regional and national meetings and networks of DAC Secretaries; and
* Provide an introduction to the DAC to new incumbents and other key stakeholders.

**Promote the development of church buildings**

* Support the diocesan vision and missional priorities by providing advice to parishes in developing church buildings to serve their mission effectively;
* Help parishes develop strategies for the appropriate development of church buildings and their place in the worship and mission of the diocese;
* Engage with the Church of England’s aim to achieve net zero by 2030 and provide advice on how best to achieve this for church buildings;
* Ensure that proposed works have due regard for the heritage value of buildings and maintain good relationships with relevant partners and stakeholders including the national Church Buildings Council, English Heritage/Historic England, the national amenity societies, and local planning authorities; and
* Help parishes develop plans to fund proposed developments. This will include managing the Church Buildings Panel (which allocates grants and loans from the diocese) and working with parishes to help secure external grants to facilitate developments.

**Provide appropriate and timely advice on the care of church buildings to parishes and other stakeholders**

* Maintain good relationships with those responsible for church buildings across the diocese (including Incumbents, Churchwardens and PCCs);
* Provide advice to parishes and local communities, both proactively and responsively, over care and maintenance issues with church buildings, and assisting them to find appropriate sources of expertise and funding;
* Be aware of initiatives to help PCCs ensure their building are missionally, financially and environmentally sustainable; and
* Keep abreast of relevant advances in knowledge and other relevant developments and co-ordinate education within the diocese of the care and development of church buildings.

This list is not exhaustive and is intended to reflect the main tasks and areas of work. Changes may occur over time and the post holder will be expected to agree any reasonable changes to the job description that are commensurate with the salary banding and in line with the general nature of the post. The post holder will be consulted about any changes to the job description before these are implemented.

**COMMON DUTIES AND RESPONSIBILITIES:**

**Health and Safety**

Under the Health and Safety at Work Act 1974, whilst at work you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the DDBF on health and safety and not interfere with or mis-use anything provided for your health, safety and welfare.

**Confidentiality**

You must not pass on to unauthorised persons, any information obtained in the course of your duties without the permission of your line manager.

**Safeguarding**

If at any time the post-holder sees or hears anything that could suggest a safeguarding risk or has any other reason to be concerned, it should be reported immediately to the Diocesan Safeguarding Adviser (DSA).

**Equality, Diversity & Inclusivity**

The DDBF is committed to promoting a diverse, non-discriminatory and inclusive community that gives everyone an equal chance to learn, work and live free from discrimination, bias and prejudice. To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

If at any time the post-holder sees or hears anything that could suggest a breach to our commitment and policy to equality, diversity and inclusivity or has any other reason to be concerned, it should be reported immediately to your line manager.

The post will involve attendance at site meetings within the diocese and attendance at national meetings and training events which may include occasional overnight stays.

**PERSON SPECIFICATION**

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria. ‘Essential’ criteria are those that the post-holder absolutely must have in order to do the job, that is the job cannot be done without those qualities. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, that is the job can be done without those qualities.

The table below also identifies how the criteria will be assessed. Please ensure that you demonstrate, as a minimum, the ‘A’ criteria on you application form.

**A Application Form**

**I Interview**

**A & I Application Form & Interview**

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| **Ref:** | **Criteria** | **Essential /**  **Desirable** | **A / I** |
|  | **QUALIFICATIONS** |  |  |
| 1 | Educated to degree level and/or holding an appropriate professional qualification. | Essential | A |
|  | **EXPERIENCE** |  |  |
| 2 | Sympathetic understanding of the purposes of church buildings as centres of Christian worship and mission across a variety of worshipping traditions; | Essential | A & I |
|  | Experience in casework on church or other historic buildings; | Desirable | A & I |
|  | Knowledge/experience of the challenges experienced by the Church of England in maintaining its historic buildings and of its legal and governance structure; | Desirable | A & I |
|  | Previous experience in an organisation concerned with the conservation of historic buildings and their planned development; | Desirable | A & I |
|  | Understanding of the architectural and archaeological development of church buildings; | Desirable | A & I |
|  | Familiarity with grant funders and how to access external sources of funding; | Desirable | A & I |
|  | Experience in managing IT and data effectively and efficiently. | Desirable | A |
|  | **KNOWLEDGE** |  |  |
| 3 | Knowledge of conservation and heritage management including planning legislation and/or familiarity with the operation of the ecclesiastical planning system. | Essential | A & I |
|  | Knowledge of the history of art, architecture and/or archaeology; | Desirable | A |
|  | **SKILLS & APTITUDES** |  |  |
| 4 | Able to work comfortably within sometimes complex systems and legal planning processes whilst applying them to achieve beneficial outcomes; | Essential | A & I |
| 5 | Able to prioritise and effectively manage a diverse portfolio of projects, each with many stakeholders; | Essential | A & I |
| 6 | Good written and oral communication skills, able to summarise complex information, be persuasive and sympathetically convey difficult messages when necessary; | Essential | A & I |
| 7 | Able to use initiative to identify new approaches and share experiences; | Essential | A & I |
| 8 | A good communicator, a team player, able to work creatively with colleagues, able to quickly establish credibility, respect and good working relationships. | Essential | A & I |
|  | **PERSONAL ATTRIBUTES & COMPETENCIES** |  |  |
| 9 | Able to travel widely around the diocese; | Essential | A |
| 10 | In sympathy with the aims and mission of the Church of England. | Essential | A & I |