

**Church Buildings Adviser**

**(Maternity cover)**

**Application Pack November 2022**

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Contact details

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**Julia Hill, Head of Deanery and Parish Support**

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Dear applicant

Thank you for your interest in the post of **Church Buildings Adviser** with the Bath & Wells Diocesan Board of Finance (DBF). I am delighted to let you have details about the diocese and information about the post.

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources. For informal discussions about the role please contact Julia Hill who can also put you in touch with the current post-holder, Emma Brown.

Meanwhile, please find opposite, key dates for the appointment process. Should you decide to apply for this post we look forward to receiving your application and wish you well.

**Enita Andrews**

**HR Manager**

**Applications**

Applications must be received by **Thursday 5 January 2023.** Application forms, with a covering letter no more than one side of A4describing what attracts you to this role should be returned to Human Resources either by post to The Diocesan Office, Flourish House Wells, Somerset, BA5 1FD or by email to [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org)

**Shortlisting**

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. All applicants will be notified of the outcome of the shortlisting process. Information provided on the application form will be viewed by HR, the recruiting manager and interview panel. A copy of our privacy policy for job applicants can be downloaded from our website.

**Interview**

Interviews will take place at the diocesan office in Wells. Further details regarding the selection process will be communicated at the time applicants are invited for interview.

**Safeguarding**

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

* Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
* Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
* Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website. All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation, 2018.

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**The Diocese of Bath and Wells**

The Diocese of Bath and Wells is one of 41 Church of England dioceses in the country.  The diocese stretches from Portishead in the north to Crewkerne in the south, Minehead in the west to Frome in the east.

The diocese loves and serves the 940,000 people who live here through its family of 466 parishes . This family works for the good of local communities in a range of practical as well as pastoral ways; caring for the vulnerable in our societies, supporting local families and encouraging children and young people.

Everything the diocese does is underpinned by prayer and worship and is driven by our vision:

“In response to God’s immense love for us, we seek to be God’s people, living and telling the story of Jesus.”

If you are the person called to this role, you will be arriving in the diocese at a time of significant change and you will have a unique role to play in the diocesan strategy, which has these three strategic priorities:

* To place mission and evangelism at the heart of all we do.
* To re-align our ministry resources towards mission.
* To identify, develop, and release the gifts of all our people.

**About the Role**

We are blessed as a diocese with over 560 open church buildings, which provide wonderful, creative opportunities for our parishes to connect with their communities.

**Why Our Church Buildings Matter (Nigel Walter, February 2012)**

“Churches often struggle with their buildings. In one sense our buildings are incidental to the life of the church – church after all is all about people and relationships, not property. On the other hand our buildings shape the life of our congregations, in terms of how we use our churches and what we feel about them; so the relationship we have with our buildings is also important.

Sadly, those who most frequently use our church buildings become familiar with a place, we stop looking at it, engaging with it. And it is very difficult to love a building that may be cold and damp when all you can see are its drawbacks and the repair bills.

And yet visitors love our churches for their sense of history, the personal stories they bear witness to, and because they can give people a sense of the spiritual.

This role will enable you to engage with people locally, walking alongside them, to enable and empower them with the tools, resources and skills to secure the long-term sustainable future of their buildings as places of mission and welcome. You will combine great signposting skills as well as an ability to offer bespoke support – no two parishes are the same but seeing the bigger picture of churches across the diocese, alongside your own expertise, is invaluable for supporting and resourcing people locally.

Engaging in conversation about creative use of churches is exciting and future focused: exploring their faith, cultural and social value, which goes beyond the boundaries of a particular locality. The day-today reality of being custodians of an ancient building being can be daunting for our parishes and therefore it is not just guidance for the care of the fabric which is essential, but also supporting them to find ways to share the responsibility, exploring all the possibilities and opportunities

The role is pivotal, particularly due to the current challenges of the cost-of-living crisis, rising fuel costs and supporting churches in becoming net zero carbon buildings. We know from experience, that parishes particularly value the input of a Church Buildings Adviser and so you have the opportunity to gain genuine satisfaction and feel rewarded in this role by making a true impact on the front line.

It is desirable but not essential to have a developed understanding and experience of building conservation, churches and their history. To have an understanding of net zero solutions and keen interest in sustainability would also be beneficial.

You will be supported by the Deanery and Parish Support Team, the wider diocesan team, and the Archdeacons. You will also work closely with the Diocesan Advisory Committee, drawing on their expertise.

**Organisational Structure – Deanery and Parish Support**

The role sits within Mission Support and Ministry Development, specifically within the Deanery and Parish Support Team who support and resource deaneries and parishes in their mission and ministries locally.

Diocesan Secretary

Resources and Programme Support

Deanery & Parish Support Administrator

Church Buildings Adviser

Head of Deanery and Parish Support (and local adviser)

Head of Mission Support & Ministry Development

Deanery & Parish Development Adviser (Magnificat)

Deanery & Parish Development Adviser (Rural)

Deanery & Parish Development Adviser (Peacebuilding)

Lead Giving and Funding Adviser

Local Giving and Funding Advisers

A stone building with a tower

Description automatically generated with low confidence



**Job Description**

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| **POST: Church Buildings Adviser (fixed term maternity cover)** |

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| **Our vision**  In response to God’s immense love for us, we seek to be God’s people living and telling the story of Jesus. |

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| **Key purpose of the post:**  To provide expertise on the use, adaptation and maintenance of church buildings as places of worship, mission and growth and on any changes needed to ensure their suitability for worship and mission |

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| **Location:** The Diocesan Office, Wells, Somerset, plus travel across the Diocese |

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| **Reporting to:**  Head of Deanery and Parish Support (and Adviser) |

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| **Hours of work:**  Full-time, 36 hours per week (will include some evenings and weekends). A part-time appointment would also be considered. |

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| **Key relationships:**   * Parishes and deaneries, including clergy, Churchwardens and PCCs * Giving and Funding Adviser * Mission and Ministry teams * Archdeacons * Diocesan Advisory Committee (DAC) * Regional and national organisations and networks that relate to church buildings and their use by congregations and the wider public |

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| **Main Responsibilities:**  **Supporting and inspiring churches in the creative development of their buildings – including exploring greater community use and change of use:**   * Work with Archdeacons, the Parish Consultancy Officer, Giving and Funding Adviser and Mission Team to facilitate and resource PCC discussions and decisions about the future of church buildings for mission. * Connect churches with relevant diocesan staff and other groups who can provide support and good practice guidance on building use e.g. DAC, Church Visitors and Tourism Association, Germinate etc. * Offer practical guidance, advice and resources to churches about adapting their buildings for worship, and community use, including innovative and entrepreneurial uses. * Support churches considering adaptations to their buildings by:   + giving guidance on collaborating with the local community and external agencies such as local authorities and Heritage England   + giving guidance and helping churches access support when completing application forms to obtain the necessary permissions. * Work with the DAC to ensure processes and communications are effective and enable churches to fulfil their mission. * Maintain an up-to-date knowledge of different approaches to the funding of projects and grants and be able to advise churches appropriately, in collaboration with other diocesan staff. * Make links with appropriate external bodies such as local authorities, cultural, tourism and community organisations in order to stimulate active support for places of worship and promote their wider use. * Promote church buildings as part of the region’s tourism offer, reflecting both their heritage and their Christian ethos.   **Supporting churches with maintenance and repair issues – including advice/support on obtaining funding**   * Work to support PCCs to ensure that church buildings are fit for purpose and in good repair for a wide range of activities beyond their primary role as a place of worship. * Offer assistance and training to church communities in the benefits of regular preventative maintenance programmes for buildings, including training on a deanery basis, to keep buildings fit for mission. * Advise and assist churches in raising or seeking funding for ongoing maintenance and major repairs, including grants. Working closely with the Giving and Funding Adviser to understand the financial context of the parish.   **General**   * Undertake specific projects that support churches in making good use of their buildings, in discussion with the Head of Deanery and Parish Support. * Keep in contact with relevant developments nationally, in other dioceses, and with statutory consultees to ensure that parishes are offered up to date and relevant information. * Any other reasonable duties as agreed with the Head of Deanery and Parish Support |

**Person Specification**

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| **Area** | **Essential** | **Desirable** |
| Qualifications, Knowledge and Experience | * Relevant experience with historic buildings and their use, repair and reordering * Experience of providing objective advice and negotiating solutions in the face of competing demands * Awareness of current legal requirements and good practice in the adaptation and repair of community buildings. * Experience of accessing external funding for historic buildings and/or community projects * Experience in project management * An understanding of church buildings as part of the community and the mission of the church | * Degree or relevant professional qualification * Experience of cross-sector working (e.g. heritage, tourism, local authority and voluntary sectors) * An understanding of Ecclesiastical jurisdiction with relation to church buildings * Awareness of Historic England policy and practice in relation to historic places of worship * Track record of working with local groups on community projects * Experience of providing training/education in heritage or building-management related areas * Developed understanding and experience of building conservation, churches and their history * An understanding of net zero solutions and an interest in sustainability |
| Skills, Competencies and Abilities | * Ability to work on own initiative and as part of teams * Good organisational skills and ability to balance competing priorities * Competent in the use of IT * Excellent written and verbal communication skills and ability to deliver presentations to groups at all levels * Entrepreneurial and problem-solving approach to projects and the use of buildings | * Ability to balance strategic thinking with achieving practical solutions |
| Work Related Personal Qualities | * Able to maintain integrity and professionalism when under pressure * Ability to travel around the diocese and nationally for meetings * Able to work flexibly, including some evenings |  |

**Main Terms and Conditions**

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| Hours of Work | 36 hours per week (a part-time appointment would also be considered)  Core office hours are 9am until 5.15pm Monday to Thursday and from 9am to 5pm on Fridays with an hour unpaid lunch break taken as appropriate. (Full time hours are 36 hours per week) |
| Fixed Term | Fixed term for up to one year to cover maternity. |
| Salary | £32,640 per annum |
| Pension | Pension Scheme administered by the Church of England Pensions Board. The employer will contribute 10% of the employee’s pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary. |
| Holiday | 25 days per calendar year plus bank holidays pro rata.  The holiday year runs from 1 January to 31 December.  Additional discretionary days may be given at Christmas and Easter. |
| Expenses | All reasonable working expenses will be met at the agreed Diocesan rates. |
| Probation | This post will be subject to a probationary period. |

