



**Application Pack June 2023**

**DAC Secretary**

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Contact details

**For an informal discussion about the role, please contact:**

Peter Evans

Assistant Diocesan Secretary

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**Human Resources**

Enita Andrews

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Email: [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org)

Dear Applicant

Thank you for your interest in the post of DAC Secretary 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.

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.

Kind Regards

Enita Andrews

**HR Manager**

**Applications**

Applications must be received by **midday Friday 14 July 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, 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. A copy of our privacy policy for job applicants can be downloaded from our website.

**Interview**

Interviews will take place in Wells on **Wednesday 19 July 2023**. 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.



**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 and 181 church schools. 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 successful in your application, you will be arriving in the diocese at a time of significant change and you will have a role to play in the diocesan strategy.

**Further Information**

The Diocesan Advisory Committee for the Care of Churches (DAC) is the body which makes the recommendations to the Diocesan Chancellor for approval for churches to make changes to consecrated buildings and churchyards.

The majority of church buildings, their contents and grounds are protected by Faculty Jurisdiction. Under this legislation, any repair, alteration, extension, disposal or addition needs to receive approval.

Proposals can vary from the re-roofing of a church due to storm damage, the updating of fabric or furnishings of churches or churchyards, to the installation of solar panels.

The DAC includes a wide range of voluntary specialists who assist by providing expert advice such as clocks, textiles and bells.

The DAC work closely with the Diocesan Registry which offers specialist legal advice on ecclesiastical law and related matters. The Diocesan Registry also provides the administration for the Consistory Court of the Diocese, presided over by the Chancellor who makes the final decision on applications.

The DAC Secretary will ensure that DAC processes run smoothly with excellent attention to process and paperwork to facilitate the work of committee and the mission of parishes.

In accordance with the DAC Constitution the DAC Secretary will be appointed by the Bishop after consultation with the DAC Chair and the Diocesan Secretary. Full training will be provided.

For more information please visit:

<https://www.bathandwells.org.uk/parish-support/church-buildings/working-with-the-dac/working-with-the-dac.php>

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**Job Description**

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| **POST:** | **DAC Secretary** |

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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 buildings and related DAC/legal expertise, data collection and grant writing support. In the first instance where this relates to the Strategic Development Funding (SDF) bids and if capacity allows on other strategic diocesan mission activities. * To work with mission advisers to promote the development of church buildings for mission purposes. |

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| **Location:** | Diocesan Office, Wells, Somerset |

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| **Reporting to:** | Assistant Diocesan Secretary |

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| **Hours of work:** | Full time, 36 hours per week |

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| **Key relationships:** | * Parishes and deaneries, including clergy, Churchwardens and PCCs * Church Buildings Officer * Diocesan Advisory Committee Chair, officers, members, and professional advisers * Diocesan Registry * Archdeacons and Archdeaconry Assistants * Deanery and Parish Support Team and wider support services teams * Regional and national organisations and networks that relate to church buildings and their use by congregations and the wider public |

**Main Responsibilities:**

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| * Be the Diocesan Advisory Committee Secretary and support the Diocesan Advisory Committee for the Care of Churches (DAC) in accordance with the Faculty Jurisdiction Rules under the Care of Churches & Ecclesiastical Jurisdiction Measure 1991. To liaise closely with the Chair of the DAC and advisers. * Receive and process Faculty and List B applications from parishes; providing advice on the requirements of an application when required. Receive assessor responses and prepare for submission to the DAC; attend meetings and discussions in relation to applications received. * Arrange, attend and prepare reports on site meetings, and take the lead on site meetings as appropriate. * Prepare the agenda and papers for meetings of the DAC; to prepare the minutes of meetings and communicate the advice and decisions of the committee; to manage conflicts of interest when/if they arise. To circulate the DAC minutes and agendas to the CBC and the amenity societies. * Keep systematic records of the business of the DAC, including an update of members and case records. * Maintain a register of architects and surveyors appointed by parishes to undertake quinquennial inspection reports in the diocese, and where appropriate to offer advice on possible appointments in accordance with CBC guidelines. To receive copies of quinquennial inspection reports. * Represent the DAC at hearings of the consistory court. * Attend the annual meeting for DAC Secretaries and Chairs organised by the Church Buildings Council and any other relevant training. * Understand and support the overall aims of the diocese and to maintain good relationships with other relevant committees, parishes and local and national bodies and societies. * Ensure that indemnity insurance is in place for members of the DAC. * Be able to provide accurate advice in response to enquiries from parishes over care and maintenance issues with church buildings. * Provide an induction process to the DAC to new incumbents. * Develop and maintain quality resources and website information. Ensure that the DAC is up to date with relevant legislation and that relevant information is available to parishes. * Develop and maintain good relationships with those responsible for church buildings in the diocese. * Take initiative to identify opportunities to streamline, innovate and improve working practices. * To undertake other reasonable duties as may be required as may be requested. |

**Person Specification**:

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| **Area** | **Essential** | **Desirable** |
| **Qualifications, Knowledge and Experience** | * Educated to degree level/professional qualification (or equivalent experience relevant to the role (ideally in history of architecture, archaeology, planning, heritage or a conversation related subject) * Experience or an interest within a planning or conservation context * Experience or an interest in dealing with building planning casework, architects or similar | * Knowledge of the Church of England * An understanding of Ecclesiastical jurisdiction with relation to church buildings |
| **Skills, Competencies and Abilities** | * Ability to work on own initiative and as part of teams * Good organisational skills and ability to balance priorities * Proficient in the use of IT * Excellent written and verbal communication skills and ability to deliver presentations to groups at all levels |  |
| **Work Related Personal Qualities** | * Able to maintain integrity and professionalism when under pressure * Ability to travel around the diocese * Empathy with the aims and ethos of the Church of England. |  |



**Main Terms and Conditions**

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| Hours of Work | 36 hours per week  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. Evening and weekend work may be required in exceptional circumstances (accrued as TOIL). Flexible working will be considered after 3 months. |
| Salary | £23,744 - £28,989 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.  The holiday year runs from 1 January to 31 December.  Additional discretionary days are 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 6-month probationary period. |

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