

JOB DESCRIPTION



Church Buildings Support Officer

Reporting to: Deputy Diocesan Secretary (within the Buildings, Environment and Land Team)

Location: Church House, Old Cathedral School, Truro, TR1 2FQ (hybrid, with some home working permitted)

Standard Working Hours: 35 per week

Salary: £32,000 -£35,000 per annum depending on experience

Contract: Initially 2-years fixed term with provision for extension via funding

DBS Check required? No

Background

There are 305 church buildings in our diocese. These much-loved buildings are a physical legacy of the church in Cornwall, reflecting the stories and faith of our communities. Each is managed by a dedicated team of volunteers and clergy who we seek to support as they maintain, repair and improve them. Churches are many things and we seek to conserve their heritage but also ensure they are fit for the mission and ministry of the church.

We have devised a strategy which will invest significant sums in supporting parishes with church buildings, and a key element of this support is the provision of Church Building Support Officers (CBSO). Acting as advisors and encouragers, helping with funding, fabric guidance, project management, usage planning and more.

This role will work as part of a wider team and is part funded by the Church of England's Buildings for Mission programme.

Purpose of the Job

To support the long-term sustainable future of church buildings used as places of worship, ministry and mission and centres of culture, art and history. To support and encourage parishes in their care of their buildings to ensure they are in a good state of repair, working with volunteers from the wider community.

It is likely that we will be recruiting a second CBSO later in the year. There are two key areas that we wish the two roles to cover between them, and will welcome applicants who offer skills and experience in at least one:

1. Fundraising, particularly grant applications such as the Heritage Lottery Fund
2. Community engagement and enterprise

Both roles will be required to provide fabric advice (i.e. guidance on how to care for church buildings) and some funding advice. How the other elements of the role are allocated depends on the skills and experience of the successful applicant.

Key responsibilities

1. Church buildings support

1. Support deanery and parish teams to access funding to repair and develop their buildings, including helping complete applications, working in partnership with funders, advisors and Church House colleagues.
2. **AND/OR** Support parishes to help plan, resource and manage additional uses of church buildings to generate income and engage communities.
3. Support parishes to develop and implement building plans that to free up ministry and volunteers to focus on sustaining and growing their church communities by maximising access to resources including partnerships, funding, new volunteers and different ways of working at a parish, deanery and diocesan level.
4. Work with the DAC Secretary and the DAC (Diocesan Advisory Committee) to support parishes to develop plans that work within the legal and design frameworks that apply to churches.
5. Facilitate tailored access to additional support including relevant technical specialists, Cut Carbon Support Officer and other advice to help parishes plan, select approaches, materials and contractors to best achieve their objectives for their buildings.
6. To sustain and develop mechanisms to share information, build skills and connect people in relation to church buildings through communications channels, resources, training and networks.
7. Provide support to parishes to implement their projects.
8. To support parishes and churches to review the use of their buildings as changes are made - are they doing the right thing and share learning across the diocese and beyond.
9. Act as the key advisor to facilitate access to the diocesan small grants scheme, assisting with applications and supporting the technical aspects of implementing the work (with the DAC and fabric consultant)
10. Work with the Social Responsibility Officer to provide proactive support to parishes in areas of disadvantage who might benefit from the grants.
11. Work with the Diocesan Environment Officer and Cut Carbon Support Officer for churches to align net zero support and funding with the repairs and maintenance grants.
12. Where appropriate support deaneries to develop 'built heritage/buildings' groups or other models to lead building strategy development and implementation.
13. To support the Deputy Diocesan Secretary and the Buildings, Environment and Land team in the implementation of the new Diocesan church buildings strategy.
14. Maintain accurate records of activity and contribute to reports as required.
15. Gathering data, interpreting and presenting information on church buildings within the Diocese to inform and assist their conservation.
16. Build relationships with Local Authorities, local businesses, charities, community groups, environmental groups such as bat groups and other partners or organisations which are or might be stakeholders in sustainable futures for church buildings.

2. Health & Safety

To adhere to the Diocese of Truro's Health and Safety policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

3. Safeguarding

To adhere to the Diocese of Truro's Safeguarding policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with your own safeguarding training at the level appropriate to the role.

4. To undertake other duties, as may be required from time to time, to ensure the effective and efficient fulfilment of the role.

5. To undertake relevant training required to best carry out the role, if required.

Key relationships:

The key relationships for the post holder are with:

- The DAC Secretary
- Cut Carbon Support Officer (Churches)
- The Social Responsibility Officer
- The Diocesan Environment Officer
- The DAC including the Chair
- Change & Renewal Team
- Generous Giving Team
- Archdeacons
- Deanery Implementation Teams
- Grants' administrator
- Funders

This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Degree level qualification relevant to the role, or similar evidence of expertise in historic buildings, ideally including churches.	A qualification or extensive knowledge in related areas such as heritage, surveying or architecture.
Experience	<p>Experience of managing/developing projects in community buildings, ideally heritage buildings.</p> <p>A successful track record in making grant applications and fundraising. Able to support others to do this too.</p> <p>Experience of working with a range of stakeholders on successful projects.</p> <p>Experience of managing budgets and data.</p> <p>Experience of working with volunteers.</p>	<p>Experience of managing/developing projects in churches.</p> <p>Experience in architecture, planning, conservation or surveying related areas.</p> <p>Experience of successful community engagement to achieve measurable outcomes.</p> <p>Experience of alternative income development including enterprise.</p>
Knowledge	<p>Tools for planning and managing projects.</p> <p>Requirements for running community buildings.</p>	<p>How the Church of England works.</p> <p>Relevant legislation such as heritage, planning, ecclesiastical or building regulations.</p>
Skills	<p>Excellent people and interpersonal skills.</p> <p>Highly organised and able to manage competing priorities effectively.</p> <p>Able to adopt a proactive approach to discovering solutions to unusual problems.</p> <p>Self-motivated and able to work on own initiative.</p> <p>Creative approach to work with the ability to inspire creativity in others.</p> <p>Confident with commonly used</p>	

	Microsoft tools and willing to engage with new technology).	
Personal Qualities	Understanding of, and commitment to, equity, diversity and inclusion. Sympathetic to the aims of the Church of England, and comfortable working in a faith setting. An interest in building conservation and historic buildings.	
Other	Ability and willingness to travel around the Diocese as required Available for very occasional evening working.	

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, stakeholders and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Safer recruitment

The Church of England is committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of them 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.

