



THE CHURCH
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

ROLE PROFILE FOR CONSERVATION GRANTS ADMINISTRATOR

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

The Cathedral and Church Buildings Department of the National Church Institutions of the Church of England, is a national resource offering comprehensive information, advice and conservation support to 16,000 Anglican parish churches and 42 Anglican cathedrals in England. It works with government, Historic England and the wider heritage sector to develop policy, leverage funding and sustain the crafts and heritage skills needed to conserve our nation's remarkable historic church buildings and their interiors.

You will be working with our team of heritage and conservation professionals and volunteer specialist committees dedicated to the preservation of historic churches and their furnishings. You will be a key link between funding, expertise and the parishes.

What you'll be doing

October 2024

Parish churches are rich in artworks and objects of historical, artistic, and social significance. Although these fixtures and fittings are faithfully cared for by a host of volunteers, most will require conservation treatment at some stage.

This post is funded by the National Lottery Heritage Fund to provide administrative support for a 5-year grant that has been awarded to the Church of England Conservation Grants Programme to support the conservation of historic furnishings in places of worship, training for emerging conservation professionals and research into historic furnishings in churches.

MAIN DUTIES AND RESPONSIBILITIES

Conservation grant administration

- Respond to enquiries about the grants programme, as a first point of contact.
- With the Head of Conservation, Church Buildings Officer (Conservation) and the Conservation Grants Manager, support the administration of 6 Conservation Grants Committees and Conservation Chairs' meetings. With the Office Manager, book meeting rooms, arrange catering, and visitor passes and administer expense claims.
- Prepare papers for meetings, take minutes of meetings and write grant application decision letters. Circulate and archive minutes.
- Use the Grants Management system to administer applications and grants.
- Prepare financial requests and respond to financial queries.
- Administer grants throughout the cycle, from initial enquiry to grant claim.
- Contribute grant data to quarterly Heritage Fund reports.
- Ensure proper acknowledgement is in place for external funders, including the National Lottery Heritage Fund.

Data and record-keeping

- Support any administrative processes required to prepare grant records for migration to a new Grants Management system.
- Review grants filing systems, where appropriate making recommendations for improvements to how records are organised.
- Maintain accurate records on grant-making decisions and governance.
- Assist the Conservation Grants Manager in responding to requests from across the wider organisation for grant/funding stream details (for example, Internal audit, Finance, or Comms) by retrieving the necessary detail from filing systems and records, and where appropriate formatting this into reader-friendly infographics, dashboards, or PowerPoint presentations).

Reporting

- Prepare data on grants awarded for 360 Giving (with Cathedral and Church Buildings Data Manager).
- Contribute to the preparation of the annual conservation report.
- Prepare reports for Church Buildings Council and external funders.

Relationship management

- Maintain excellent relationships with grant applicants and potential grant applicants.
- Maintain excellent relationships with members of the Department.
- Maintain excellent relationships with other departments e.g. Finance.
- Respond to programme enquiries (telephone, email, website and in-person).
- Undertake occasional site visits to churches.

Communications

- Provide updates and new content for Conservation Grant Programme webpages (with Cathedral and Church Buildings Data Manager).
- As required or requested by the Conservation Grants Manager, draft and/or proofread correspondence materials prior to sending.
- Assist with updates to customer-facing written materials such as guidance notes.
- Identify stories for publication on the CofE website, social media and elsewhere (with CofE Comms Team) funders and parishes.
- Assist with promotional activities.
- Other duties as may reasonably be required by the Director.

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

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge/Experience

- Experience in grant giving, particularly in the heritage sector.
- Experience in financial processes.
- Understanding of the need for good governance in grant giving.
- Competence in MS Office and SharePoint, with experience in grants management systems an advantage.
- Demonstrable interest in heritage and heritage conservation.

Skills & Abilities

- High level of reading, writing and comprehension skills.

- High level spoken and written communication skills.
- Financial literacy.

Desirable

- Some knowledge of the value of heritage conservation in a church context.
- Some knowledge of the processes of the National Lottery Heritage Fund.

Vacancy Summary

JOB TITLE:	Conservation Grants Administrator
NCI ENTITY:	Church Commissioners
DEPARTMENT:	Cathedrals & Church Buildings
GRADE:	Band 6 Standard Point
SALARY:	£33,382
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	Hybrid work arrangements are possible. There is an expectation to attend the office for onboarding and regular meetings.
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term 5 years
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED FOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	TBC
COST CODE:	11146
PARENT POSITION:	Church Buildings Officer (Conservation)