

Job Description

Job Title:	Church Care and Development Manager (DAC Secretary)
Benefits:	Contributory pension scheme and healthcare cashback plan
Hours of Duty:	35 hours per week (25 days holiday per annum, rising to 28 days after 5 years' service, plus Bank Holidays and discretionary Christmas holiday)
Office Location	At present your main place of work will be: Diocesan House, Easton, Norwich NR9 5ES

To ensure the best service to the needs of the Diocese your base may be moved within the Diocese.

Responsible to:	The Diocesan Secretary
Manages:	The Church Care and Development Team
Key Working Relationships:	

Internal:

- Chair and Vice-chair of the Diocesan Advisory Committee
- The Archdeacons of Lynn, Norfolk and Norwich
- The Diocesan Registrar
- The Diocesan Chancellor
- DAC members and technical advisers
- Diocesan House staff team

External:

- Churchwardens/fabric officers
- Parochial clergy
- Conservation and planning officers of local authorities
- The Cathedrals and Church Buildings Division of the Archbishops' Council
- Historic England, the national amenity societies and other statutory consultees

Job Summary/Background:

The Diocesan Advisory Committee for the Care of Churches (the DAC) is a statutory body integral to the Church of England's exemption from some secular buildings control. Its principal role is to advise the chief legal officer of the diocese (the chancellor) on the merits of works to church buildings. The DAC also provides advice to parochial church councils (PCCs) in order to help maintain and enhance the significance of churches, and develop them to reflect missional needs. This is likely to need site visits (individually as well as with members of the DAC) in order to streamline processes and, more importantly, to offer assistance to PCC volunteers.

The Church Care and Development Manager will lead the Church Care and Development team which is at an important stage in the life of the diocese. A Church Buildings Review has begun and the postholder will be expected to assist in a comprehensive study of the role of our churches, their future use and imaginative solutions to difficult situations. This is likely to involve the Diocesan Churches Trust, the use of Festival Church designation and perhaps church closure. The post holder needs to be sympathetic to these options as well as mindful of our obligations as custodian of a very significant number of listed buildings.

As well as supporting and carrying out the usual functions of the DAC, the Church Care and Development team oversees the work of the Diocesan Churches Trust, and supports the diocese regarding Open Churches and tourism, as well as the network of volunteer Church Ambassadors.

Main Purpose of the Job

To act as Secretary to the Diocesan Advisory Committee and, with the Church Care and Development team, to efficiently manage the implementation of the work of the committee. This is carried out by processing all casework through the Online Faculty System. In addition, the postholder should ensure that, assisted by the DAC's advisers, the team provides a high level of advice and support to parishes in caring for and developing their church buildings in order to become open and sustainable as places of worship. If such sustainability cannot be achieved, the team needs to work towards finding an alternative lasting solution. Finally, to provide general support to the work of the diocese regarding church buildings and churchyards.

Main Duties / Key Results Areas

- To liaise with the DAC chair and Vice-chair, DAC members, Archdeacons, Diocesan Registrar, PCCs and their professional advisors on matters relating to faculties and the maintenance of church buildings.
- To manage the workstreams of the DAC ensuring that meetings are serviced, decisions communicated, and advice issued.
- To monitor the composition of the DAC and to ensure it meets the requirements of its constitution and appropriate legislation.
- To manage the DAC budget.
- To manage the work of the team and to delegate the work of the department as required.
- With other members of the team, to deal with queries regarding church buildings and to help PCCs through the necessary procedures (faculty and Lists A and B).
- To continually develop and improve the administrative systems of the team.
- To manage casework through the Online Faculty System.
- To ensure that the team resources site visits.
- To ensure that the DAC and PCCs are kept up to date with relevant legislation.
- To act as a facilitator for occasional training seminars on topics of current concern and to attend appropriate conferences.
- To develop and maintain relationships with key partners and liaise with heritage bodies in connection with the work of the DAC.
- To participate in the re-imagining of our relationship with our built heritage.
- To assist with building aspects of missionary success in the diocese.
- To identify strategic opportunities for programmes developing the use or occasional repurposing of parish churches.
- To manage the work of the Diocesan Churches Trust and participate in the development of future initiatives.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade.

Person Specification

Knowledge & Skill

	Desirable	Essential
Knowledge of and interest in mission, worship, church architecture and historic buildings, and of the relevant legislation and structures of the Church of England		X
An understanding of mission and the role of buildings as help or hindrance		X
Excellent communication skills, written, verbal and presentational		X
Good interpersonal skills and the ability to deal with people at all levels		X
Ability to work with professional advisors		X
Experience of Committee work, including preparation of agendas and minutes and presentation of papers, both orally and in writing		X
Excellent IT skills, using Microsoft Word, Outlook, PowerPoint and Excel		X
Good attention to detail, accuracy and thoroughness in all aspects of the work, good record keeping skills and the ability to work methodically		X
Calmness under pressure		X

Qualifications & Experience

	Desirable	Essential
Education to degree level or equivalent	X	
Qualifications relevant to the care of churches, mission, worship or theology	X	
Experience of managing a high performing team		X
Membership of relevant professional body	X	

Personal Attributes

- An effective team player
- Able to manage a high-volume workload
- Effective administrator, communicator and diplomat
- Able to work under pressure to meet targets and deadlines
- Self-motivated and willing to embrace and encourage change
- Flexible and adaptable
- Able to respond effectively to changing priorities
- Able to work effectively without supervision
- Willing to accept responsibility
- Logical and systematic in work processes
- Willingness and ability to travel within the Diocese (including to isolated locations)
- Willingness to undertake evening and weekend work when required
- Supportive of the aims and purpose of the Church of England and the Diocese of Norwich

This role is subject to a basic Disclosure and Barring Service (DBS) check.

THIS JOB DESCRIPTION IS NOT AN EXHAUSTIVE DOCUMENT BUT IS A REFLECTION OF THE DUTIES AND RESPONSIBILITIES APPLICABLE AT THE TIME OF ISSUE. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd.

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