

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 Church Commissioners have the governance and management responsibility for the Mission and Pastoral Measure 2011, which provides a regulatory framework which enables the Church to support the provision of local worship, mission and ministry, and to adapt that provision as circumstances change over time. The Measures provides a decision making process for changes relating to pastoral change, ministry provision change and church building change.

What you'll be doing

The role of the Mission & Pastoral Service Team is to oversee and manage the decision making processes and provide advice under the Mission and Pastoral Measure 2011 (MPM), the Church Property Measure 2018 (CPM), the Patronage (Benefices) Measure 1986 and the Church Representation Rules, and responsibilities relating to chancel repair liability (CRL). A major part of the team's role is to support the transition from the existing MPM, to the new Measure, and the related transition programme which will be rolled out to dioceses and parishes over between 2024 to 2027.

The Case Officer's main responsibility is to help diocesan teams to scope the changes to local worship, mission and ministry, how it could legally be brought into effect, and how to manage the processes for decision making, and the transfer of assets that are affected by the change. In order to achieve this the Case Office provides expert advice related to the Mission and Pastoral Measure 2011 and other key pieces of church legislation.

MAIN DUTIES AND RESPONSIBILITIES

- To provide specialist advice and guidance to diocesan teams and parishes on the development of pastoral proposals for the organisation of worship, mission and ministry. This includes advising diocesan teams on the legal options available to them and helping them to understand how they can accomplish what they want to achieve, drafting the relevant legal instruments, and providing advice on the consultation and formal processes required to gain approval. This includes providing a high level of service to parish community and public who participate in the statutory processes.
- Managing the processing of the legal changes allowed under the Measure. This includes advising on asset and property transfer (conveyance) and the change of governance arrangements relating to PCCs, deanery synods etc. This includes advising on the interaction with Charity Commission law and processes.
- Bringing matters to the MPCPC for decision. This can include coordinating the preparation and management of public hearings.
- Managing, with the Pastoral Team Manager, any appeals to the Judicial Committee of the Privy Council. Supporting formal processes with external Solicitors and Counsel. It is part of the role to perform the core functions to a high standard, to avoid the risk of legal challenge.
- To support diocesan teams in effective asset management by providing expert advice and guidance on asset disposal in relation to parsonages, glebe and other related transactions. Approving non-standard transactions under the Church Property Measure 2018, and advising on related legislation (e.g. Repair of Buildings Benefice Measure 1972).
- Providing the case officer function for closed church representation cases which need to be brought to the MPCPC. (This is to avoid any conflict of interest, as they are Commissioner schemes, which are proposed by Closed Churches case officers).

- To support the review of the Mission and Pastoral Measure. This is a major piece of work and a key priority. The Case officer will provide expert advice, and contribute to research tasks, proposal development, stakeholder engagement and other key tasks as part of the review process.
- To develop content for online training sessions (e.g. presentations) and the delivery of webinars. This will include chairing and hosting discussions, and question and answer sessions.
- Reviewing and updating the Code of Practice, case manuals and other tools used by the team to advise dioceses and parishes.
- To contribute to the review of existing process delivery systems and the development of new ICT systems and revised forms and standard letters for a new MPM.
- To support pipeline and performance management reporting, including providing information for risk management, budget and other core Church Commissioner processes.
- To support the 1st, 2nd and 3rd Church Estates Commissioners, providing general information and advice, responses to correspondence, any necessary briefing on, and responses to, parliamentary and General Synod questions.
- Advising dioceses on pastoral housing loans and liaising on the financial management and repayment.

The main duties and responsibilities of your post are outlined in this job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time, and you will be expected to agree 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.

Skills/Aptitudes:

- An ability to organise and prioritise complex caseload.
- An ability to manage complex legal processes and an eye for detail.
- A proactive attitude – able to act independently and exercise mature judgement.
- Strong stakeholder and diplomatic skills for all parties involved in the processes.

Knowledge/Experience:

- Experience of managing complex administrative legal systems.
- Strong written and oral skills.
- Meeting management skills – drafting agendas, papers and minutes.
- Strong project management skills

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- Strong data skills – used to using specialist software, internet-based research and posting information on websites, as well as the usual Microsoft packages.

Circumstances:

- Extensive travel within England with occasional overnight stays.

Desirable

Skills/Aptitudes:

- A project management qualification
- A valid full driving licence.

Knowledge/Experience:

- Knowledge and experience of the Mission and Pastoral Measure 2011.
- Knowledge and experience of diocesan boards of finance and their operations.
- An understanding and empathy with the structure and culture of the Church of England.

Vacancy Summary

JOB TITLE:	Mission & Pastoral Services Case Officer
NCI ENTITY:	Church Commissioners
DEPARTMENT:	Pastoral & Closed Churches
GRADE:	Band 4 Standard Point
SALARY:	£48,577
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ OR The Old Brewhouse, Bishopthorpe, York YO23 2GE
HYBRID WORK ARRANGEMENTS:	1-3 days per week in the office on average
SUITABLE FOR FULL HOMEWORKING:	<input checked="" type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8103691
COST CODE:	11111
PARENT POSITION:	Mission and Pastoral Services Manager