

**DIOCESAN BOARD OF FINANCE
JOB PROFILE**

JOB TITLE:	Coordinator – Diocese of Leeds Maintenance Collectives
ACCOUNTABLE TO:	Team Leader
RESPONSIBLE FOR:	Not applicable
KEY RELATIONSHIPS:	Church House SLT Church Buildings and Pastoral Reorganisation team Maintenance Collective Committee Maintenance Collective local working group/s Archdeacons Incumbents, churchwardens and parochial church council representatives Architects and surveyors Contractors Deanery synods

BACKGROUND

The Diocese of Leeds covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. This is one of the largest dioceses in England and its creation in 2014 was unprecedented in the history of the Church of England. It covers an area of around 2,425 square miles, housing a population of around 2,642,400. The Diocese has around 600 church buildings in 450 parishes and 240 Church of England schools and academies.

The Diocese has undergone a significant period of change since its formation in 2014. As part of its aim to ensure long-term sustainability and financial stability, the diocese has applied for and received investment funding for *Barnabas: Encouraging Confidence*. This is the vehicle for the diocese to support churches to move forward in mission, ministry and sustainability. *Barnabas* offers every church the opportunity to access resources and support at different levels according to their existing strengths and needs. The Church Buildings and Pastoral Reorganisation Team plays a crucial role in supporting the buildings and governance support strands of *Barnabas*, holding the tension of the legal necessities along with a supportive culture for stretched parishes.

The following information is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail. It must also be noted that this job description may be reviewed from time to time, in conjunction with the post holder.

Our Values

The Diocesan values, Loving, Living, Learning, are vital to the way we encourage equality, diversity and inclusion in our workplace. We aim to:

- **Love** God, the world and one another.
- **Live** in the world as it is, but, drawn by a vision of something better, we want to help individuals and communities flourish,
- **Learn** when we get things wrong, by listening and growing together.

The Diocese of Leeds is proud to be a Living Wage Employer.

The Diocese of Leeds is committed, as part of our diocesan encouraging confidence approach, to put resources alongside parishes in order that they can engage confidently with the challenges of caring for church buildings. Churches have particular needs that can make caring for them a challenge, particularly for already overstretched clergy and churchwardens; Parochial Church Council (PCC) working collectively should ease this burden.

The care of churches is not coordinated or funded centrally but is the responsibility of the churchwardens and PCCs for each individual church. The aim of a Maintenance Collective is to make the best use of resources across a geographic area to ensure good maintenance of church buildings.

The Maintenance Collective pilots will support PCCs to maintain their buildings. The training package will increase their confidence not only in looking after their building, but also in working with professionals and recruiting their volunteer base. The collective style of working will provide peer support and mentoring. The transfer of some responsibilities to the collective coordinator(s) will free up the time of clergy and churchwardens to focus on other areas of mission and provide greater consistency of building maintenance across the deanery.

Funding has been awarded from the Archbishops' Council's Buildings for Mission Project Church Buildings Management Partnership Start-up grant to cover the estimated costs of two pilot partnerships in the Diocese of Leeds.

The Church Buildings and Pastoral Reorganisation Team comes under the oversight of the Director of Mission and Revitalisation and brings together the statutory functions of the Diocesan Advisory Committee for the Care of Churches (the DAC) and the Missional & Pastoral Committee (M&P), in addition to delivering the Diocese's work funded by the national Church's Buildings for Mission initiative.

The DAC is one of the statutory bodies of the Diocese, and diocesan officers must administer, within the Diocese, the Ecclesiastical Jurisdiction and Care of Churches Measure 2018 and the Faculty Jurisdiction Rules 2015 (as amended 2019). This is the statutory legal framework which sets out and regulates the process that must be followed when PCCs wish to carry out work on, or make alterations to, church buildings or church grounds. The Mission & Pastoral Committees are also statutory bodies, which deal with matters of pastoral reorganisation, including the closure of church buildings, under the Mission and Pastoral Measure 2011. Pastoral reorganisation can be driven by a number of things but one of the key factors is making appropriate use of available ministry resources in relation to Mission and Pastoral needs.

The main functions of the DAC are to give advice on the architecture, archaeology, art and history of places of worship to the Diocesan Chancellor, the archdeacons and the parishes, particularly where changes are proposed to church buildings and in respect of regular maintenance. The DAC intersects closely with the

Church Buildings Support Officer, a role funded by the national church under its current triennium funding, and which aims to give in-depth support to individual churches as well as identifying and delivering solutions to general needs of PCCs across the diocese, including a Maintenance Collective.

JOB DESCRIPTION

MAIN DUTIES AND RESPONSIBILITIES

Overall Purpose

- To support and administer the maintenance collectives pilot project.
- To offer guidance to church officers, clergy and others involved in the care of churches.
- To support the implementation of maintenance plans for each church.
- To maintain awareness of local needs and external factors, to enable a broadening of existing missional and partnership work.

Training and guidance delivery

- Arrange training events (both external and internal), including coordinating speakers and venues, and arranging appropriate equipment and catering
- Support team members in the preparation and review of guidance documents and other resources on topics identified as key areas of need

Procurement and coordination of works

- Set up and ongoing management of the maintenance's collectives' annual contracts (gutter cleaning etc)
- Support PCCs in competitive tender processes for small projects
- Support PCCs in the competitive tender processes for the appointment of QI Architects, as needed
- Coordinate and schedule appointments for day-to-day and cyclical maintenance tasks for churches
- Obtain quotes for minor repair works and support PCCs in applying for appropriate permissions for these works
- Monitor contractors' invoices and refer to appropriate parties for payments

Monitoring

- To assist and encourage volunteers in gathering information for project monitoring reports
- Contribute to monitoring reports
- Engage with the Archbishops' Council or their appointed consultants, providing information for monitoring and evaluation and arranging visits where needed

General responsibilities

- Provide initial advice and support to enquirers
- Maintain electronic files and databases, ensuring these are up to date and tidy (including compliance with GDPR)
- Collate and circulate papers for regular and ad hoc meetings, supporting with preparation and issuing of reports and formal documents (collating facts and figures, cross-checking and proof-reading, formatting, etc)
- Take or coordinate taking of minutes, including circulation in a timely manner after meetings

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.

Person Specification

Maintenance Collective Coordinator – Church Buildings and Pastoral Reorganisation

(E – Essential criteria, D = Desirable criteria)

	Sections		E/D
1	Skills, knowledge and aptitudes	<p>The Collective Coordinator should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • Good administrative skills including setting up and maintaining systems • Capacity to work independently, showing initiative • Familiarity with, or a willingness to learn and master, the specialist language and concepts of the worlds of conservation, architecture and related disciplines • An awareness of environmental sustainability and climate change issues, and how these relate to buildings 	E E D D
2	Qualifications, Training and Experience	<p>The Collective Coordinator should:</p> <ul style="list-style-type: none"> • Have Maths and English GCSE • Be educated to A or AS levels standard, or NVQ 3, or have the equivalent experience • Have a diploma/degree or direct relevant experience in a subject relevant to the care of historic buildings 	E E D
3	Personal Attributes	<p>The Collective Coordinator should:</p> <ul style="list-style-type: none"> • Have a relational approach to working, with the ability to relate to a wide range of people and organisations • Have a flexible work approach • Have excellent communication skills, with the ability to express information concisely, and with tact and diplomacy • Have attention to detail, accuracy and thoroughness in all aspects of the work • Have an understanding of the importance of confidentiality • Be sensitive to the different culture, traditions and activities within the parishes of the Diocese 	E E E E E E
4	Disposition and Attitude	<p>The Collective Coordinator should have:</p> <ul style="list-style-type: none"> • Empathy with the faith and mission of the Church of England • The aspiration to reflect the Diocesan values in both personal and professional conduct and communication with colleagues, diocesan stakeholders and other contacts • Be willing and able to undertake continued professional development and relevant training 	E E E
5	Special Requirements	<p>The Collective Coordinator should:</p> <ul style="list-style-type: none"> • Have the ability to travel throughout the Diocese and to attend occasional evening meetings 	E