

<b>Job Title</b>	<b>Church Buildings Adviser – Buildings for Mission</b>
<b>Reports to</b>	Director of Parish Property
<b>Team</b>	Church Buildings
<b>Department</b>	Parish Property & Fundraising
<b>Location</b>	Causton Street, Pimlico, London (Hybrid, 3 days in office)
<b>Contract type</b>	Permanent, Full Time
<b>Job Grade</b>	E

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**Job Purpose** The Church Building Advisor (CBA) works within the Parish Property & Fundraising team to manage a small grants programme for eligible priority parishes, focusing on unlisted buildings in poor condition and areas of high deprivation. The objective is to support the improvement of building maintenance by distributing around 22 small grants to parishes over two years.

The Church Buildings Support Officer will work closely with colleagues across the Parish Property & Fundraising directorate, including the Development & Fundraising Team, Church Buildings Advisers and Asset Managers, and teams with Archdeacons and Compassionate Communities, to deliver a well-rounded package of support for parishes to repair and improve their buildings.

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**About the London Diocese Fund (LDF) and the Diocese of London** The Diocese of London is the group of Church of England organisations in North London. It comprises 402 parishes with 450 church buildings. The Diocese is the land north of the Thames, west of the River Lea, and roughly bounded by the M25. It also includes schools, chaplaincies, missional communities, and other organisations.

The LDF is the employment body and the central team that serves and supports the Diocese of London.

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**Our Mission, Values, Ambitions and Priorities**

**Mission:** *For every Londoner to encounter the love of God in Christ.*

**Ambitions:** *Confident Disciples, Compassionate Communities, Creative Growth.*

**Priorities:** *Growing Younger, Safer Churches, Striving for Racial Justice—To reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.*

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**Equality, Diversity, and Inclusion Statement**

The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce representing our context and the wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.

**Job Scope**

Direct and indirect reports	Working collaboratively within a group of four building advisers, each championing different workstreams.
Budget responsibilities	Linked responsibility to disburse funds held within Compassionate Communities for energy audits and grants.
Revenue responsibilities	Co-management of the grant programme
Key Relationships	Archdeacons, Incumbents and Church Wardens/others;

**Job Responsibilities**

- Support the sustainable future of unlisted and listed buildings in the LDF portfolio.
- Work to further the aims of Capital Vision 2030 and the Open Churches initiative.
- Administer a small grants programme, assessing applications against agreed criteria; evaluate the outcomes and adjust the programme accordingly.
- Advise PCCs on the development and delivery of repair and maintenance projects.
- With the fundraising team, identify match funding; record the awarding of grants.
- Advise PCCs on the key stages of project development, the ideal level of work for each stage, and the relationship to external funding streams and permissions.
- Write technical briefs for commissioning work, evaluate technical information, and support commissioning of specialist advice such as conservation statements and plans, building condition surveys and cost reports.
- Review and advise on construction documents for projects up to the value of £100k; support PCCs with procurement and tendering for professional services and works.
- The Officer may be required to undertake other duties appropriate to the role, as instructed by the Director.
- A willingness to travel to properties within the Diocese of London is expected.

**Engagement**

- Arrange and attend site visits to leasehold properties with the Asset Managers and consultants to develop building repair strategies.
- Liaise with external stakeholders, including Historic England, local authority conservation officers and the national amenity societies.

**Advice & Guidance**

- Offer advice to all parishes on green energy, suppliers and tariffs.
- Identify “quick wins” for carbon reduction and communicate them positively.
- Respond to parish queries and questions on decarbonisation & heating solutions, recording all interactions and making them accessible to colleagues.
- Collaborative working: With archdeacons and members of the DAC, visit the church and give casework advice, producing a clear note of the advice for the PCC and DAC; share and exchange knowledge with other officers locally and nationally.
- As departmental NZC lead, report progress to the Programme Lead, identifying any barriers to progress and potential solutions.
- Offer input and liaise with the Head of Development and fundraising team to identify funding streams and feed into bids around building decarbonisation.
- Liaise with the National Church NZC team on areas of church building support and ensure working knowledge is up to date by attending trainings and briefings on decarbonisation and relaying critical information to the team.

### Expected Outcomes

- Distribution of c.22 small repair and maintenance grants.
- Established and overseen monitoring and evaluation of c. 22 projects.
- Assisted with the assessment of the Diocese of London's places of worship property portfolio and helped develop a prioritised strategy for the church estate.
- Assisted with assessing QI reports and updated the Church Buildings Review.

### Other

- Undertake other duties commensurate of the role.

### Person Specification

Qualifications, experience, knowledge, skills, and other requirements

Criteria	Essential	Desirable
<b><i>Education and experience</i></b>		
Building Surveyor in training, or Part 2 / 3 Architect, Prince2 certification		X
Experience working within one or all of the following: Faculty Jurisdiction Rules, Town & Planning Act, or Listed Building Consent processes	X	
Practical experience in working with historic buildings and methods of investigation, and specialist conservation work and maintenance		X
Experience in project report writing	X	
<b><i>Knowledge and skills</i></b>		
Procurement processes for goods and services		X
Good knowledge of secular and ecclesiastical architectural history and associated technical language.		X
Keen knowledge of conservation repair, construction, materials, and best practices.	X	
Understanding of building construction and repair; Understanding principles & challenges of decarbonisation of both unlisted as well as heritage buildings;	X	
Good data and statistical analysis skills; ability to maintain systems to record and collate data in a manner transparent and clear to all team members	X	
<b><i>Other requirements</i></b>		
Empathetic to the vision, mission and values of the Church of England.	X	
Right to work in the UK	X	

<b>Person Specification – Competencies and Behaviours</b>	
<b>Focus on Self</b>	Personal well-being: Recognises impact of own behaviour and emotions on self and adjusts accordingly
	Aligns to Vision, Mission, Values, and principles: Respects and represents the organisation in an honest, ethical, and professional way and helps others to understand their obligations to reflect expected standards of behaviour
	Respects others: Recognises, respects and responds to differences in culture, style and viewpoint
	Diversity: Listens to, acknowledges and is responsive to diversity of experiences, perspectives, values, and beliefs
	Deals with challenges and obstacles: Offers opinions and works through challenges constructively Does not give up when faced with obstacles Displays an optimistic approach to work
<b>Focus of Others</b>	Effectively communicates verbally and non-verbally: Tailors communication to the audience and clearly explains complex concepts and arguments to create shared understanding; Creates opportunities for others to contribute to discussion and debate, and avoids dominating discussions
	Effectively communicates in writing: Causes understanding in others by developing logical and well-reasoned arguments; writes fluently in a range of styles and formats
	Develops networks and cooperates with colleagues and partners within and outside LDF: Builds and uses connections with colleagues, communities and partners within and outside the LDF; fosters cooperation across workgroups
	Collaborates: Proactively contributes to a positive team spirit; engages with others to share information and solve issues and problems jointly
<b>Focus on Team</b>	Implements change, minimises barriers to change and maximising success: Actively applies change within a team, recognising and responding to the various impacts; coaches others for continual success during change and celebrates early successes and reinforces change
	Contributes to safe work practices: Communicates and manages WHS expectations and responsibilities; consistently communicates with people about safety and wellbeing Provides support for stressful or critical incidents
<b>Focus on Service</b>	Considers strategic outcomes: Gives appropriate rationale for adopted solutions in line with organisational strategy
	Social justice: Maintains high level of awareness of issues affecting people and advocates and negotiates for people issues within social, political and/or other environments as appropriate; establishes and facilitates pastoral care systems
<b>Aligns with strategy</b>	Researches and analyses: Researches and reviews arguments, opinions and interrelationships before making judgements; sources valid, reliable, and sufficient information to make sound decisions
	Innovation: Identifies improvement and innovation priorities, demonstrates reflective, evidence-based practice and innovative thinking

*Note: The precise duties and responsibilities of any job may be expected to change over time. Before implementation, job holders should be consulted over any proposed changes to this job description.*

**Please sign below to acknowledge your understanding and acceptance of the job description.**

**Signatures**

Employee Name	Signature	Date
Manager Name	Signature	Date

