



JOB TITLE: Church Buildings Caseworker
EMPLOYER: Peterborough Diocesan Board of Finance
DEPARTMENT: Diocesan Advisory Committee for the Care of Churches
LINE MANAGER: DAC Secretary

Job Description

The Context

The Diocese of Peterborough is a living, growing network of churches, chaplaincies and schools covering Northamptonshire, the part of Cambridgeshire formerly known as the Soke of Peterborough (i.e. the area of the present-day city of Peterborough north of the river Nene) and the County of Rutland. Its total population is c917,000. As a diocese, we are committed to being mission focussed and equipped to grow, the parish church is a key part of this commitment.

We have an exciting vacancy for a role which supports the delivery of the Diocesan Advisory Committee Faculty Jurisdiction process. The Diocesan Advisory Committee (DAC) is a statutory body that exists to support parishes in the care and development of their church buildings and churchyards. This role will support, advise and guide in all aspects relating to the care of church buildings and churchyards. An estimated 98% of our church buildings are listed, the majority of which are grade I and II*, therefore the role is suitable for someone with a background in archaeology, history, conservation, heritage, or architecture.

This is a crucial and interesting role that would suit someone interested in a career working with historic buildings and access and engagement. It's a role which assists the DAC Secretary and parishes in providing a comprehensive support service to clergy, church wardens and parish volunteers, in making better use of their churches and churchyards. You will be an integral part of the team. Your excellent interpersonal skills in building relationships will ensure the department provides outstanding customer service throughout the process as parishes work to care, develop and adapt their buildings within the legislative framework.

The Purpose

Working with the DAC Secretary, the post holder will offer advice and guidance to parishes wishing to submit building development and/or maintenance proposals to the Diocesan Advisory Committee (DAC); they will be the first line of contact for parishes and other officers in matters of church care and maintenance. The Church Buildings Caseworker will be responsible for ensuring the DAC casework function runs smoothly and in an efficient and effective way. They will ensure parishes are kept fully informed of the progress of their case.

The Responsibilities

Taking a strong customer service approach, you will provide advice and guidance to parishes in matters relating to church buildings and the statutory requirements associated with their care, development and maintenance. Including how to make appropriate changes to reach environmental sustainability of church buildings and tackle climate change as part of the CofE goal to be carbon neutral by 2030.

You will maintain close links with all bodies associated with the care and development of church buildings, in particular, Historic England, The Church Buildings Council and the representatives of National Amenity Societies as necessary.

You will ensure all changes to Church and secular legislation affecting the care of church buildings and churchyards are recorded and applied where necessary.

The post holder will provide an efficient and effective casework management process to ensure the smooth running of the Diocesan Advisory Committee. This will include post-meeting updates to parishes in a timely manner, preparation of case summaries for the Chancellor and the Diocesan Registrar, and the undertaking of any statutory consultations as appropriate. The post holder will also assist the parishes in researching and writing their Statements of Significance and Need, which is of particular importance as part of a successful consultation process.

You will also contribute to the secretariat function supporting the DAC Secretary to ensure the Committee is presented with sufficient, accurate and timely information to allow them to make high-quality decisions.

You will support the DAC Secretary in DAC visits to parishes across the Diocese, many of which are inaccessible without access to a personal car.

Person Specification

	Essential	Desirable	Tested
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Qualifications

Degree Level Qualification in a relevant subject.	X		A
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Knowledge and Experience

An interest in the broad fields of conservation or heritage management in England, including planning legislation.	X		AI
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Experience in researching and writing about historic sites of significance.	X		AI
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Experience in providing secretariat support to senior committees, ensuring they can adequately deliver against their responsibilities.		X	AI
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Previous experience of operating in a professional environment		X	I
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Evidenced proficiency in the Microsoft Office Suite, including PowerPoint.	X		A
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Evidenced understanding of the obligations under the Equality Act 2010, and the Data Protection Act 2018.	X		AI
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It is not a requirement that the post-holder be a practicing member of the Church of England, but they must be able to understand and support the Diocese's Christian ethos and vision.	X		AI
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Must hold a current full clean driving licence.	X		A
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Personal Qualities

An interest in and passion for the preservation and development of historic buildings.	X		AI
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Proficient at building interpersonal relationships with people in a wide range of roles and seniority.	X		I
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A clear communicator, both verbally and in writing, with an ability to make complex matters easy to	X		AI
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understand to a variety of audiences.

Excellent attention to detail, good organisational and planning skills, able to work unsupervised, under pressure and able to manage multiple deadlines.	X	AI
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Ability to learn quickly and provide a solution focused approach to problem solving.	X	AI
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Other Details.

In line with many other organisations, the Diocese is currently operating a flexible working policy with the opportunity to work some of the week from home. During the probationary period the post holder will be expected to work from the Peterborough office. This will be subject to review once the probationary period has ended. Your place of work will be defined as the Peterborough Diocesan Office, with travel throughout the diocese as and when required.

The Diocese of Peterborough is committed to safeguarding and promoting the welfare of children and young people. Staff are subject to an enhanced DBS (Disclosure and Barring Service) check.

Terms and Conditions

Salary:	£30k p.a.
Full-time permanent contract	
Pension:	10% non-contributory pension
Hours:	35 hours per week
Holidays: plus Public Holidays and Christmas / New Year closure	25 days per year
Probationary Period of 6 months	

Applications

Applications must be submitted by noon on 24 April 2025, successful applicants will be asked to complete a research task; should this be successful, applicants will then be invited to interview.

Interviews will be held the week commencing 5th May 2025.