



**JOB TITLE:** Secretary to the Diocesan Advisory Committee for the Care of Churches

**EMPLOYER:** The Peterborough Diocesan Board of Finance

**DEPARTMENT:** Administration

**LINE MANAGER:** The Diocesan Secretary

**KEY WORKING RELATIONSHIPS:**

Archdeacon of Northampton  
Archdeacon of Oakham  
Historic Churches Support Officer  
Church Buildings Caseworker  
Environmental Programme Manager  
Communications Manager  
The Parishes within the Diocese

## **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 now have an opportunity for a highly motivated person to join our organisation as Secretary to the Diocesan Advisory Committee for the Care of Churches. The Diocesan Advisory Committee 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.

You will be responsible for facilitating the smooth operation of the committee, managing administrative tasks, and ensuring effective communication between committee members, clergy, parishioners, and external stakeholders; you will offer professional advice and guidance on proposals submitted ensuring the committee is able to fulfil its statutory duties and parishes are able to work within the relevant statutory instruments when seeking to carry out work in their church building. You will also manage the administrative process associated with the closure of redundant churches under the Mission and Pastoral Measure 2018.

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

## **The Purpose**

Working with the Church Buildings Caseworker, the post holder will offer advice and guidance to parishes wishing to submit proposals to the Diocesan Advisory Committee (DAC); You will oversee the work of The Church Buildings Caseworker to ensure the DAC casework function runs smoothly and in an efficient and effective way. You 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 secular legislation affecting the care of church buildings and churchyards are recorded, and Diocesan Guidance is reviewed and changed as appropriate.

The post holder will ensure the casework management process is effective and efficient 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.

You will provide the secretariat function supporting the DAC meetings to ensure the Committee is presented with sufficient accurate and timely information to allow them to make high quality decisions.

You will carry out DAC visits to parishes to provide secretariat support, including arranging specialist advisors who may be required on the visits.

You will be a departmental stakeholder in the Online Faculty Process project implementation, ensuring that practitioner level requirements are met. Thereafter lead the development of the system as updates are released.

You will manage the administrative process associated with the closure of redundant churches in accordance with the Mission and Pastoral Measure 2018. Working with Church Commissioner colleagues to ensure all redundant church buildings are found an alternative use within legislative timeframes where possible.

You will organise training events tailored for architects, surveyors, churchwardens, and DAC members as needed. You will participate in and provide feedback on external training. You will represent the DAC at Diocesan Synod; Deanery Chapters and any other governance body as required to explain the work of the DAC or address specific issues.

You will provide management oversight of the Church Buildings Caseworker, ensuring all policies are followed, and professional development is at the heart of your oversight.

	Essential	Desirable	Tested
<b><u>Qualifications</u></b>			
Degree Level Qualification in an analytical subject or relevant equivalent experience.	X		A
<b><u>Knowledge and Experience</u></b>			
An interest in the broad fields of conservation or heritage management in England including planning legislation.	x		AI
Experience of providing secretariat support to senior committees ensuring they can adequately deliver against their responsibilities.		X	AI
Experience in, or a willingness to develop, line management skills.	x		
Previous experience of operating in a professional environment such as legal services, the charity sector or a public sector organisation.	x		I
Evidenced proficiency in the Microsoft Office Suite, including PowerPoint. With Experience of implementing technical change projects from a practitioner level.	X		A
Evidenced understanding of the obligations under the Equality Act 2010, and the Data Protection Act 2018.	X		AI
It is not a requirement that the post-holder be a practicing member of the Church of England but s/he must be able to understand and support the Diocese's Christian ethos and vision.	X		I
Must hold a current full clean driving licence.	X		A

Essential    Desirable    Tested

### **Personal Qualities**

An interest in and passion for, the preservation and development of historic buildings.		X	AI
Proficient at building interpersonal relationships with people in a wide range of roles and seniority.	X		I
A clear communicator, both verbally and in writing with an ability to make complex matters easy to understand to a variety of audiences.	X		I
Excellent attention to detail, good organisational and planning skills, able to work unsupervised, under pressure and able to manage multiple deadlines.	X		AI
Ability to learn quickly and provide a solution focused approach to problem solving.	X		AI

### **General Conditions**

The post is office based at The Diocesan Office, The Palace, Peterborough PE1 1YB  
Flexible working can be considered.

Pay:                £40,000 per annum with annual salary review

Pension:        Non-contributory scheme (equivalent to 10% of salary)

Hours:            35 hour week (Monday to Friday)

Holidays:        25 days per year plus Public Holidays and Christmas / New Year closure (pro rata)

Probationary Period of 6 months