

JOB TITLE: Church Buildings Officer
GRADE: Band L
EMPLOYER: Oxford Diocesan Board of Finance
DEPARTMENT: Secretariat
LINE MANAGER: Head of Church Buildings
ACCOUNTABLE TO: Senior Church Buildings Officer
RESPONSIBLE FOR: N/A
LOCATION: Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF with travel to church sites, as required

The Diocese of Oxford is the Church of England in Berkshire, Buckinghamshire and Oxfordshire. We are a living, growing network of more than a thousand congregations, chaplaincies and schools, working for the common good in every place in one of the great crossroads of the world. Our Christian vision, ethos and principles underpin all that we do and the work of every member of staff.

Our Church House and Area Office teams work to support the mission and ministry of our parishes, providing expert advice and support. Together, we are called to become more Christ-like: contemplative, compassionate and courageous for the sake of God's world. You can find out more about how the diocese is structured and the work of our staff teams at oxford.anglican.org/on-the-money and oxford.anglican.org/annual-review.

JOB PURPOSE

To carry out the work of the Diocesan Advisory Committee, in conjunction with the Head of Church Buildings, in supporting the long-term sustainable future of our church buildings across the diocese enabling individual congregations to care for them and adapt them for today's needs. The post holder will be part of a team of Church Buildings Officers working together and as such, submitted cases are delegated to members of the team by the Casework Supervisor weekly. The number of cases handled by each officer is in consideration of their working hours and current workload.

PRINCIPAL ACCOUNTABILITIES

1.	<p>To manage and process applications, making recommendations to formal meetings of the DAC or utilising delegated authority, where appropriate to progress cases outside of the committee structure, in accordance with the Faculty Jurisdiction Rules. To provide early-stage advice to parishes considering works. To chair formal DAC delegation visits, provide project management support to parishes, and manage the statutory consultation processes with amenity societies.</p>	<p>70%</p>
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2.	To support the Head of Church Buildings in proactive projects to ensure the long-term sustainability of churches within the Diocese.	15%
3.	To provide information, training, and guidance for parishes in all aspects of managing their churches.	10%
4.	To undertake wider agreed tasks that support the work of the DAC and Secretariat and their own professional development.	5%

DUTIES AND RESPONSIBILITIES

1. To manage and process applications, making recommendations to formal meetings of the DAC or utilising delegated authority, where appropriate to progress cases outside of the committee structure, in accordance with the Faculty Jurisdiction Rules. To chair formal DAC delegation visits, provide pre-application advice and project management support to parishes and manage the statutory consultation processes with amenity societies.

- To advise parishes on all aspects of the care, repair, conservation, and development of their church building and churchyard.
- To provide advice on the permission process, relevant legislation, consultation requirements, and the Online Faculty System.
- To undertake a detailed assessment of both List B and faculty casework, as delegated by the Casework Supervisor, obtaining sufficiently detailed and relevant information to either present cases to the DAC Committee or issue advice under delegated authority. Where relevant, offer project planning advice, pastoral support, and awareness of liturgical implications of schemes of work in consultation with the Senior Church Buildings Officer where necessary.
- To attend and chair technical and preapplication site visits ensuring appropriate attendance by the Archdeacons, DAC specialists, and statutory consultees and providing follow-up as necessary.
- To utilise the powers of delegated authority provided by the Miscellaneous Provisions Measure 2018, through the autonomous review of cases and subsequent issuing of formal DAC Notification of Advice on behalf of the Head of Church Buildings incorporating any relevant provisos.
- To issue feedback on applications within ten working days of the DAC meeting and follow this up with parishes as directed by the Committee.
- To liaise with consultees, including architects, DAC advisers, Archdeacons, Historic England, local planning authorities, and national amenity societies to ensure that statutory consultation procedures are followed.
- To work with parishes and statutory consultees to achieve outcomes acceptable to all parties wherever possible.
- To utilise the Church Heritage Record and contribute to this where relevant.
- To attend and present to 6 committee meetings a year, producing case summaries and recommendations for the attention of the committee as directed by the Senior Church Buildings Officer and Head of Church Buildings.
- To assist churches in their goal to reach Net Zero by reviewing and commenting on energy audits, advising parishes on the practical aspects of their churches reaching Net Zero

including advising on technical aspects, and on their legal obligations in respect of the need to have due regard to the Net Zero guidance.

- To ensure that current case papers are comprehensively recorded digitally in order to ensure an accurate historic record of each case is created.
- To input and interrogate data within the cases database and spreadsheets.

2. To support the Head of Church Buildings in proactive projects to ensure the long-term sustainability of churches within the Diocese.

- To work with the Head of Church Buildings as directed to establish effective support systems for the management, conservation, and adaptation of churches.
- Assisting the Diocesan Advisory Committee in carrying out its duties as prescribed in the Care of Churches Measure.
- To provide input on development fund applications as required.
- To review quinquennial inspection reports and update the church condition database.

3. To provide information, training, and guidance for parishes in all aspects of managing their churches.

- To research, create and maintain resources, publicising and assisting with the interpretation of advice available nationally from CBC, HE, and amenity societies.
- To organise, develop content, and present training events for parishes, architects, DAC members and other stakeholders, as directed by the Head of Church Buildings
- To liaise with relevant specialists and organisations to produce building skills workshops and other events.

4. To undertake wider agreed tasks that support the work of the DAC and Secretariat and their own professional development.

- To carry out any other related duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training, as agreed by the line manager.
- Maintain up-to-date knowledge of technical competency areas.
- Take a proactive approach to continuous professional and personal development by embracing training and other development opportunities.
- Participate in the ODBF performance management processes.
- Comply and fully cooperate with ODBF policies including:
 - Health and safety
 - Dignity and respect in ministry and at work
 - Equality, diversity and inclusion
 - GDPR
 - Safeguarding

DIMENSIONS

- **Financial:** No direct budget responsibility
- **People:** No line management responsibility
- **Scale:** There are 815 churches in the Diocese. The DAC (a committee of circa 30 specialist members) meets 6 times a year. The Church Buildings Team deals with approximately 1200 new cases each year. There are c.200 site visits each year (formal and technical).

PLANNING & ORGANISATION

- Autonomous management of delegated casework.
- To advise parishes effectively on project planning.
- To assist with the timely preparation of the agendas and papers for the meetings held 6 times a year.
- To produce and distribute DAC Notifications of Advice and feedback to parishes within the prescribed timescales.
- To provide timely responses to both internal and external enquiries.
- To organise site visits and meetings between the DAC, parishes, statutory consultees and other interested parties as directed by the committee.
- To organise training events for parishes, architects, and DAC members, including regular Building Skills workshops.
- To meet deadlines as prescribed by the Senior Church Buildings Officer and Head of Church Buildings.

DECISIONS

- To make informed assessments of applications when utilising delegated authority.
- To prioritise duties in order to meet prescribed deadlines.
- To assess and make recommendations in respect of casework for presentation to the Diocesan Advisory Committee.
- To interpret questions and provide appropriate responses to internal and external enquiries, based on research and/or technical knowledge or experience where appropriate.
- To decide when a matter should be referred to other officers or members of the committee for action/ response.

CONTACT WITH OTHERS

Internal:

- Property Department
- Area offices
- IT department
- Secretariat
- Mission and Ministry
- Environment Action Team

External

- Church Buildings Council
- Diocesan Registry
- DAC members and advisors
- Clergy, parish officers, and other applicants
- Historic England, SPAB, Victorian Society, and other national amenity and grant-giving bodies
- Conservators, architects, contractors, and other building conservation professionals
- Peculiars and college authorities
- Local planning authorities

PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential

- Educated to degree level or equivalent, ideally in a related discipline, i.e. history, art history, theology, architecture, archaeology, building conservation etc.
- A knowledge and understanding of the conservation of church architecture.
- A high standard of articulation with both written and spoken communication methods.
- Proven ability to work as part of a small team as a strong team player.
- Good attention to detail and a thoroughness in all aspects of work.
- Good interpersonal skills and the ability to deal with people at all levels.
- The ability to influence, through effective communication, negotiation, professionalism, and development of trust/ rapport.
- Proven ability to prioritise and plan the different areas of the work.
- The ability and initiative to work on and progress different work areas and projects, with a minimum of supervision.
- Excellent IT skills, using Microsoft Office, in particular, Word, Excel, and Outlook.
- The ability to travel across the Diocese of Oxford, which covers a large geographical area, including many rural areas.

Desirable

- A working knowledge of the legal structures of the Church of England
- An understanding of and sympathy with the work and ethos of the Church of England
- To have or be working towards IHBC (Institute of Historic Building Conservation) accreditation.
- A good understanding of the geography of the diocese.
- Experience of database work
- Experience of minuting meetings

GENERAL INFORMATION

Band	Salary Band L
Remuneration	<p>Salary scale - £35,412.95 to £38,136.93 per annum</p> <p>There are four points within the band. Moving to a new point is dependent on the successful achievement of the objectives agreed between you and your Line Manager. Any approved move in incremental points takes effect in September each year.</p>
Hours of work	<p>37 hours per week with regular agreed hours and days.</p> <p>Your working pattern should be agreed with your line manager; however, it is recognised that this role requires the ability to work flexibly, and with that, some evening and weekend work may be required for which time off in lieu may be taken on agreement with your line manager.</p>
Place of work	Church House Oxford, Langford Locks, Kidlington, Oxford, OX5 1GF
Holidays	<p>Your annual leave entitlement is broken down as follows:</p> <ul style="list-style-type: none"> - During the first year of your employment with us you are entitled to 25 days' annual leave per annum. - During the second year, up to and including the fifth year of employment, you will be entitled to 1 day of extra annual leave per consecutive year. - In the sixth year and thereafter, you will be entitled to 30 days' annual leave per annum. <p>The above annual leave entitlement is calculated on a pro-rata basis for part-time employees.</p> <p>In addition, you are entitled to the usual United Kingdom public holidays.</p> <p>Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday, and Christmas Eve.</p>
Pension Provision	<p>It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. In our case, this is the Church of England Pensions Board Pension Builder 2014 scheme. Information can be sought from the Church of England website:</p> <p>https://www.churchofengland.org/sites/default/files/2024-04/my-membership-april-2024_1.pdf</p>
Probation period	Six months, during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation, 1 month and thereafter, 3 months from either side or the statutory minimum (whichever is greater).

Circumstances	This role requires the postholder to have the ability to travel within a large geographical area and sometimes within rural areas where there is no access to public transport.
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NOTE: The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the ODBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Review Date: End of probationary period

Signed: _____ **Dated:** ____ / ____ / ____