

**Project Support Officer – Buildings for Mission  
(Fixed term, 2 years, 0.6FTE)**

The Diocese of Worcester has been awarded funding by the Church Commissioners through the *Buildings for Mission* grant scheme for this new fixed-term role to support certain parishes in the care and development of their church buildings. The partner churches that the post-holder will be working with will have outreach and missional potential within their local community but are experiencing resourcing issues or building challenges that are hindering their ability to meet this potential. They may be located in areas of high deprivation. Some will be highly listed, and an important focus within their local heritage, and some will be on the Heritage at Risk register.

The post-holder will come alongside these parishes and explore the opportunities for repair and development of these churches, including exploring options for the introduction of new facilities, improving accessibility and supporting the parishes' work towards achieving the Net Zero by 2030 target set by the Church of England. There will also be involvement with the other strand of funding from the *Buildings for Mission* project is the Minor Repairs and Improvements Grant scheme, which will provide some limited funding for the churches they will be working with, whilst seeking to attract additional funding and supporting the grant application process for the projects they are involved with.

### **JOB DESCRIPTION**

#### **Main Purpose of the Job:**

**To support parishes in the care for church buildings and churchyards through providing advice and project support on projects for repair and development. In doing so, recognizing that church buildings balance mission, worship and wider community use; most often cared for by volunteers.**

#### **Accountable to:**

Church Buildings Officer

#### **Key Relationships:**

- Church Buildings Team and wider diocesan staff including the Archdeacons
- The Diocesan Advisory Committee for the Care of Churches (DAC)
- Parish clergy, staff, PCC members and congregations
- Statutory consultees and external stakeholders (e.g. Historic England, Church Buildings Council, local planning authorities, funding bodies)
- Construction professionals (e.g. architects, consultants and contractors)

## **Principal Tasks:**

### **Advising on church care and repair**

- Assist partner churches with planning and undertaking repair and maintenance projects including liaising with church architects;
- Develop strategic approaches for the long-term care of the targeted churches, to prepare maintenance plans for each church and support with implementation of these, with ongoing support as required for PCCs and churchwardens in adhering to these;
- To support wider communities to become more engaged with the care of their church buildings including raising funds for repairs;
- Work with the church buildings team and the national training team to devise and deliver guidance and training on the care of churches to parishes.

### **Supporting fundraising**

- Identify sources of funding for repair and development works at partner churches, leading on the grant application process especially promoting access to the Minor Repairs and Improvements Grant Fund;
- Provide hands-on assistance to parishes with their applications, including reading through applications, commenting on them and making amendments to ensure criteria are met, and writing bids for parishes with greatest need;
- Develop strong links with grant funders;
- Support the administration of the Minor Repairs and Improvements Grant Fund generally.

### **Project development**

- For a small number of more significant projects at partner churches – support parishes undertaking complex projects with feasibility and project management advice and input, bid writing and organising consultations with statutory bodies and within local communities.

### **Net Zero Carbon**

- Aid the development of Net Zero Carbon Action Plans for partner churches;
- Promote the NZC Quick Wins Fund and other funds, assisting with applications as necessary;
- Ensure that all other activities are in concert with the Church of England's aim to be net zero in carbon emissions by 2030.

### **Generally**

- Play a full part in the Church Buildings Team, including attending fortnightly team meetings;
- Support the team in advising parishes on their obligations under the Faculty Rules and other statutory consents;
- When required, attend and contribute to the Diocesan Advisory Committee meetings;
- To undertake other duties as required to fulfil the main purpose of the job.

## **PERSON SPECIFICATION**

The person should meet the following requirements:

### **Essential Skills / Experience:**

- Educated to degree level, or proven practical experience.
- A demonstrable level of experience in a similar role.
- Have excellent communication skills; confidence, patience and pragmatism when dealing with conflicting demands.
- Have excellent numeracy and literacy skills, and an attention to detail.
- Have an excellent working knowledge of IT in the office environment including Excel and Word.
- Be able to use initiative and work with a minimum of supervision as well as part of a wider team, able to prioritise workload effectively and efficiently.
- Strong team player with the ability to build collaborative relationships across all stakeholder groups and find a path to solutions with complex issues.

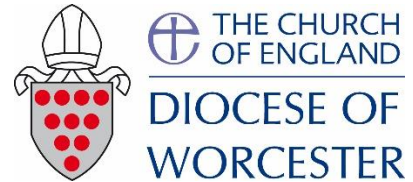
### **Desirable Skills / Experience:**

- Qualification or significant experience in working in heritage-related roles and an empathy for the care and conservation of church buildings.
- Knowledge and experience of the working structures of the Church of England and Faculty Jurisdiction Rules (ecclesiastical planning legislation)
- Competency and experience in project management; ability to use project management skills in a variety of contexts.
- Knowledge of planning and construction processes such as Building Regulations and CDM Regulations.
- Experience of working with volunteers and appreciating the context and role of people working in a voluntary capacity.
- Experience in working alongside specialist professionals such as architects and archaeologists.

### **Other**

- Have sympathy with the aims and values of the Church of England.
- Be willing to work outside of normal office hours, as some limited work in the evenings and at weekends will be core to the effectiveness of the role.
- Be able to travel widely in the diocese (Worcestershire, Dudley and surrounding areas). A current driving licence and access to own vehicle will be essential unless suitable alternative arrangements can be made.
- Have a satisfactory outcome of a Basic Disclosure & Barring Service check.

**Safeguarding training level: basic**



- Salary:** £22,236 (being pro-rata of the FTE salary £37,060 plus a generous non-contributory pension)
- Hours:** 21 per week for a fixed period of 2 years. This is a fixed term role for 2 years, unless extended. Talk to us about how this could fit into your life. Some evening and weekend work may be required, with time off in lieu offered.
- Location:** The post will be based at the Diocesan Office in central Worcester with some home working possible and considerable travel in Worcestershire and Dudley areas. A current driving licence and access to own vehicle is essential unless suitable alternative arrangements can be made.
- To apply:** Please download our application form [here](#). For more information and to apply please refer to this candidate pack, also available from: [www.cofe-worcester.org.uk/vacancies](http://www.cofe-worcester.org.uk/vacancies) For an informal discussion about the role, please contact Becky or Jo in HR on [hrteam@cofe-worcester.org.uk](mailto:hrteam@cofe-worcester.org.uk)
- Deadline:** Closing date for applications by noon on 13<sup>th</sup> September
- Interviews:** To be held on 20<sup>th</sup> September in central Worcester

*The Church of England is for everyone, and it is a priority for us to reflect the diversity of the community the Church serves across the whole diocese. We welcome all applications from interested and suitably qualified people, and particularly welcome applications from those of UK minority ethnic / global majority heritage and people with disabilities.*

## **August 2024**

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