



Church Buildings Adviser

Application pack - April 24



DIOCESE OF
Bath & Wells

Living and telling the story of Jesus

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Dear applicant

Thank you for your interest in the post of Church Buildings Adviser. This post is much valued by parishes across our diocese, who really appreciate having access to the buildings' expertise and support which the post holder provides.

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources.

If you would like an informal conversation about the post you are welcome to contact Julia Hill, Head of Deanery and Parish Support via email julia.hill@bathwells.anglican.org

The key dates for the appointment process are on the following page. Should you decide to apply for this post we look forward to receiving your application and wish you well. Details on how to apply are at the end of this pack.

Contact details

Human Resources - Enita Andrews, HR Manager

Phone: 01749 685113

Email: recruitment@bathwells.anglican.org

Recruitment details

Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. If after 3 weeks from the closing date you have not heard from us, please assume that you have not been shortlisted on this occasion. A copy of our privacy policy for job applicants can be downloaded from our website.

Interviews

Interviews will take place at Flourish House in Wells w/c 3 June 2024.

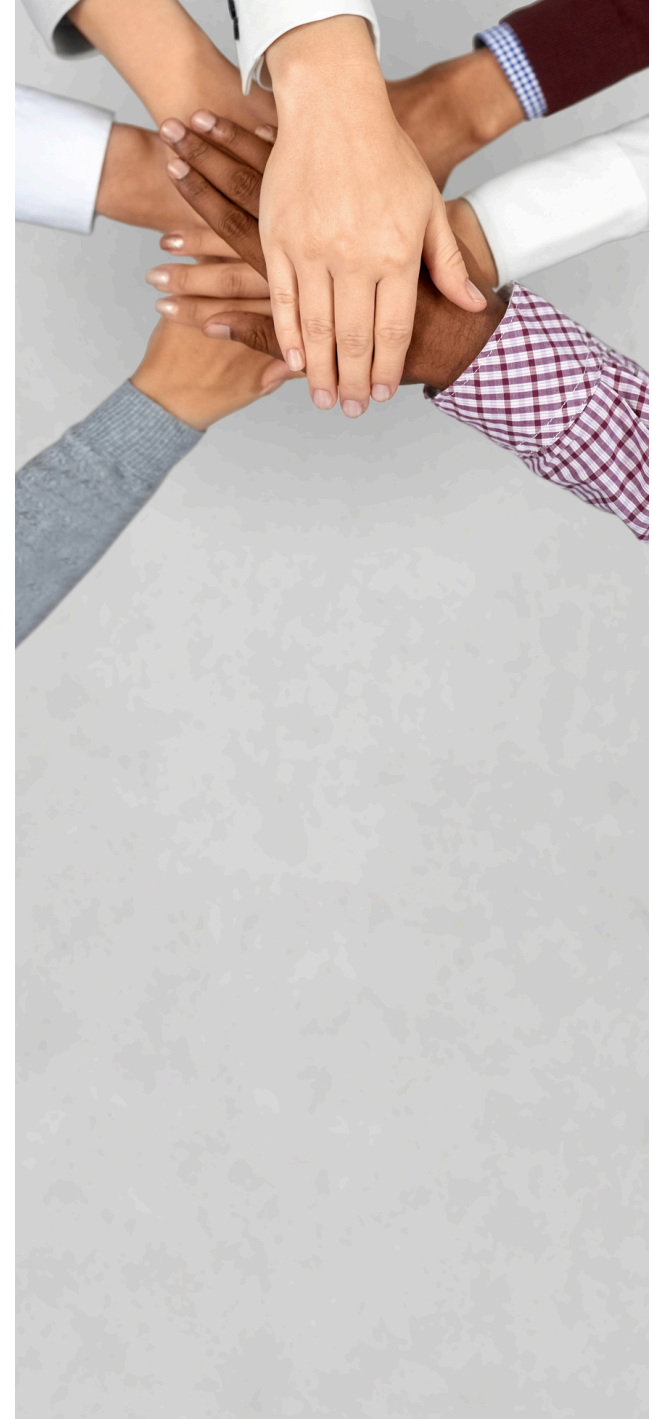
Further details regarding the selection process will be communicated at the time applicants are invited for interview.

Safeguarding

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

- Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
- Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
- Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website.





The Diocese of Bath and Wells

The Diocese of Bath and Wells broadly encompasses the historic county of Somerset, extending to include a small part of the county of Dorset. It is a diverse region with more than 500 settlements across the county, many of them small and rural which account for 43% of the population. Although two thirds of Somerset is rural, more than half the population lives in urban areas.

The diocese loves and serves in the region of 1,000,000 people who live here through its family of 466 parishes and 182 church schools and more than 170 chaplaincies. This family works for the good of local communities in a range of practical and pastoral ways, caring for the vulnerable, supporting families and encouraging children and young people.

The Bishop of Bath and Wells has overall responsibility for the diocese. He is assisted by a suffragan bishop, the Bishop of Taunton (currently seconded as acting Bishop of Coventry).

There are three archdeacons in our diocese, serving the archdeaconries of Bath, Wells and Taunton. Ministry across the diocese is led by and supported by a combination of ordained and lay ministers, some paid and some in unpaid roles. Mission across our diocese is only possible with a combination of these varied forms of ministry and many other people in voluntary roles.

Everything the diocese does is underpinned by prayer and worship and we are driven by our vision that: 'In response to God's immense love for us, we seek to be God's people, living and telling the story of Jesus.' Across the diocese we seek to grow our churches and transform our communities, as we live out the good news in all we say and do.

Living and telling the story of Jesus

Our vision and strategy speaks to the story of Jesus; his life, teaching and work, his death and resurrection; the story which is the context of our faith and the content of our message. In the Diocese of Bath and Wells we strive to be a growing church. We are committed to witnessing and to living out the Gospel of Jesus as we seek to transform and be at the heart of our local communities, bringing love and care for our neighbours, and service to those in need.

We are working together to achieve this by:

- Valuing and cherishing the people and resources we already have
- Developing new Christian worshipping communities
- Sharing in leadership and ministry
- Deepening and growing faith





About the role

We are blessed as a diocese with many beautiful buildings, whose architecture is a testament to the faith of earlier generations. Over 90% of the churches in the diocese are listed and a significant number are listed grade 1 or 2. In this role we are seeking someone who has the knowledge and understanding to support and advise people in our parishes as they maintain and develop their buildings as living places of mission for their communities.

Working in this role you will be part of the Deanery and Parish Support (DAPS) Team within the wider support services team. The particular teams with which you will work closely are:

- The Giving and Funding team, also in the DAPS team, who support churches in generating the income for their work, including support and expertise for those needing grants for capital buildings projects.
- The DAC Secretary, who sits within the wider support services team, working with the Diocesan Advisory Committee (DAC) and its Chair. The relationship between the DAC and this role is key since the DAC has responsibility for making recommendations for buildings' permissions and churches can only proceed with work if permission is granted.
- The Deanery and Parish Development Advisers, who also sit within the DAPS Team, and help churches develop and articulate their vision: an indispensable stage before embarking on any major work or change.
- The Climate Justice and Environment Adviser and Net Zero Support Assistant sit in the Mission Support Team and work closely with the Church Buildings Adviser in encouraging and enabling churches to consider the environmental impact of their options.
- The Archdeaconry Offices: each of the three archdeacons has an Archdeaconry Assistant. The offices are each based in their relevant archdeaconry and are an important point of connection to parishes. The archdeacons are also all ex-officio members of the DAC.

We know from parishes and from the archdeacons that this role is highly valued. Our churches want to make the best use of their buildings and have good ideas but often don't have the practical expertise to put their vision into practice. Your support and signposting to resources will give them the confidence to ensure their buildings are properly maintained in the short-term and help them to have the vision to imagine how their buildings might be adapted for the church of the future. This is a really practical gift to offer to churches and their communities and we anticipate your impact being genuinely transformative by enabling our buildings to be an asset for mission rather than a burden to be maintained.

You will be joining the diocese as we refresh our vision and strategy, as well as refining how we can be most effective in supporting parishes with their mission of growth and transformation. This is an exciting time to make a difference for people on the ground and for the diocese as a whole.

The function of the Diocesan Advisory Committee has moved 'in house' in the past 12 months and the Lead Giving and Funding Adviser was recently appointed in the last 6 months. This makes it a good time to be shaping the best ways of working together, and there is a real appetite to make that cross team working effective and enjoyable. If you have a desire for collegiate and outward focused working, then this could really be a rewarding role for you.





Job description

Our vision

In response to God's immense love for us, we seek to be God's people living and telling the story of Jesus.

Key purpose of the post:

Reporting to the Head of Deanery and Parish Support you will provide expertise on the use, maintenance, adaptation and development of church buildings as places of worship, mission and growth and on any changes needed to ensure their suitability for worship and mission.

The role is based on the Diocesan Office in Wells but also involves travel around the diocese.

Key relationships:

- Parishes and deaneries, including clergy, Churchwardens and PCCs
- DAC Secretary, DAC Chair and Diocesan Advisory Committee (DAC)
- Archdeacons
- Climate Justice and Environment Adviser and Net Zero Support Assistant
- Giving and Funding Adviser
- Deanery and Parish Support Team
- Regional and national organisations and networks that relate to church buildings and their use by congregations and the wider public

Main responsibilities

Supporting and inspiring churches in the creative development of their buildings as a tool for mission and to authentically meet the needs of their community, including:

- Offer practical guidance, advice and resources to churches about adapting their buildings for worship, and community use, including innovative and entrepreneurial uses.
- Support churches considering adaptations to their buildings by:
 - giving guidance on collaborating with the local community and external agencies such as local authorities and Historic England
 - giving guidance and helping churches access support when completing the Statement of Significance and Statement of Needs for Faculties
- To attend meetings of the DAC and to work with the DAC Secretary and Chair to ensure processes and communications are effective and enable churches to fulfil their mission.
- To attend DAC delegation visits as an aid to good communication and understanding within the Faculty process.
- To work with the Giving and Funding Team: signposting parishes to sources of funding and support, and updating the Giving and Funding Team about specific building funds that become available.
- Work with Archdeacons, and diocesan colleagues to facilitate and resource PCC discussions and decisions about the future of church buildings for mission.
- Connect churches with relevant diocesan staff and other groups who can provide support and good practice guidance on building use and development.
- Encourage parishes to recognise the opportunities of tourism and consider what hospitality (in the broadest sense) they offer to tourists, reflecting both their heritage and their Christian ethos, including making use of existing websites like ACNY and Explore Churches.

Main responsibilities

- Work to support PCCs to ensure that church buildings are fit for purpose and in good repair for a wide range of activities beyond their primary role as a place of worship.
- Offer assistance and training to church communities in the benefits of regular preventative maintenance programmes for buildings, including training on a deanery basis, to keep buildings fit for mission.
- Signpost to the Giving and Funding Team and web tools to help parishes access appropriate funding.

General

- Undertake specific projects that support churches in making good use of their buildings, in discussion with the Head of Deanery and Parish Support.
- Working with other officers or diocesan representatives on specific projects that involve buildings e.g. environmental approaches to buildings, inclusion and access issues.
- Keep in contact with relevant developments nationally, in other dioceses, and with statutory consultees to ensure that parishes are offered up to date and relevant information.
- Any other reasonable duties as agreed with the Head of Deanery and Parish Support.

Person specification

Qualifications, Knowledge and Experience

Essential

- Relevant experience with historic buildings and their use, repair and reordering
- Experience of providing objective advice and negotiating solutions in the face of differing demands
- Awareness of current legal requirements and good practice in the adaptation and repair of community buildings
- An understanding of church buildings as part of the community and the mission of the church
- Experience of accessing external funding for historic buildings and/or community projects
- Experience in project management

Desirable

- Degree or relevant professional qualification
- Experience of cross-sector working (e.g. heritage, tourism, local authority and voluntary sectors)
- An understanding of Ecclesiastical jurisdiction with relation to church buildings
- Awareness of Historic England policy and practice in relation to historic places of worship
- Track record of working with local groups on community projects
- Experience of providing training/education in heritage or building-management related areas

Work related personal qualities

Desirable:

- Able to maintain integrity and professionalism when under pressure
- Ability to travel around the diocese and nationally for pre-planned meetings

Skills, competencies and abilities

Essential

- Ability to work on own initiative and as part of teams
- Good organisational skills and ability to balance priorities
- Proficient in the use of IT
- Excellent written and verbal communication skills and ability to deliver presentations to groups at all levels
- Entrepreneurial and problem-solving approach to projects and the use of buildings

Desirable:

- Ability to balance strategic thinking with achieving practical solutions

Car driver

Due to the extensive travel required for this post, the post holder is required to have a full driver's licence and a car.





Terms and conditions

Hours of work

Full-time, 36 weeks. Will involve some evening and weekends.

Salary

£35,993 per annum

Term

Permanent

Pension

The pension scheme administered by the Church of England Pensions Board. The employer will contribute 10% of the employee's pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary.

Holiday

25 days per calendar year plus bank holidays.

The holiday year runs from 1 January to 31 December.

Additional discretionary days may be given at Christmas and Easter.

Expenses

All reasonable working expenses, including mileage for travel, will be met at the agreed Diocesan rates.

Probation

This post will be subject to a six month probationary period.

How to apply

Please apply for this post using the application form and equal opportunities monitoring form which can be downloaded from www.bathandwells.org.uk/-vacancies/diocesan-staff/ - and send this by post or email, to:

Human Resources
The Diocese of Bath and Wells
Flourish House
Cathedral Park
Wells
BA5 1FD
Email: recruitment@bathwells.anglican.org | Tel: 01749 685113

The closing date for applications is 5pm, Monday 27 May 2024.

Interviews will take place in Wells on w/c 3 June 2024.

All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation, 2018.





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