



APPOINTMENT PACK

HISTORIC CHURCH BUILDINGS SUPPORT OFFICER

Full Time

September 2021



Historic England

DIOCESE OF
ST ALBANS

Living God's Love

Introduction

By the Diocesan Secretary, Susan Pope



CONTENTS

Page	
1	Introduction from the Diocesan Secretary
2	The Diocese
6	The Work of the Department
7	The Role
9	The Person Specification
10	Terms and Conditions
11	How to apply

Please also visit our website at www.stalbans.anglican.org.

Thank you for your interest in the post of Historic Church Buildings Support Officer, which becomes vacant on the retirement of the current postholder.

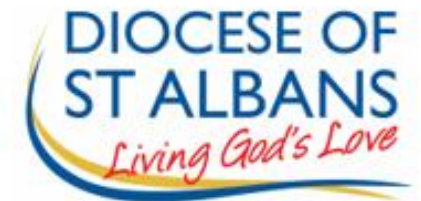
We are looking for someone with knowledge of historic church buildings and enthusiasm for securing their sustainable future. You will need to demonstrate experience in accessing funding, project management skills, and the ability to work with volunteers.

You would be part of a small friendly team who would support you in getting to know the details of this varied and interesting role.

If you have any queries about this post, please contact the Pastoral & Advisory Secretary, Emma Critchley – ecritchley@stalbans.anglican.org.

A handwritten signature in black ink that reads "Susan Pope".

Diocesan Secretary

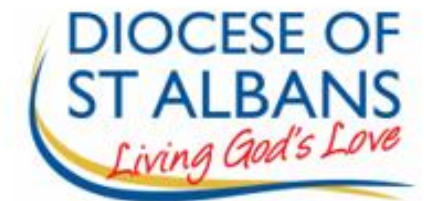


The Diocese of St Albans

The Diocese of St Albans consists of the counties of Hertfordshire and Bedfordshire and part of the London Borough of Barnet. The population is approximately 1.8 million, and the total electoral roll number is approximately 32,000. The Bishop of St Albans has overall responsibility for the Diocese. He is assisted by two suffragan bishops, the Bishop of Bedford and the Bishop of Hertford, who in turn are assisted by the Archdeacons of St Albans, Bedford and Hertford. There are twenty deaneries and the Diocese has 340 parishes, of which about one third are rural, 210 benefices, 380 churches, 257 stipendiary clergy, 44 non-stipendiary clergy, 223 clergy with Permission to Officiate and 248 Lay Readers. There are 138 Church Schools and Academies in the Diocese.



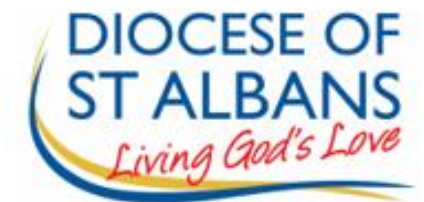
The Diocesan Synod is the elected decision-making body of the diocese and the Bishop's Council as the Standing Committee of the Synod has a key role in formulating diocesan policy.



The Diocese of St Albans has a clear vision of **Living God's Love** with three priorities: Going Deeper into God; Transforming Communities and Making New Disciples, and doing so with:



The vision flows from God's love for us, and is expressed in our love for God and our neighbours. These themes are well understood across the Diocese and were given a fresh endorsement following a year-long 'listening exercise' which took place in 2016-17. Through *Living God's Love* we are seeking spiritual and numerical growth across our parishes, benefices, schools and chaplaincies. In fact, all our activities, from recruitment and selection, to clergy and Reader review, are increasingly focused towards growth.



The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Holywell Lodge in St Albans. There is a strong Christian ethos within the office; for example, there is a monthly staff Eucharist. However, there is no expectation that all staff will necessarily be practising Christians.

The work of the staff is overseen by three Boards:

The **Board of Finance** is responsible for formulating the diocesan budget, which is currently about £16m, and for managing clergy housing, investments and overseeing parochial trusts, the combined value of which is about £160m. The lead officer of the Board, who has overall responsibility for the staff of the Diocesan Office, is the ***Diocesan Secretary***. The administrative team which supports the work of the Board is organised into three major departments headed by the Director of Finance, the Estates Secretary and the Pastoral & Advisory Secretary. The staff of the administrative team are in regular contact with, and provide support to, other Diocesan Officers involved with the work of the other Boards and Council, and a variety of groups and sub-committees which report to them.



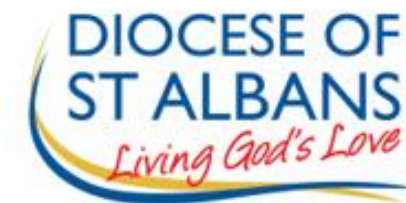
The **Board of Education** is responsible for the 138 church schools and academies. The majority of these schools and academies are located in Bedford Borough, Central Bedfordshire and Hertfordshire, with one in Luton and two in the London Borough of Barnet. The Board is led by the Diocesan **Director of Education**.

Both the Board of Finance and the Board of Education are statutory bodies. The Board of Finance is the main employer of lay staff and is a limited company and registered charity. The Board of Education is accountable to Diocesan Synod.

The **Board for Mission and Ministry** is responsible for the development and learning of ministry teams within the Diocese and the mission of the Church in wider society. Within the Board's remit, there are two departments, led by the **Director of Mission and Ministry** and the **Director of Vocations**.



The Diocesan Office staff, with the
Archbishop of Canterbury 2015



The Diocesan Advisory Committee and the Pastoral and Advisory Team

In the Diocese of St Albans, more than 75% of the 380 church buildings are listed, with over 130 listed at Grade I. Every place of worship has a local worshipping community which seeks to care for its building as a local centre of worship and mission.

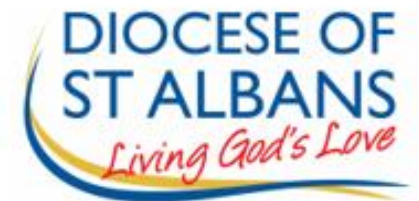
The Diocesan Advisory Committee (DAC) is a statutory body which provides advice at diocesan level, especially to parishes, the Diocesan Chancellor and the Archdeacons, in relation to church buildings and other places of worship. The DAC's role is to enable parishes to care for and develop their church buildings, their contents and churchyards. The DAC is supported by the Pastoral and Advisory Team.

The Historic Church Buildings Support Officer will work within the Pastoral and Advisory team under the line management of the Pastoral & Advisory Secretary. Key relationships will be with parishes and parish officers; the Archdeacons; DAC members; the Flourishing Churches team; and partner agencies, particularly Historic England (East of England) Inspectors and *Heritage at Risk* Advisers and grant-making bodies.

This post was created to help secure the sustainable future of historic Anglican churches in the Diocese and is currently funded for a period ending on 31 March 2024. The post becomes vacant following the announcement of the current postholder's retirement. The intention is that the new appointment will be made in time to allow for up to three months' overlap with the current postholder.

The post is, in part, supported by Historic England and they will be involved in periodic performance monitoring.

The Pastoral and Advisory Secretary is the DAC Secretary and Team Leader.



The Role of the Historic Church Buildings Support Officer

RESPONSIBLE TO:

The Pastoral & Advisory Secretary

PURPOSE:

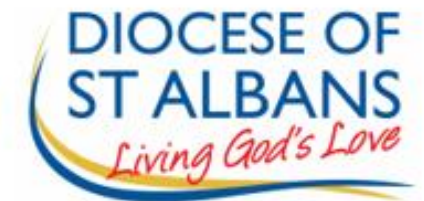
To secure the sustainable future of historic Anglican churches in the diocese by:

- Considering the heritage, environmental, community, and pastoral needs associated with our historic churches
- Supporting parishes where churches are prioritised for support by the Diocese and Historic England
- Encouraging a wider understanding and appreciation of the value of historic churches.

OUTCOMES:

The post-holder will work towards the following outcomes:

- Reducing the numbers of places of worship at risk and supporting the sustainability of church buildings more widely
- Supporting new uses, facilities and developments giving churches a sustainable future
- Recognising, celebrating and supporting the role of volunteers
- Building capacity and commitment of local communities to champion the conservation and enhancement of their historic church buildings
- Promoting best practice standards for the conservation, documentation, interpretation and sustainable management of the historic churches within the Diocese
- Supporting conservation professionals, contractors and craftsmen through the challenge of and recovery from Covid-19 and helping to achieve a healthy and sustainable conservation sector
- Encouraging greater access to and understanding of historic churches in local communities



The Role of the Historic Church Buildings Support Officer, continued ...

KEY RESPONSIBILITIES:

The post holder will:

- Develop a programme to improve the condition of the diocese's listed and other historic churches, focussing on those identified as Heritage At Risk, poor or vulnerable or close to a tipping point, by:
 - a. Implementing a strategy for historic church management using a risk assessment based on an updated QI Reports survey;
 - b. Helping parishes understand the importance of routine maintenance and effectively plan and organise this work
 - c. Developing a Management Plan with parishes, addressing repairs and sustainability for buildings prioritised for support;
- With colleagues, consider the environmental, heritage, community, mission and pastoral needs of historic churches;
- Contribute to meeting the church's net zero carbon target;
- Enable parishes to access increased funding and generate income to maintain their buildings by:
 - a. Providing information, guidance and assistance with applications;
 - b. Helping parishes capture data on outcomes in terms of grants obtained and increased use and engagement
- Support and train volunteers to maintain historic churches following best practice;
- Develop quality, accessible webpages giving public information about local historic churches;
- Celebrate what makes church buildings special and give local people and wider groups the chance to get involved and experience and enjoy them.



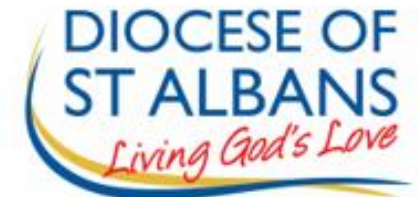
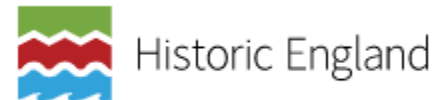
The Person Specification

The successful applicant will have:

- a relevant degree or equivalent qualifications or relevant experience
- a demonstrable knowledge of built heritage and particularly England's historic places of worship
- experience in problem solving, project management, monitoring and evaluation
- excellent leadership, interpersonal, negotiating and written communication skills
- the ability to work within and influence an organisation
- the ability to work and engage with volunteers
- the ability to identify appropriate advice and information
- a demonstrable knowledge of community funding resources and how to access them
- a willingness to engage with the wider community
- capacity to work with minimal supervision, prioritise effectively and work to deadlines
- a track record of making a difference and achieving long-term sustainable benefits
- a willingness to work flexibly including occasional evenings and weekends; and
- sympathy with the aims and ethos of the diocese of St Albans and the Church of England.

The post-holder will be expected to travel extensively around the diocese to visit church buildings and to provide on-going support to parish officers.

Historic England strongly encourages post-holders, in agreement with their employers, to develop a programme of appropriate Continuing Professional Development. Normally, the post-holder will be encouraged to pursue membership of a relevant professional organisation, e.g. the Institute of Historic Building Conservation (IHBC).



Terms and Conditions

Status: The Historic Church Buildings Support Officer will be an employee of the St Albans Diocesan Board of Finance.

Salary: The post is offered on the Higher Executive Officer Scale (£30,497 - £33,000 pa) and the starting salary will depend upon qualifications and experience. Salary scales are reviewed each year in July.

Pension: The successful applicant will be enrolled in a pension with the Church of England Pensions Board, to which the Board contributes 25% of salary.

Hours: This is a full time position of 35 hours per week. Normal office working hours are Monday to Friday, 9am to 5pm with an hour for lunch. On occasions it will be necessary to attend meetings out of office hours, for which time off in lieu is given. No overtime is paid.

Holidays: Annual leave entitlement is 22 working days, plus the statutory Bank Holidays and the working days falling between Christmas and the New Year bank holiday, plus one day in November or December for Christmas shopping.

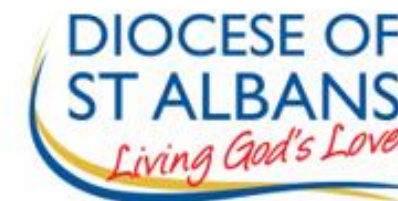
Associated Work: You must not be associated in any capacity with a business that carries out work of a similar type to the Board's, without the Board's prior written approval. If you choose to take up additional employment outside your normal working hours, this will be accepted by the Board unless such additional employment is felt to have an adverse effect on the performance of your normal duties with the Board. It is your responsibility to notify the Board in writing of other employment.

Term: This is a fixed-term appointment ending on 31 March 2024. The appointment will be based upon a probationary period of three months during which it may be terminated in the first month by either party by one week's notice, in the subsequent two months by one month's notice and thereafter by three months' notice on either side.

Place of Work: Although the expectation is that the post will be based at the Diocesan Office, we are open to discussion on working practices and place of work. The person appointed must be willing and able to travel around the diocese as the work requires.

The successful applicant will need to provide proof of right to work in the UK before taking up the post.

More detailed information on terms and conditions for diocesan staff can be found in the Staff Handbook.



How to apply for this position

To apply for this post, please send a c.v., a covering letter explaining how you meet the requirements, and the names and addresses of two referees to:

**The Diocesan Secretary
Holywell Lodge,
41 Holywell Hill
St Albans
AL1 1HE**

Closing date: **12 noon, 15 September 2021**

Interviews: **29 September 2021**

or via email: diosecpa@stalbans.anglican.org

References may be taken up before interview. Please indicate if anyone may not be approached at this stage.

