



THE DIOCESE OF SHEFFIELD

JOB DESCRIPTION

JOB TITLE:	Assistant DAC Secretary
RESPONSIBLE TO:	DAC Secretary
RESPONSIBLE FOR:	Contributing to the overall functioning of the DAC
SALARY:	£17,860 (£29,767 FTE)
LOCATION:	Diocesan Church House, Rotherham, but hybrid-working with regular travel across the diocese.
CONTRACT TYPE:	Permanent part-time, three days per week which can be worked flexibly.

The Diocese of Sheffield is called to grow a diverse network of Christ-like, lively and sustainable Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.

Job Purpose

- Support the Diocese to make decisions to use and conserve Church buildings in the best possible ways so as to fulfil the needs of worshipping, witnessing congregations in all mission areas and their wider communities.
- Work within legislative and financial parameters, whilst respecting the need and desire to conserve historic buildings appropriately for future generations.
- Collaborate with colleagues and stakeholders within and beyond the diocese to raise the interest and understanding of the value of place for people and as the basis for church and community development throughout the Sheffield Diocese.
- Advise and enable the Diocesan Advisory Committee for the Care of Churches (DAC) to fulfil its statutory role and ensure church buildings remain a fundamental part of strategic mission for the Church of England in this area, enabling people to think proactively, pragmatically and creatively.

Main duties and responsibilities

To ensure the highest-level quality and timely professional advice and guidance; by:

- Using professional experience and understanding, as well as the guidance of DAC Secretary, to contribute to:
 - Help facilitate discussions and decisions about the conservation and enhancement of church buildings in the Diocese.
 - Support broad discussions and planning about the use of church buildings for community use and mission generally
 - Help ensure sensible finance approach on costs and future budget requirements for church buildings, including 'sense check' on project plans – as far as the DAC is involved.
 - Ensuring safeguarding approaches in church buildings lead to well thought through and planned safe spaces for vulnerable groups.
 - Promotion of Church's Carbon Net Zero 2030 aspiration when working with parishes
- Ensure processes to remind parishes within a designated portfolio to work to diocesan schemes and have Quinquennial Inspections (QI) completed on time.
- Dealing with day-to-day enquiries effectively and in a timely manner - seeking advice from DAC Secretary and DAC advisers, liaising with amenity societies (all as appropriate), contributing to DAC meetings and ensuring applications with which you're dealing are presented in a clear form to the Chancellor.
- In consultation with the DAC Secretary to respond promptly to all List B applications as delegated; to consult relevant DAC advisers (if appropriate) and then advise the Archdeacon accordingly.
- Contributing to a quality 'customer care' approach for our parishes and worshipping communities, their general enquiries, and throughout the DAC and faculty processes.
- Working supportively with colleagues to join-up of DAC processes with all buildings related parish support, and other support services to parishes.
- Dealing with a wide range of often highly complex issues, able to understand situations of conflict arising from the different perspectives of stakeholders and to bring skillful negotiating skills to those cases with which you deal.
- Preparing the annual summary of DAC's work as extracted from minutes, for the Chair of the DAC for the Diocesan Synod in consultation with the DAC Secretary.
- Working with the DAC Administrator to organise a biennial DAC outing to sites of relevance to its work.
- Collaborating and facilitating the joint working of a wide variety of professional advisers, both paid and voluntary, for visits to and applications from those parishes in your portfolio.
- Helping advise individual members and the whole DAC Committee, and working with the Secretary and Chair to continue to increase the effectiveness of the DAC as a committee.

- Implementing the decisions of DAC as appropriate to delegated casework.
- Ensuring the use of the National church buildings database and working within the DAC Team's systems for recording and archiving of all relevant information.
- Building effective relationships with Archdeacons and other colleagues, collaborating as appropriate within the Diocese and other Dioceses and beyond, as well as the national church and Church Buildings Council (CBC) to ensure best practice advice is given by Diocesan officers and representatives in each situation.
- Alongside the DAC Secretary, promoting the work of the DAC in its service of the whole diocese, to clergy and local church officers.
- Travelling as required to church building site visits or attending parish meetings, – these may occasionally be at weekends and in the evenings, and attending appropriate occasional meetings outside office hours.

Managing and supporting the DAC by:

- Advising the committee on statutory instruments, national guidance and codes of practice when requested by the DAC Secretary.
- Helping ensure all DAC meetings are planned and administered effectively including helping oversee the preparation of agendas, minutes and supporting papers.
- Being appropriately proactive in maintaining communication with all DAC members, in particular the Chair.
- As appropriate, dealing with associated correspondence with / and encouraging positive working relationships with the Registrar, Archdeacons and Chancellor, and Statutory consultees where appropriate.

To ensure timely professional development for the diocese and within the national church buildings context by:

- Continuing personal and professional development.
- With the DAC Secretary, keeping abreast of national campaigns and policies and ensure the DAC/wider diocese are kept updated as and when necessary, and ensure that the diocese participates/takes advantages of these in line with its vision and strategy.
- Playing a part in the national DAC network, attending the annual and regional conference, actively supporting Sheffield DAC linked activities, and developing proactive, strategic and collaborative networks that support the learning and awareness of the DAC and wider diocese, and which contribute to the national church buildings agenda.

General requirements of colleagues in the diocese:

- Behave at all times with integrity and in line with the values of the Diocese, demonstrating an understanding and an empathy for the mission of the Church of England and an appreciation of the historic significance of church buildings endowed to the Diocese, work to conserve church buildings and enable them to become places for mission suited for future community use.
- Work collaboratively with colleagues to create a safer culture in all parts of the Diocese of Sheffield and complete and implement all SDBF training e.g. safeguarding, Data Protection, and Health and Safety training as required.

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Diocese.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Degree in a relevant subject Experience of working in the historic environment Continuing professional development evidence 	<ul style="list-style-type: none"> A relevant professional qualification e.g. MRICS, RIBA, MCIAT, MCIOB, IHBC.
Knowledge	<ul style="list-style-type: none"> Processes for planning and advising the conservation and improvement for use of public buildings Willingness to work with experts in the other aspects and learn to ensure the full range of advice is available in the whole team. 	<ul style="list-style-type: none"> Understanding the challenges of worshipping or working community using and caring for historic church premises. Church of England faculty processes for the permissions to develop church properties. Community use of church buildings.
Experience	<ul style="list-style-type: none"> Within building conservation or community development and experience of working with professionals of the construction, architecture, archaeology fields and other advisers to construction projects. Appraising and developing the skills of other professional people. 	
Technical and Applied Skills	<ul style="list-style-type: none"> Deep knowledge of at least one relevant professional area. Interest and willingness to learn about the whole spectrum of community development, construction and conservation professional areas relevant in this role. Understanding of the importance of statements of significance and need, conservation management plans and options appraisals as tools for managing change 	<p>Willingness to learn about/awareness or understanding of:</p> <ul style="list-style-type: none"> Knowledge of the processes for planning and advising the conservation and improvement for use of public buildings within the Church of England. The Church of England's commitment to the conservation of historic church buildings.

	<ul style="list-style-type: none"> • Leadership skills • Familiar with national database systems and record keeping. • Experience of change management with a team and able to seek continuous improvement • Facilitator of learning and supplying resources to meet greatest needs. • Communication skills both verbally and in writing with a wide range of stakeholders. • Writing reports, preparing briefs and developing proposals with stakeholders. • Promoting income generation opportunities and growth plans for community buildings. • Experience of the faculty application process / secular planning system. 	<ul style="list-style-type: none"> • Historic buildings legislation, in particular the Church of England faculty system, and the roles of amenity bodies. • The importance of church buildings in their community and historical context.
Competencies	<ul style="list-style-type: none"> • Skillful organizer of resources and people. • Able to inspire, develop and delegate to other professionals • Good attention to detail. • Able to grasp and communicate the overall vision of the Diocese • Collaborator with people who have many different perspectives. 	
Personal Attributes	<ul style="list-style-type: none"> • Able to travel to all parts of the Diocese including to areas where there is no access to public transport. • Ability to work occasional evenings and weekends. 	