



THE DIOCESE OF SHEFFIELD

JOB DESCRIPTION

JOB TITLE:	Church Buildings Officer
RESPONSIBLE TO:	Mission Area Support Project Lead
SALARY:	£28,350 FTE (1 full-time and 1 part-time 3 days a week pro-rated)
LOCATION:	Church House, Rotherham
CONTRACT TYPE:	Full-time 35 hours per week (we will consider applications for part-time and job share arrangements).

This post is funded by a grant from the National Church, currently up to the end of 2028. There will be further opportunities for us to review and extend the role if further funding is available, with the current expectation that this could be until 2031. Regular reviews on this will take place. We have a strong record for applications and grants, but we are not in a position to give guarantees.

The main purpose of the role is:

To be a centrally employed and locally deployed resource that will:

- Support parishes and Mission Areas to make the most of their buildings and consider them in light of current and future mission opportunities
- Support parishes and Mission Areas to be good stewards of their buildings
- Provide expertise to enable parishes and Mission Areas to find creative opportunities for the use of buildings
- To undertake general tasks relating to church buildings and deliver different levels of prioritised support to churches in the diocese.
- Help support the management of unused church buildings

Main duties and responsibilities

Responsibilities and duties	Accountabilities and tasks
Work with colleagues in the diocese to identify and prioritise churches in need of support.	<ul style="list-style-type: none"> • Review Quinquennial Inspection Reports, update diocesan records and undertake follow-up visits with parishes to help them to plan and budget for maintenance and repairs based on the recommendations in these reports. • Work with incumbents, PCCs, Church Leadership Teams, and their professional advisers to draw up and deliver programmes of maintenance and minor repairs, including working towards net zero carbon emissions. • Work with incumbents, PCCs and their professional advisers to identify major projects needed now, and in the future, to put church buildings into good repair and make them fit for mission purpose. • Support churches to develop statements of need and significance, maintenance plans, and, for highly graded churches, identify where conservation management plans are needed. • Respond to enquiries from churches and provide technical advice and support by telephone, email, in person and online meeting platforms. • Encourage good health and safety practice and compliance across church buildings. • Develop a network of peer-to-peer support where helpful. • Develop online and lead/support in person workshops, training and resources on buildings-related topics. • Update entries for churches in the Diocese of Sheffield on the Church Heritage Register.
Help deaneries and Mission Areas, and some individual parishes, to undertake community audits, feasibility studies and options appraisals to identify new and sustainable ways of using their church buildings.	<ul style="list-style-type: none"> • Work with colleagues to develop and deliver bespoke in-person training for deaneries and Mission Areas to help them manage their buildings better and manage change in their buildings. • Support church leaders to think imaginatively about the sustainable use of church buildings, and opportunities for income generation. • Help support National Net Zero targets when working with churches on new heating schemes and reordering projects.
Help priority churches to plan and develop major repair, re-ordering and upgrading schemes.	<ul style="list-style-type: none"> • Help priority churches to identify and develop new models of operation, uses and partnerships and opportunities for income generation. • Work with colleagues to ensure that proposals for change are well-reasoned, fundable and likely to receive faculty approval. • Work with the Mission Area Support team to assist with grant applications and fundraising strategies. • Support churches to deal with sudden catastrophic events (e.g. fire, flood, structural collapse). • Work under the direction of the MAS project lead to assist with the statutory church closure process.
Be an effective and supportive team member	<p>Be a flexible, supportive and collaborative team member</p> <p>Keep up to date with CPD</p> <p>Attend relevant courses, conferences.</p>

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 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.



THE DIOCESE OF **SHEFFIELD**

PERSON SPECIFICATION

CHURCH BUILDINGS OFFICER

(1 full-time and 1 part-time 3 days a week, pro-rated)

£28,350 FTE

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.

Do you have a passion for church buildings and their importance in the life of a community?

If so, joining our Mission Area Support Team could be for you! The Diocese of Sheffield is seeking to appoint two Church Buildings Officers to join our busy team.

Our new colleagues will bring practical, pragmatic and people focused approaches and a good working knowledge of architectural history but there may be a range of background experiences you might bring too! For example:

- Some understanding of design, or experience of adaptive reuse
- Grant fundraising
- Creating feasibility studies
- Report writing
- Buildings management
- Net Zero expertise.

No two days are the same in our team!

From the outset, you will be working alongside a wide range of colleagues from Diocesan Church House at Rotherham – both clergy and laity, building professionals and mission support workers - as well as sometimes with those specialist professionals who volunteer on the Diocesan Advisory Committee; and you will be out and about in the diocese regularly.

These roles are offered on a fixed term contract to December 2028. Although centrally employed, these roles will be deployed locally to support parishes. The Diocesan team has a supportive and empowering ethos and offers the opportunity for the successful candidate to experience a variety of geographies, architecture and diverse communities.

Background and introduction

Our successful candidates will bring a wide range of knowledge skill and experience to the team. You may have extensive experience, or you may be a recent graduate starting on your career – if you have a passion for buildings and their importance in local communities this might be a role for you!

You will have a good working knowledge of architectural history but there may be a range of background experience you might bring too! For example some understanding of design, or experience of adaptive reuse, grant fundraising, creating feasibility studies, report writing, buildings management, Net Zero expertise. No two days are the same in our team!

From the outset, you will be working alongside colleagues from Diocesan Church House at Rotherham – both clergy and laity, building professionals and mission support workers - as well as sometimes with those specialist professionals who volunteer on the Diocesan Advisory Committee.

A positive, pragmatic and solution focused approach is a must-have! Supportive relationships with our parishes and worshipping communities is key, and there will be lots of visits parishes across the Diocese to encourage them in identify and discussing ways to develop their church buildings for accessible worship, community activities, imaginative income generating ventures and environmental sustainability – plus promoting and enabling ever-important ongoing building maintenance.

These are new and evolving roles, and our new colleagues will enable us to be even more flexible and adaptive to our day to day challenges and projects.

You will notice on the advert for the posts that these posts are offered on a fixed term basis. This is because these posts are currently funded by a grant from the National Church currently up to the end of 2028. There will be further opportunity for us to review and extend the role if further funding is available with the current expectation that this could be until 2031. There will be regular reviews about funding and the potential for extension. We have a strong record for applications and grants, but we are not in a position to give guarantees at this stage.

We offer a 10% employer contribution pension scheme, and 25 days annual leave plus all bank holidays (fte). There is parking provision at our Rotherham Church House office, and full working expenses are given. In addition, we encourage the membership to professional bodies and will support colleagues to achieve professional membership or accreditation where this is possible.

Please send your completed application form to recruitment@sheffield.anglican.org.

For an information conversation about the role, contact Mission Area Support Team Lead, Libby Culmer, on libby.culmer@sheffield.anglican.org.

Further information and an application form can be found on our website:

<https://sheffdio.org/vacancies>.

Please send your completed application form to recruitment@sheffield.anglican.org

Closing date: 9 June 2025

Interview date: 18 June 2025