



THE DIOCESE OF SHEFFIELD

JOB DESCRIPTION

JOB TITLE:	Church Buildings Officer
EMPLOYER:	Sheffield Diocesan Board Finance
RESPONSIBLE TO:	Mission Area Support Project Lead
RESPONSIBLE FOR:	N/A

Job Purpose

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

1. General Duties/Universal Support

- Work with colleagues in the diocese to identify and prioritise churches in need of support.
- 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 in person workshops, training and resources on buildings-related topics.
- Update entries for churches in the Diocese of Sheffield on the Church Heritage Register.

2. Level 2 Support

- 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.
- 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.

3. Level 3 Support

- Help priority churches to plan and develop major repair, re-ordering and upgrading schemes.
- 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.

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: CHURCH BUILDINGS OFFICER

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	Educated to degree level in a relevant subject or able to demonstrate significant experience in the fields of community or heritage building development/ income generation	A relevant professional qualification e.g. MRICS, RIBA, MCIAT, MCIOB, IHBC, Project Management Heritage management / building conservation qualification or demonstrable equivalent skills and experience
Experience	Experience of supporting the development/adaptation / refurbishment of a community building Making presentations to enthuse people and secure buy-in Experience of drafting papers to inform decision-making Working with churches and/or groups of volunteers	Writing reports, preparing briefs and developing proposals with stakeholders Developing income generation opportunities and growth plans for community buildings Developing fundraising strategies and writing significant funding bids Experience of the faculty application process / secular planning system Experience managing and caring for historic buildings Experience using CRMs to manage work
Skills & Knowledge	Understanding of the importance of church buildings in their community and historical context Understanding of the range of potential opportunities for development of church buildings to enable worship and mission and community use	An understanding of the workings of the Mission and Pastoral Measure and related ecclesiastical legislation An understanding and empathy with the mission, structure and culture of the Church of England

	Understanding of how community involvement is key to developing sustainable buildings Understanding of the Church of England's commitment to achieving net zero carbon by 2030 and the implications of this for church buildings	A knowledge of the common sources of grants and funding for capital works Understanding of historic buildings legislation, in particular the Church of England faculty system, and the roles of amenity bodies Knowledge of community audits and how these can be used to inform the development process Understanding of the importance of statements of significance and need, conservation management plans and options appraisals as tools for managing change Knowledge of Ecclesiastical Law in relation to buildings and the mission and pastoral measures
Personal	Understanding of the importance of church buildings in their community and historical context Understanding of the range of potential opportunities for development of church buildings to enable worship and mission and community use Understanding of how community involvement is key to developing sustainable buildings	An understanding of the workings of the Mission and Pastoral Measure and related ecclesiastical legislation An understanding and empathy with the mission, structure and culture of the Church of England A knowledge of the common sources of grants and funding for capital works

	Understanding of the Church of England's commitment to achieving net zero carbon by 2030 and the implications of this for church buildings Driving license and access to a vehicle insured for business use or another means of transport as the post will require travel across the Diocese and beyond to areas where there is no access to public transport Ability to work occasional evenings and weekends	Understanding of historic buildings legislation, in particular the Church of England faculty system, and the roles of amenity bodies Knowledge of community audits and how these can be used to inform the development process Understanding of the importance of statements of significance and need, conservation management plans and options appraisals as tools for managing change Knowledge of Ecclesiastical Law in relation to buildings and the mission and pastoral measures
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Please Note Sheffield Diocesan Board of Finance (SDBF) does not hold a Home Office sponsor license and is therefore unable to sponsor Skilled Worker or other work visas. Applicants must have the legal right to work in the UK at the time of application and for the duration of their employment.

Last updated July 2026