

JOB TITLE: Assistant Church Buildings Officer
EMPLOYER: Oxford Diocesan Board of Finance
DEPARTMENT: Secretariat
LINE MANAGER: Senior Church Buildings Officer (Church Buildings Team)
ACCOUNTABLE TO: Head of Church Buildings and Senior Church Buildings Officer (Church Buildings Team)
RESPONSIBLE FOR: None
LOCATION: Church House Oxford, Langford Locks, Kidlington, Oxford. OX5 1GF

The Diocese of Oxford is the Church of England in Berkshire, Buckinghamshire, and Oxfordshire. We are a living, growing network of more than a thousand congregations, chaplaincies, and schools, working for the common good in every place in one of the great crossroads of the world. Our Christian vision, ethos, and principles underpin all that we do and the work of every member of staff.

Our Church House and Area Office teams work to support the mission and ministry of our parishes, providing expert advice and support. Together, we are called to become more Christ-like: contemplative, compassionate and courageous for the sake of God's world. You can find out more about how the diocese is structured and the work of our staff teams at oxford.anglican.org/on-the-money and oxford.anglican.org/annual-review.

JOB PURPOSE

To be the first point of contact for the Church Buildings team, responding to enquiries and validating new applications to ensure that they can be progressed in a timely and efficient manner. To progress List B and minor faculty applications permissions.

PRINCIPAL ACCOUNTABILITIES

1.	To be the first point of contact for the Church Buildings team, responding to enquiries and providing comprehensive support to parishes and the team.	40%
2.	To validate all new applications, checking that sufficient supporting documents have been provided to allow review by the Church Building Officers	20%
3.	To progress List B and minor faculty applications.	30%
4.	To undertake wider agreed tasks that support the work of the Church Buildings Team and their own professional development.	10%

DUTIES AND RESPONSIBILITIES

1. To be the first point of contact for the Church Buildings team, responding to enquiries and providing comprehensive support to parishes and the team.

- As the first point of contact with the Church Buildings team, to provide timely responses to initial enquiries, directing them to the relevant team members when necessary.
- To provide advice on the permission process, relevant legislation, consultation requirements, and the Online Faculty System directing parishes to sources of appropriate guidance.

2. To validate all new applications, checking that sufficient supporting documents have been provided to allow review by the Church Building Officers.

- Responsible for undertaking the initial review and prioritisation of new applications, ensuring that sufficient documentation has been provided to allow review by the case officer, and requesting this where it is missing.
- To ensure new applications and enquiries are logged onto the case management system.
- To input and interrogate data within the cases database and spreadsheets.
- Prepare weekly reports of new enquiries and applications for delegation at weekly team meetings.
- To undertake analysis of case statistics as required and run reports on application statuses and time-limited applications.

3. To progress List B and minor faculty applications.

- To undertake a detailed assessment of List B and minor faculty applications obtaining sufficiently detailed and relevant information, consulting DAC members and advisers as necessary, and issuing advice under delegated authority.
- To liaise with consultees, including architects, DAC advisers, Archdeacons, Historic England, local planning authorities, and national amenity societies when required to ensure that statutory consultation procedures are followed.

4. To undertake wider agreed tasks that support the work of the Church Buildings Team and their own professional development.

- Maintain church buildings pages of the diocesan website with up-to-date resources for parishes.
- To carry out any other related duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training, as agreed by the line manager.
- Comply and fully cooperate with ODBF health and safety policy.
- Maintain up-to-date knowledge of the technical competency areas.
- Take a proactive approach to continuous professional and personal development by embracing training and other development opportunities.
- Participate in the ODBF performance management processes.
- To demonstrate in role the diocesan values of being more contemplative, compassionate and courageous.
- Comply and fully cooperate with ODBF policies including:
 - Health and safety
 - Dignity and respect in ministry and at work
 - Equality, diversity and inclusion

- GDPR
- Safeguarding

DIMENSIONS

Average 1500 applications to the DAC every year, across 808 buildings.
In-depth knowledge of faculty processes.

PLANNING & ORGANISATION

- The first point of contact for all DAC enquiries both by telephone and electronically.
- Assist the Head of Church Buildings by facilitating the DAC Committee meetings including the preparation and issue of documentation.
- Produce weekly casework delegation reports.

DECISIONS

- To action necessary paperwork and respond to queries.
- Assessment and answering of telephone/correspondence queries.
- Progression of List B and minor faculty applications.

CONTACT WITH OTHERS

Internal

- Diocesan Staff
- DAC Committee members
- Archdeacons
- Area Offices

External

- Parish volunteers and clergy
- Contractors
- Consultants
- Local Authorities
- Architects

PROFESSIONAL STANDARDS - KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Able to self-motivate, prioritise, delegate, plan and organise, including when under pressure.
- Ability to meet deadlines and prioritise tasks.

- Have a proactive approach, taking responsibility for actions and consequences.
- High level of attention to detail and accuracy.
- Good interpersonal and organisational skills.
- Effective verbal and written communication skills, including good telephone and email manners.
- Flexible approach to working with a 'can-do' attitude.
- Able to act on own initiative to make decisions within agreed guidelines, working with minimum supervision.
- Proven ability to work as part of a small team as a strong team player.
- Proven record of IT skills and knowledge of Microsoft Office including Outlook, Word, PowerPoint, Excel, and Access.
- Good standard of keyboard and typing skills.
- Previous experience working in an administrative or secretarial capacity.
- Able to secure, build and maintain good working relationships with external providers.

Desirable

- Experience in planning and organising events.
- Knowledge and understanding of building terminology.
- Knowledge of or interest in historic churches and their conservation.
- Sound experience in working with databases, including the ability to train others.
- An understanding of and sympathy with the work and ethos of the Church of England.
- Previous experience working within a property department.
- Knowledge of the faculty process or the ability to learn it whilst on the job.

GENERAL INFORMATION

Salary Band	Band M
Remuneration	Salary scale – £19,853.03 to £21,380.35 (FTE £32,647.21 to £35,158.80.) per annum There are four points within the band. Moving to a new point is dependent on the successful achievement of the objectives agreed between you and your Line Manager. Any approved move in incremental points takes effect in September each year.
Hours of work	22.5 hours per week with regular agreed hours and days. Your working pattern should be agreed with your line manager; however, it is recognised that this role requires the ability to work flexibly, and with that, some evening and weekend work may be required for which time off in lieu may be taken on agreement with your line manager.
Place of work	Church House, Langford Locks, Kidlington, Oxford, OX5 1GF.

Holidays	<p>Your annual leave entitlement is broken down as follows:</p> <ul style="list-style-type: none"> - During the first year of your employment with us you are entitled to 25 days' annual leave per annum. - During the second year, up to and including the 5th year of employment, you will be entitled to 1 day of extra annual leave per consecutive year. - In the sixth year and thereafter, you will be entitled to 30 days' annual leave per annum. <p>The above annual leave entitlement is calculated on a pro-rata basis for part-time employees.</p> <p>In addition, you are entitled to the usual United Kingdom public holidays. Furthermore, the Board gives three discretionary holiday days to its employees, namely: Ascension Day, Maundy Thursday and Christmas Eve.</p>
Pension Provision	<p>It is a statutory requirement for ODBF to automatically enrol employees into an appropriate Pension scheme of our choice. Our scheme is the Church of England 'Pension Builder 2014' (PB 2014). Information can be sought from the Church of England website:</p> <p>https://www.churchofengland.org/sites/default/files/2024-04/my-membership-april-2024_1.pdf</p> <p>We operate our auto-enrolment pension scheme as a Pension Salary Exchange (PSE) scheme. This means you will exchange your 5% annual salary pension contributions for additional employer contributions reducing your tax and national insurance payments.</p>
Probation period	Six months, during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation, 1 month and thereafter, 1 month from either side or the statutory minimum (whichever is greater).

NOTE: The current main duties and responsibilities of this post are outlined in this job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

It is the practice of the ODBF to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the line manager in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Date of next review: As part of the annual review process

Signed:

Dated: