

Church Buildings Community Engagement Enabler



Job description and
person specification

Welcome

The Diocese of Bristol and Salisbury supports approximately 800 places of worship, the majority of which are listed buildings. We are seeking to appoint a Church Buildings Community Engagement Enabler to work alongside our most struggling parishes to help us secure a sustainable future for these historic and treasured places.

This full-time post is funded by the national church (Church Commissioners) with a diocesan contribution. It will provide crucial targeted frontline support for parishes over the next 2 years.

This is an exciting time to join the Church Buildings Team. With the launch of a new vision and strategy, this new post will play a key role in not only helping the sustainability of our most vulnerable church buildings but capture the lessons learnt to share more widely. In this role, you will help our churches to think proactively and creatively about the how they use their church buildings and the role they play within their communities in growing faith for the 21st century. The Church Buildings Community Engagement Enabler will be a key part of making 20 of the most in need church buildings of the Dioceses of Salisbury and Bristol be used as a social and community resource.

In doing so this will increase the sustainability of the building for the future and grow faith in that area.

Our vision and priorities

Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now. We pledge ourselves to action through: Creative Partnerships in Local Mission; Courageous Christian Leadership; Working for Justice; Championing Climate Justice; Financing the Future Sustainably. As a result we will be more relevant, valued and successful; working hard to meet real needs with compassion and simplicity.



Working with the Diocese of Salisbury

The role is offered as a two year contract with a working pattern of 35 hours per week. We provide a supportive workplace culture, are committed to sustainable work/life balance and offer opportunities for flexible and remote working.

The job exists to ensure that, through the Church Buildings Team and Diocesan Advisory Committee, the DBF fulfils its statutory requirements in ensuring the correct care and adaption of church buildings and churchyards.

What we offer

We offer competitive and attractive compensation and benefit package.

In addition, we provide a non-contributory pension scheme of **10% pension contribution** (comprising 9.5% pension; 0.5% death in service cover); and which may rise by a further 3% if matched by a 3% contribution from the employee. Our family friendly policies create an environment where our employees are fully engaged and thriving in their responsibilities.

We offer **28 days paid annual leave**, which is inclusive of 4 days office closure during Easter and Christmas. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

Line manager:	Team Leader and Secretary to the Diocesan Advisory Committee (DAC)
Hours:	35
Duration:	Two-year fixed post ending December 2025
Salary:	£35,000 (Grade 4A)
Team:	Church Buildings Team as part of Parish Support

Job description

As our Church Buildings Community Engagement Enabler, you will work closely with our worshipping communities, encouraging and supporting them engage widely with their communities. You will help a targeted number of parishes to connect with those around them to identify relevant and pressing needs. In doing so you will foster imaginative and innovative ways in which their church building can adapt to meet that local need and grow faith in that area. Working closely with the DAC Secretaries of Bristol and Salisbury and collaboratively with other diocesan staff and advisors, you will be helping our churches to become more sustainable, which includes becoming net zero carbon.

This vacancy will suit somebody with demonstrable project management and community development with a keen interest in the conservation and management of historic church buildings. You will need to be a self-motivated, able to balance a busy workload, have a keen interest in church buildings and their value within local communities.

Assist participating PCCs to engage, survey, and consult their local communities in order to identify relevant and pressing needs

Develop strategic approaches and volunteering opportunities

Build relationships with Local Authorities, local businesses, charities, groups and other partners or organisations who might play a role in projects or events for mixed use of church buildings.

- For improved conversation and increased use of historic places of worship, prioritise local community
- Support the establishment and development of other voluntary organisations

Help participating PCC's and congregations

Work alongside relevant local organisations

- Identify and maximise the potential of their buildings.
- Develop projects in Parishes or at Diocesan level
- Legal Requirements and processes for grant funding

- Promote the use of Church Buildings
- Provide data on progress to DAC secretaries

Person Specification



Qualifications & Training required

- Good Standard of numeracy and literacy with GCSE/O level passes in Maths and English.
- The Diocese of Salisbury welcomes people from diverse backgrounds with knowledge, skills and/or work/lived experiences that is inclusive and represents the communities it serves.
- Skills in building relationships and working with people including volunteers.
- IT and good record keeping skills. Competent using the Microsoft suite of programs including cloud-based applications.

Experience required

- Experience of managing community-led projects.
- Experience of project management
- Working with volunteers
- Desirable:**
 - Experience of NLHF funded projects and funding sources for listed places of worship.
 - Understanding of the Church of England, its practical system and the wider organisation of the Diocese.

Behavioural requirements

- Willingness to travel regularly, widely and flexibly in both the rural and the urban parts of the diocese. A current driving licence is essential.
- Willingness to work outside normal office hours, as some work in the evenings will be core to the effectiveness of the role.
- A satisfactory outcome of a Basic Disclosure & Barring Service disclosure.
- Able to deal with conflict and challenge and support/advise in often complex situations.
- Travel withing the diocese (counties of Wiltshire and Dorset)
- Weekend and evening working occasionally, to attend meetings and events
- Driving licence or means of transport is needed

For full job description and person specification see [here](#).

Completing an application form

As part of your application please submit the following:

Part 1 Complete an [Application Form](#).

Part 2 A one-page cover letter, not more than 500 words.

Part 3 A current CV

Please return applications with supporting documentation by email to hadmin@salisbury.anglican.org

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role; please contact the HR Team on hadmin@salisbury.anglican.org

To ensure the fairness of the selection process, shortlisting will be based upon the information you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

Whilst this role does not require you to be a practicing Christian, we would request you to be in sympathy with and be comfortable with the aims and ethos of the Church of England, and a basic knowledge of its structures would be desirable, but not critical.

Further details regarding the interview process will be communicated at the time shortlisted applicants are invited for interview.

If you are unfamiliar with the Church of England's, **Diocese of Salisbury** please feel free to peruse our website The Diocese of Salisbury (salisbury.anglican.org).

You can also find out more about the team you will be working with [here](#).

