



SALISBURY DIOCESAN BOARD OF FINANCE

Job Description and Person Specification

JOB TITLE:	Anglican Heritage Salisbury Project Officer
TEAM:	Anglican Heritage Salisbury Project Team
DURATION:	Twenty-month fixed post
LINE MANAGER:	Project Manager Anglican Heritage Salisbury (AHS)
RESPONSIBLE FOR:	N/A

JOB PURPOSE

The Anglican Heritage Salisbury Project is a strategic initiative to secure the future of fragile and vulnerable Anglican church buildings across the Diocese of Salisbury.

The Project Officer will play a pivotal role in building an accurate and comprehensive picture of the scale and nature of vulnerability within our heritage church estate, identifying causes, mapping existing interventions, and helping shape targeted solutions. This work will directly inform governance recommendations for the new Anglican Heritage Salisbury Trust and underpin a major National Lottery Heritage Fund application, ensuring that our sacred buildings remain sustainable resources for mission, worship, and community life.

Therefore, key to the success of the role, is the ability to research, analyse, and document the condition, sustainability, and governance needs of fragile Anglican church buildings in the Diocese of Salisbury, supporting the Project Manager Anglican Heritage Salisbury in developing an evidence-based strategy for heritage building sustainability and funding.

DUTIES AND RESPONSIBILITIES

Research & Analysis

- Compile and maintain a comprehensive database of quinquennial inspection data for all Anglican church buildings in the Diocese.
- Analyse inspection reports to identify buildings at risk and produce a preliminary list of fragile churches.
- Design and deliver surveys to incumbents and churchwardens to identify additional fragility factors (e.g., limited volunteers, demographic change, governance challenges).
- Work with Archdeacons, Bishops, and the Church Buildings Team to refine and confirm a definitive list of fragile churches, highlighting priority themes and required interventions.



Evaluation & Learning
<ul style="list-style-type: none"> • Work with the Project Manager to review and evaluate previous interventions in fragile church situations, assessing their impact and lessons learned. • Prepare thematic reports and case studies to inform future decision-making and funding bids.
Funding & Resource Development
<ul style="list-style-type: none"> • Collaborate with the Project Manager and Parish Giving Advisor to identify suitable grant-making bodies and funding opportunities for heritage church projects. • Provide research inputs for the development of a National Lottery Heritage Fund application.
Stakeholder Engagement & Support
<ul style="list-style-type: none"> • Support stakeholder consultations with clergy, parish officers, and diocesan leaders to inform the project's recommendations. • Provide administrative, data management, and reporting support to the Project Manager. • Assist in the preparation of governance, finance, and legal reports for the Salisbury Anglican Heritage Trust
Key Diocesan Partners
<ul style="list-style-type: none"> • Church Buildings Team • Church Buildings Working Group • Archdeacons and Bishops

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

ADDITIONAL INFORMATION
<p>The post holder must undertake activities at all times in accordance with legislative and regulatory requirements.</p> <p>The post holder must at all times carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.</p> <p>In addition, the post-holder will need to be able to travel within the diocese and be available to attend events outside normal working hours on a "time off in lieu" basis.</p>



Person Specification

Attributes	Essential	Desirable
Qualifications & Training	Good standard of numeracy and literacy with GCSE/A Level passes in Maths and English	Any Degree level qualification – ideally related to heritage or historic buildings OR Experience of dealing with historic buildings
		Understanding of the Church of England, its governance systems and the wider organisation of the Diocese.
Experience	Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) including MS Teams and SharePoint	Project management tools (e.g., MS Project, Trello, Asana).
	A passion for heritage conservation and supporting the long-term viability of historic sites and churches	Experience of Charity Governance and National Lottery Heritage Fund (NLHF)
		Working with stakeholder groups, including consultations (e.g. focus groups, surveys etc)
Competencies & Behavioural requirements	Good communication skills (written and verbal) capable of relating well to a wide range of people.	You would ideally have a full driving licence to enable you to visit potentially rural locations.
	Willingness to travel regularly, widely, and flexibly in both the rural and the urban parts of the diocese.	
	Ability to build partnerships with key stakeholders	
	Ability to compile and analyse complex data sets	
	Strong attention to detail and a commitment to high-quality work.	
	Ability to organise self, prioritise, manage tasks and remain calm under pressure	
	Collaborative, team-oriented approach with strong interpersonal skills.	
	Empathy with the aims and ethos of the Church of England	

Employee Name:
Signature:

Line Manager Name:
Signature: