



THE CHURCH
OF ENGLAND

**Diocese of St Edmundsbury
and Ipswich**

ST EDMUNDSBURY & IPSWICH DIOCESAN BOARD OF FINANCE

Job description and person specification:

Assistant to DAC Staff

PURPOSE

We are seeking a part-time Assistant to DAC Staff (21 hours per week), to help support the work of the St Edmundsbury & Ipswich Diocesan Advisory Committee (DAC).

The DAC consists of a range of experts who advise parishes and other interested parties on care of and works to church buildings and churchyards. It operates the faculty jurisdiction, the legal system for granting permission for repairs and alterations to them. It exercises listed building consent for the Diocese's 477 church buildings, the majority of which are medieval and listed at Grade I or II*. It also oversees system for undertaking condition reports on churches at five-yearly intervals. The DAC office is the point of liaison between the parishes and the Committee.

An interest in historic buildings is welcomed, as is an interest in and knowledge of the life of the Church of England. But please note that this is primarily a desk-based administrative role.

REPORTING TO

- The DAC Secretary and Assistant DAC Secretary

KEY CONNECTIONS

- Members of the DAC and consultants to it
- Incumbents and other clergy
- Churchwardens
- Architects and contractors
- Colleagues in the diocesan office

KEY TASKS

- Dealing with enquiries by phone and e-mail
- Processing List B applications (generally applications relating to works of maintenance and repair)
- Organising DAC site visits and meetings, diary management
- Setting up meetings of the architects' and full committee of the DAC
- Sending out papers for DAC meetings and site visits
- Improving filing and record-keeping
- Basic technical support for parishes submitting applications via the on-line faculty system (registering new users, uploading documents, filling out application forms, etc)
- Processing expense claims for DAC members and invoices for QQ inspections
- General administrative support for the office

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Knowledge and Experience	
<ul style="list-style-type: none"> • Handling large volumes of incoming information • A working knowledge of the county 	<ul style="list-style-type: none"> • An understanding of the Church of England • Knowledge of secular planning systems • An interest in heritage and conservation
Skills and Abilities / Aptitudes	
<ul style="list-style-type: none"> • Excellent written English • Courteous telephone manner and good listener • A self-starter, content to work independently • Well organised, able to manage flexibly a range of tasks being handled simultaneously • Meticulous at record-keeping and competent with data management systems • Able to work to deadlines • Attentive to detail and confidentiality • Good IT skills 	
Work-Related Personal Qualities	
<ul style="list-style-type: none"> • Efficient and responsible attitude to work • Able to understand importance of role in a larger structure and its interdependence with other parties and organisations • Ability to form quickly effective working relationships with people from a wide range of different backgrounds • Sympathy for the values of the Church of England and commitment to the aims of the Diocese 	

GENERAL INFORMATION

Salary	The post is at Band C3 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales, working 21 hours is £14,332 per annum (Full time equivalent is £23,887).
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Part time 21 hours per week Monday to Friday with some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with the line manager.
Holidays	25 days pro rata paid leave in addition to the usual public holidays plus Discretionary days (at Easter and Christmas).
Probation Period	Six months during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 2 weeks and thereafter 1 month
Place of work	Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ

NOTES: The current main duties and responsibilities of this post are outlined in the 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 other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

For an informal conversation please contact Edmund Harris by email on edmund.harris@cofesuffolk.org to arrange a suitable time.

Application packs available from: Diocese of St Edmundsbury & Ipswich Website
<https://www.cofesuffolk.org/about-us/vacancies>

Applications marked 'Confidential Application' to be sent to: HR at
HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Please note: Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

Closing Date for Applications: Monday 20th February 2023 at 5pm

Interviews: Friday 3rd March 2023