

Job Description and Person Specification

Job Title:	Casework & Building Strategy Adviser
Reports to	Director of Parish Property and Fundraising
Team	Building Advisers
Directorate	Parish Property and Fundraising
Location	Causton Street, Hybrid (minimum 3 days in office)
Contract type	Permanent, Full time (35 hours/week)
Job Grade	F
Requirement	No DBS required

Job Purpose	Provide specialist professional advice and casework support to help secure the long-term sustainable future of open churches across the Diocese of London. The role provides expert guidance on the conservation, adaptation and development of historic and other church buildings, supporting parishes, archdeacons and colleagues to develop well-planned proposals that balance heritage, environmental, social, financial and community considerations. Working with internal teams, parishes, statutory bodies and heritage stakeholders, the postholder manages complex building and Faculty-related matters, applying professional expertise in conservation, planning and ecclesiastical requirements to support sustainable solutions and the Diocese's objectives, including net zero carbon ambitions.
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About the London Diocese Fund (LDF) and the Diocese of London	The Diocese of London is the group of Church of England organisations located in London, north of the River Thames. It is overseen by the Bishop of London and is made up of parishes, schools, chaplaincies, missional communities, and other organisations across 18 Boroughs. The London Diocesan Fund (LDF) is the main charity that supports the work of the Diocese as a whole by generating income, providing a wide range of services and paying and housing its clergy.
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Our Mission, Values, Ambitions and Priorities	Mission: <i>For every Londoner to encounter the love of God in Christ.</i> Ambitions: <i>Confident Disciples, Compassionate Communities, Creative Growth.</i> Priorities: <i>Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.</i>
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Safeguarding Statement	The Diocese of London is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.
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**Equality,
Diversity, and
Inclusion
Statement**

The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.

Job Scope

Direct and indirect reports	N/A
Budget responsibilities	N/A
Revenue responsibilities	N/A
Key Relationships	• Archdeacons • Incumbents & PCC members of the 400+ open churches. • Parish Property and Fundraising Team colleagues. • Historic England and Statutory Consultees

**Job
Responsibilities**

Strategic Relationship Building/Engagement

- Develop and maintain effective working relationships with external stakeholders, including Historic England, local conservation officers and the national amenity societies, to support the successful conservation and sustainable use of church buildings.
- Work collaboratively with parishes and external partners to identify practical solutions for complex heritage and conservation issues, including Heritage at Risk buildings and long-term maintenance challenges.
- Support the delivery of diocesan priorities by contributing to engagement activities, workshops and training for incumbents, PCCs, consultants and other heritage professionals, particularly in relation to church buildings and Net Zero Carbon objectives.

Technical Planning and Conservation Advice

- Provide specialist advice to parishes on the conservation, repair, alteration and sustainable management of listed and unlisted church buildings within the LDF portfolio.
- Support PCCs in developing building proposals from initial concept through to presentation at the Diocesan Advisory Committee (DAC), ensuring proposals are appropriate, proportionate and well evidenced.
- Advise PCCs on project planning, procurement, sequencing of work and the relationship between project development stages and potential funding opportunities.
- Prepare briefs for commissioned professional services, review technical reports and consultant submissions, and advise on the need for specialist investigations such as conservation statements, management plans, condition surveys and cost reports.
- Assess technical information and provide clear, balanced recommendations to support informed decision-making by parishes and the Diocese.

Faculty process

- Provide guidance, advice and support to parishes, archdeacons and others on the care of church buildings, contents and churchyards.
- Work with the Registry to ensure that applications are handled within the remit of the Faculty Jurisdiction Rules.
- Liaise with DAC members and churches to ensure proposals are well planned strategically and respond to the Duffield Questions, adhering to the standards required in terms of conservation, architecture, accessibility etc.

Fundraising

- Work alongside the Head of Development and Director to support churches in developing projects that are attractive to external funders.
- Provide technical building and conservation information to support grant applications and funding submissions.
- Advise parishes on the conservation and technical information required to strengthen funding applications.

Other

- Undertake site visits and provide practical advice to parishes throughout the Diocese.
 - Maintain information on professional consultants and support the administration of the Quinquennial Inspection system.
 - Maintain up-to-date professional knowledge of conservation practice, planning legislation and ecclesiastical guidance to ensure advice reflects current best practice.
 - Undertake other duties commensurate with the responsibilities and level of the role.
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Qualifications,
experience,
knowledge,
skills, and other
requirements

Person Specification		
Criteria	Essential	Desirable
<i>Education and experience</i>		
A bachelors degree in relevant discipline.	✓	
Relevant masters degree.		✓
Previous work experience in building conservation, planning and heritage consultancy or conservation project management.	✓	
Practical experience of working with historic buildings and methods of investigation, and specialist conservation work and maintenance.	✓	
Experience of working with ecclesiastical buildings.		✓
Experience in giving written advice on building proposals.	✓	
Experience of working with statutory bodies such as Historic England, Victorian Society, SPAB etc.		✓
Experience working on projects funded by the NHLF and/or other major funding bodies.		✓
<i>Knowledge and skills</i>		
A strong understanding of historic buildings legislation, listed buildings, conservation areas, NPPF, the planning process and, ideally, Faculty Jurisdiction.	✓	
Good knowledge of secular and ecclesiastical architectural history and associated technical language.		✓
Demonstrable ability in problem solving and strategic thinking	✓	
Knowledge of property management, property development, and planning.		✓
<i>Other requirements</i>		
Right to work in UK	✓	
Empathetic to the mission and values of the Church of England	✓	
Willingness to travel to properties within the Diocese of London and to work in a variety of building settings, including outdoor sites.	✓	

Person Specification – Competencies and Behaviours	
Focus on Self	Encourages and supports participation in self-care behaviours
	Respects and represents LDF in an honest, ethical, and professional way and encourage others to do so; enables others to understand the legislation and policy framework within which they operate
	Recognises and adapts to individual differences and perspectives in culture, style, and viewpoint
	Positively utilises diversity as a strength in line with LDF values Promotes inclusive practices
Focus on Others	Tailors communication to the audience and clearly explains complex concepts and arguments to create shared understanding; Creates opportunities for others to contribute to discussion and debate, and avoids dominating discussions
	Causes understanding in others by developing logical and well-reasoned arguments; writes fluently in a range of styles and formats
	Influences others with a fair and considered approach and sound arguments based on facts, knowledge, and experience, in order to achieve agreement and consensus
Focus on Team	Empowers team to achieve results; actively supports leadership and career progression strategies
	Encourages and supports participation in induction, training, professional and personal development; expects, equips, and resources people to unleash their potential
	Communicates and manages WHS expectations and responsibilities; consistently communicates with people about safety and wellbeing Provides support for stressful or critical incidents
Focus on Service	Provides service appropriately and responsively to the needs of people; confirms satisfaction with services and addresses or escalates complaints
	Understands individual role and team/unit service delivery objectives and aligns activities accordingly Initiates and develops goals and plans and uses feedback to inform future planning; accommodates and responds with initiative to changing service priorities and operating environments
	Supports and acts in compliance with the records, information, and knowledge management requirements of LDF
Aligns with strategy	Actively nurtures both formal and informal contacts to facilitate the progress of work by proactively sharing information, best practices, respective interests and areas of expertise
	Researches and analyses information and makes recommendations based on relevant evidence Identifies issues that may hinder completion of tasks and finds appropriate solutions

Note: The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.