

## Role Title: Church and Community Support Adviser

(Historic Environment Advice Assistant Level 4 Apprenticeship)

**ROLE PURPOSE:** To work with individual churches and the Ely Church Buildings Partnership in their efforts to engage with the wider community's support and affection for church buildings.

Accountabilities	Measures of success	What you need to know
<p>Reports to: Head of Church Buildings and Pastoral</p> <p>Role description</p> <p><b>Building capacity for local communities to support and use church buildings.</b></p> <ul style="list-style-type: none"> <li>• Assist individual churches with their community engagement plans and community consultations.</li> <li>• Manage centrally the receipt of online responses to consultations and assist churches with identifying and communicating recommendations.</li> <li>• Maintain awareness of local needs and external factors, identifying opportunities in the priorities of partner organisations and the local community which are complementary to those of the church.</li> <li>• Promote the importance of equal access to churches, providing initial guidance on appropriate measures and adaptations.</li> <li>• Promote existing and develop new volunteering opportunities, including the establishment of other voluntary organisations such as Friends Groups and Action Groups.</li> <li>• Work alongside local stakeholders to promote and develop the potential of church buildings as community resources; assisting in the development of projects in parishes or at diocesan level that will enhance complementary use of church buildings, meet local needs and generate revenue.</li> <li>• Liaise with the Historic Church Buildings Support Officer to engage with more than one church at once, through a mix of online and face-to-face support and training.</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholder feedback</li> <li>• Achieving deadlines</li> <li>• Regular 1-2-1 discussions with manager</li> <li>• Increase in the capacity of incumbents and PCCs to manage church buildings sustainably and as an effective resource for mission.</li> <li>• Demonstrating effective community engagement and consultation for all churches joining the ECBP</li> <li>• Increase in the number of church friends groups and actions groups around the diocese.</li> <li>• Increased participation in Ride &amp; Stride and other cultural and community events in churches</li> </ul>	<p><b>Qualifications:</b></p> <p>Minimum 72 UCAS points from level 3 qualifications. Other relevant qualifications or work-based experience are welcome, particularly those involving:</p> <ul style="list-style-type: none"> <li>• Working with volunteers</li> <li>• Managing historic buildings and sites</li> </ul> <p><b>Skills and experience</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• <i>Experience of working in support of community and voluntary groups</i></li> <li>• <i>Clean driving licence and access to a car</i></li> <li>• <i>Excellent telephone and interpersonal skills</i></li> <li>• <i>Good IT skills and computer literacy (Microsoft Office)</i></li> <li>• <i>Ability to work on own initiative (within agreed protocols).</i></li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• <i>Knowledge and experience of the community use of church buildings</i></li> </ul>

### Working to support the Ely Church Buildings Partnership

- Using the data from the Diocese's strategic review of church buildings to identify potential member churches.
- Engage with individual churches who enquire about joining the partnership.
- Tailor advice to member churches around community engagement and consultation, festival church status, friends groups, options for wider use of church buildings and options for church governance.
- Monitor outcomes for member churches, identifying effective routes to sustainability and growth.
- Use the monitoring data to create a range of appropriate media to communicate good practice case studies reflecting the diversity of churches in the Diocese.

### Promoting the sustainability of churches and churchyards more widely

- Work with the Cambridgeshire and Norfolk churches trusts to support events such as Ride and Stride, Heritage Open Days and Church Tourism Week to promote church heritage.
- Working with the HCBSO to promote open and welcome churches, including support on heritage interpretation and church tourism.
- Working with the diocesan Environment Officer and the Norfolk and Cambridgeshire Wildlife Trusts seek to promote the opportunities inherent in churchyard and biodiversity to be an interface with the local community.
- Ensure that all advice given and actions taken are consistent with the Carbon Net Zero target and make best use of current initiatives and funding opportunities.

### Attributes and aptitudes

#### *Essential:*

- Sympathetic to the aims and ethos of the Church of England

#### *Desirable:*

- Enthusiasm for church buildings and a strong desire to assist the volunteers who manage them.
- An interest in historic buildings generally and the role heritage assets have to play in contemporary society.
- A strong desire to learn about heritage management, development, and conservation and repair of historic buildings.

#### **How you act**

- Work effectively and reliably, a self-starter
- Take personal responsibility for your performance
- Be an effective member of the team
- Look for new ways of working effectively
- Adapt positively to changing demands
- Be constructive and flexible
- Deal courteously with colleagues and others at all times

**Agreed by Job holder:** .....

**Agreed by manager:** .....

**Review date:** .....