



Historic England

## **SAMPLE HISTORIC PLACES OF WORSHIP SUPPORT OFFICER**

**Job Title:** Historic Places of Worship Support Officer

**Employer:** The partner organisation

**Contract length:** 3 years with the possibility of extension

**Location:** To be determined by the partner organisation

**Responsible to:** To be agreed between employer and funders

**Salary:** Negotiated locally depending on circumstances

### **PURPOSE OF THE JOB**

- to help congregations to maintain and repair their buildings and adapt them for today's needs
- to support the long-term sustainable future of historic buildings used as places of worship, including shared and mixed uses alongside worship where appropriate
- to promote the value of historic places of worship in the partner organisation so that they can be appreciated as an important resource

### **MAIN DUTIES AND RESPONSIBILITIES**

To carry out duties agreed by the employer and steering group. These are likely to include the following:

#### *Strategic work*

- Identifying all places of worship that should be on the Heritage at Risk Register and monitoring those already on the Register.

#### *Working with congregations in 'at risk' buildings*

- Developing better understanding of their buildings, e.g. through Statements of Significance and Need.
- Helping to identify sources of funding and make grant applications.
- Helping congregations to organise major repair projects.
- Helping to identify appropriate non-worship uses for buildings.
- Encouraging and facilitating effective maintenance.

#### *Wider engagement*

- Acting as an advocate for the built heritage within the partner organisation and wider community.
- Encouraging churches to explore their significance in terms of their history, heritage and to enhance their position in the local community as a focus for tourism and visitors.



- Encouraging and facilitating regular maintenance, e.g. by setting up a local maintenance scheme.
- Building partnerships with other organisations and the wider community, working together with other denominations, faith groups and secular bodies as appropriate.
- Offering guidance and training to congregations in all aspects of managing a historic place of worship and helping to identify other sources of information and advice.

## **EXPECTED OUTCOMES**

- An understanding of the problems faced by places of worship at risk and action plans for buildings identified in poor or very bad condition
- Improved capacity among congregations to manage and make best use of their buildings.
- More congregations carrying out regular maintenance.
- An increased flow of external funding to congregations for the upkeep of their buildings.
- An increased appreciation of the value of historic places of worship in the wider community.

## **PERSON SPECIFICATION**

Skills, qualifications and knowledge required:

- a relevant degree or equivalent qualifications or relevant experience
- a demonstrable interest in England's historic places of worship
- an ability to empathise with the core purposes of the relevant faith group
- demonstrable ability in problem solving and project management
- excellent leadership, interpersonal, negotiating and written communication skills
- the ability to work within and influence an organisation
- a willingness to engage with the wider community
- capacity to work with minimal supervision and with a track record of making a difference and achieving long-term sustainable benefits.

## **ADDITIONAL INFORMATION**

- English Heritage strongly encourages postholders, in agreement with their employers, to develop a programme of appropriate Continuing Professional Development. Normally, the postholder will be encouraged to pursue membership of a relevant professional organisation, e.g. the Institute of Historic Building Conservation (IHBC).
- In most posts a valid driving licence will be necessary.
- Applications to fill the post on a jobshare basis will be considered.

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