

The Baptist Union of Great Britain

Role Profile

Job title:	Church Historic Buildings Assistant Support Officer
Reports to:	Church Historic Buildings Support Officer
Direct reports:	N/A
Location	Remote working with occasional days at our office in Didcot, Oxfordshire (once office reopens)

A Main Purpose and Context of the Role

Assisting the Church Historic Buildings Support Officer and Listed Buildings Advisory Committee of the Baptist Union of Great Britain in supporting eligible Baptist congregations throughout England to realise the full potential of their listed church buildings for mission and wider community engagement taking into account the significance of these buildings.

B Key Responsibilities

Listed Buildings Support engagement activities. This will involve, amongst other things, preparing and sending out regular communications relating to opportunities and support initiatives run by both Baptists Together and external organisations.

Enhancing and maintaining the Listed Buildings Database including collecting and organising data relating to Quinquennial Inspections, feedback surveys, applications for authorisation for works to Baptist Listed Buildings and related monitoring tasks.

Assisting the Secretary to the Listed Buildings Advisory Committee of the Baptist Union in their responsibilities to support the functions of the Committee including preparing Application Overview PowerPoint slides to support meetings.

Monitoring the Listed Buildings email and fielding enquiries.

Changes to this role profile

This role profile is designed to be illustrative rather than exhaustive. The Baptist Union may add to the responsibilities of the Church Historic Buildings Assistant Support Officer any tasks or activities that they see as relevant and appropriate to the role and will discuss any such additions with the post-holder.

C Personal Attributes and Experience

We are seeking an effective communicator with good interpersonal skills, the ability to write and speak concisely and to respond to enquiries accurately and with positivity. Strong candidates will have an enthusiasm for finding creative approaches to engagement and an interest in communications strategy. You will also be a strong team player, working collaboratively with your colleagues, and partnering with Baptist Churches and Associations.

Good IT skills, in particular across the Microsoft Office Suite, are essential as is attention to detail and good time management. The ideal candidate will have a demonstrable interest in England's heritage or related sectors (e.g. conservation, museums and archiving, history and archaeology, tourism, planning and architecture etc.). You will have the ability to work flexibly and effectively through a large volume of varied tasks sometimes to tight timescales.

This role is currently funded in partnership with Historic England until the end of 2021 initially, with plans to seek additional funding for a further 18 months. It is an exciting opportunity to gain or build your experience in the heritage sector and in particular working with listed places of worship, and to contribute to supporting historic church buildings continue to develop and play a significant role in their local communities.

D Culture and Working Style at BUGB

Across our Union our culture and working style is still developing, and can be best described in the following words:

Our vision as a movement is “to grow healthy churches in relationship for God’s mission.”

The Baptist Union of Great Britain is committed to *intentionally* developing a culture where we...

- ***Seek to be a movement of Spirit led communities.*** As those who have encountered the living Christ, to intentionally seek his will and purpose for our local churches and every expression of our shared life. (Galatians 5:22-25)
- ***Feel like one team*** – celebrating diversity; valuing, respecting and trusting each other as we work together in partnerships - making sure everyone feels included and listened to. (1 Corinthians 12:24b-27)
- ***Embrace adventure*** – being serious about discipleship, willing to take risks, pioneer and move out of the comfort zone of familiar ways of doing things. (Matthew 28:18-20)
- ***Inspire others*** – with a generosity of spirit, energise and motivate people to be all that God created them to be. (Ephesians 5:1 & 2)
- ***Share a Hunger*** for God’s coming Kingdom – nurturing a “holy discontent” that arises from our desire to give practical expression to our vision of God’s purpose for creation - confronting evil, injustice and hypocrisy and challenging worldly attitudes to power, wealth, status and security both within and beyond our Union. (Matthew 6:9 & 10)

We expect all staff working as part of the national specialist teams to model high standards of professional and personal behaviour, and to work in ways that demonstrate our values to those we work with and support.

Christian ethos

You do not need to have a personal Christian faith or identify as a Christian to be considered for this role. However, the Baptist Union of Great Britain is a Christian denominational body and as such, it is important that you can show an understanding of and sympathy with the ethos and values that we work to, as described earlier in this role profile.

Salary and practical arrangements

This role is offered on a part-time 0.4-0.6 FTE (35 per week) basis, and some flexibility could be considered for the right candidate. We expect the role to be home based, with occasional days at our offices in Didcot, Oxfordshire. The offices are currently closed due to government restrictions but should reopen later this year).

The starting salary for the role is in the range of £19,000 - £25,000 pro rata dependent on qualifications and experience.

We also offer a range of staff benefits including:

- a contributory pension scheme, which includes life assurance cover
- child-care voucher scheme
- a Cycle to Work scheme through salary exchange
- a voluntary benefits package (Perkbox) that gives discounts for a wide range of everyday expenditure (eg supermarkets, high street retailers, restaurants, cinema tickets)
- free parking at our Didcot offices

We provide good training and development support for new joiners, and on an ongoing basis, as well as regular feedback on performance and progress.

More information

Closing date for applications is 0900 Monday 19 April and interviews will take place on Wednesday 28 April in the afternoon, online via Microsoft Teams.

Please apply by sending a CV with covering letter to Rachel Stone at: opportunities@baptist.org.uk