

Job Description & Person Specification: List B Casework Officer (part time)

Job Title	List B Casework Officer
Salary	£17,100 (FTE £28,500) per annum
Hours	21 hours per week (part time)
Section/Team	DAC/Church Buildings Team
Reporting To	DAC Secretary
Place of Work	Hybrid (Lichfield Diocesan Office/home)
Date of Issue	April 2025

Job Description

Overall Purpose of Post
<ul style="list-style-type: none"> Act as List B Casework Officer to the Lichfield Diocesan Advisory Committee (DAC) Support the DAC Secretary and DAC Casework Officer in the work of the DAC, including attendance at (but not administration of) DAC meetings (currently 6 meetings per year) Act as case officer for all List B and Additional Matter applications, including relating to net zero carbon (e.g. heating/lighting), with oversight of List A records made by parishes Coordinate DAC, i.e. Committee, site visits (but not DAC adviser site visits) Respond to general and pre-application enquiries by email and phone Be a point of reference for parishes, churchwardens, clergy and others on matters relating to the operation of the faculty jurisdiction and the Online Faculty System (OFS) Promote the diocesan strategy, and vision of discipleship, vocation and evangelism (DVE), in relation to church buildings and churchyards

Core Duties (Statutory) of Post		
	Responsibilities and Accountabilities	Nature and Scope of Role
1	Facilitate the operation of the faculty jurisdiction in the diocese via the Online Faculty System (OFS) and related Church of England databases	Review and progress all List B and Additional Matter applications on a rolling programme, and monitor List A records made by parishes
2	Present appropriately-detailed List B and Additional Matter applications to the archdeacons as case officer in an unbiased way	Undertake consultation of DAC members/ advisers on behalf of the archdeacons, and procure draft conditions for Archdeacons' Notices
3	Maintain contact and foster good relations with clergy, PCC members, archdeacons, diocesan officers, other professionals and members of the public	Respond to general and pre-application enquiries by email and phone, in the following priority order:

		a. from PCCs with a current application on the OFS b. from PCCs who are developing an application on the OFS c. other enquiries
4	Coordinate DAC, i.e. Committee, site visits (but not DAC adviser site visits), relating to 'major' faculty cases	Arrange site visits dates, communicate details of visits with parishes and DAC members, and process travel expenses claim forms
5	Assist with the management of the DAC's records	Maintain files on the DAC SharePoint, applications on the OFS, and church records on the Church Heritage Record (CHR)

Additional Duties (Non-statutory) of Post

	Responsibilities and Accountabilities	Nature and Scope of Role
6	Assist with the delivery of training to clergy, PCC members, archdeacons, diocesan officers and others on the role and functions of the DAC, the operation of the faculty jurisdiction, and on best practice in the care, repair and development of church buildings and their contents	Arrange and participate in diocesan training events as appropriate
7	Ensure that relevant skills and knowledge are kept up to date	Attend appropriate training and key events as necessary

Other Responsibilities of Post

8	Undertake such other tasks as may reasonably be required by the DAC Secretary from time to time
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Key Working Relationships

Internal	External
<ul style="list-style-type: none"> • DAC Secretary • DAC Casework Officer • Project Support and Church Buildings Officer • Church Buildings Support Officer (CBSO) • Archdeacons • Net Zero Carbon Manager 	<ul style="list-style-type: none"> • Parishes (clergy, church officers) • DAC members and advisers • Diocesan Registry • Quinquennial inspectors (QI architects)

Please note that roles are subject to review and some duties may be modified following consultation

Person Specification

Attributes	Essential	Desirable
General	<p>A self-starter, able to manage own workload and time effectively</p> <p>Careful attention to detail and a high level of accuracy</p> <p>A team player with excellent interpersonal skills</p> <p>Flexible and adaptable</p>	<p>Be in sympathy with the aims and objectives of the Christian faith</p> <p>Some understanding of the Church of England, its organisation and mission (or willingness to develop the same)</p> <p>Access to a car and a full driving licence, available for business use</p>
Experience	<p>Experience of working in a customer-focused, advisory role</p> <p>Proven organisational and administrative experience</p> <p>Experience in the use of computerised administrative systems, databases and websites</p>	<p>Previous experience of working with volunteers</p> <p>An understanding of the uses of church buildings and appropriate methods of maintenance/repair, to meet contemporary needs</p> <p>Previous experience of working in a DAC Office (or equivalent)</p>
Qualifications	<p>Graduate or equivalent, in a relevant field</p>	<p>An interest in heritage and conservation</p>
Knowledge, Skills and Abilities	<p>Excellent written and verbal communication skills</p> <p>Competent in using IT in the office environment</p> <p>Able to work on own initiative and prioritise a busy workload</p>	<p>Awareness of the Church of England's target for net zero carbon in relation to church buildings</p> <p>Familiarity with the Faculty Jurisdiction Rules and related ecclesiastical legislation (or willingness to develop the same)</p>
Personal Qualities	<p>Polite, tactful and professional manner</p> <p>Patience and ability to explain difficult or complex issues to people of wide-ranging abilities/backgrounds</p> <p>Willingness to listen to and accumulate knowledge from specialists</p>	<p>Willingness to develop new skills</p>