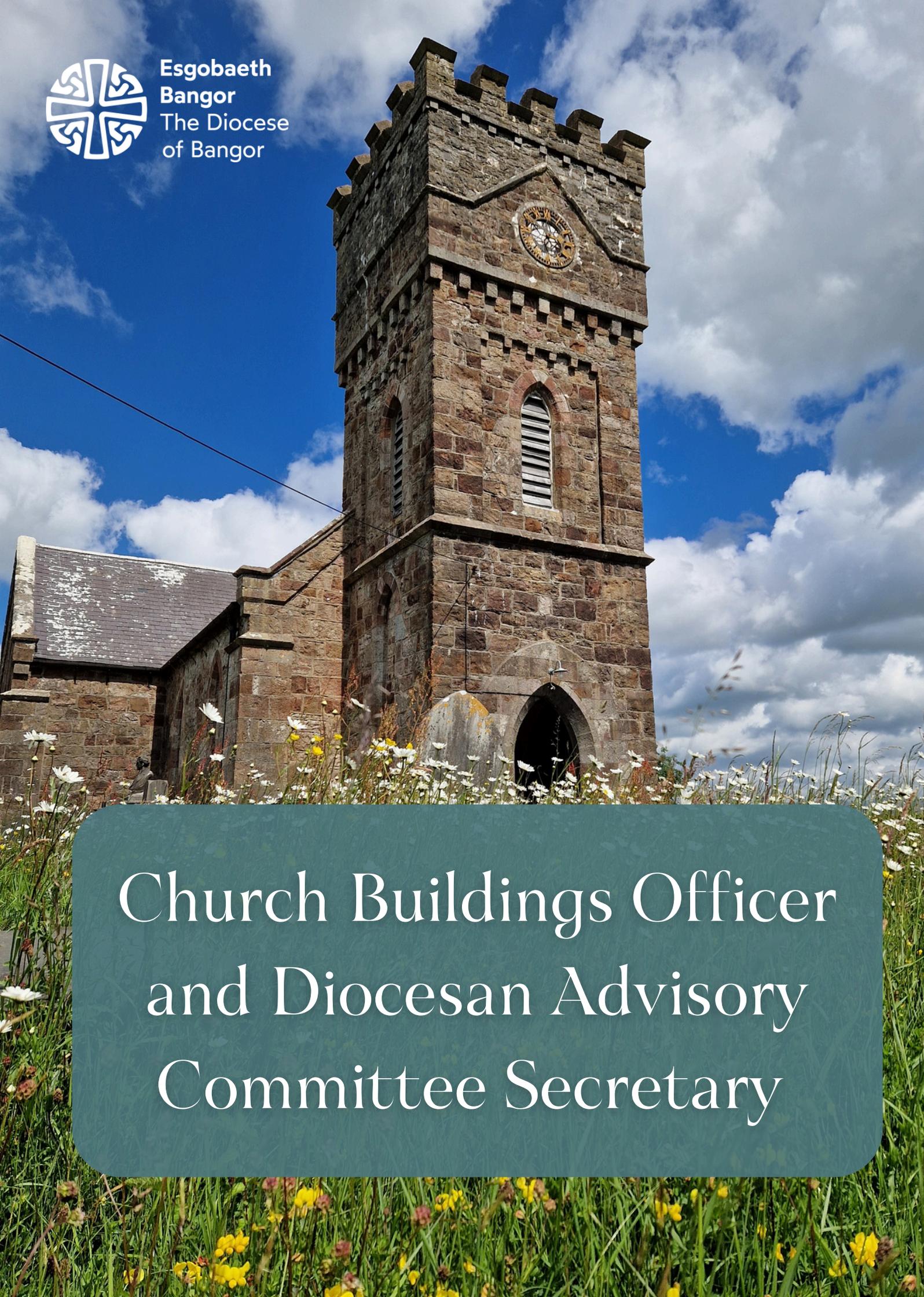




Esgobaeth
Bangor
The Diocese
of Bangor



Church Buildings Officer and Diocesan Advisory Committee Secretary

Diocese of Bangor

We are a vibrant Christian community with a rich history dating back to the fifth century, rooted in the traditions of early Celtic saints such as Deiniol, Cybi, Seiriol, Tudwen, Madryn, and others. These saints are immortalised in the names of our churches, villages, and towns.

While our mission remains steadfast over a millennium and a half, our contemporary context presents new and challenging opportunities. In response, we have embraced a vision of following Jesus with renewed vigor and innovative approaches.

We have established three key principles, three priorities, three plans, and three new platforms to guide our journey.

[Read more](#) about these on our website.

Our commitment revolves around three visionary principles that we believe should define our communal life:

- Worshipping God.
- Growing the Church.
- Loving the world.





Job Description

3 days a week

Salary: £33K pro rata (£19,800)

Leave: 28 days pro rata (16.8 days)

Based at Tŷ Deiniol, Bangor

Purpose of the Role

The Church Buildings Officer will help to ensure that church buildings across the Diocese of Bangor are cared for, conserved and used sustainably, supporting Ministry Areas in keeping their churches open, welcoming and at the heart of their communities.

As DAC Secretary you will provide vital administrative and organisational support to the Diocesan Advisory Committee (DAC)* and the Property Team. By managing the systems and processes that underpin the DAC's work, in particular the Online Faculty** System, the postholder will enable churches, advisers and committee members to work together effectively and with confidence.

Main Responsibilities

1. DAC Administration

- Organise DAC meetings, including preparing agendas and papers, issuing invitations, arranging venues and refreshments, and taking accurate minutes.
- Maintain and update the Online Faculty System, ensuring applications are complete and supported by the appropriate documentation.
- Manage DAC correspondence and act as a first point of contact for enquiries, offering clear, helpful and supportive guidance to churches, professionals and committee members.
- Keep the DAC sections of the Diocesan website up to date with current information, guidance and resources.

2. Site Visits

- Coordinate and undertake site visits as part of the DAC Secretary and Church Buildings Officer roles, liaising with churches, advisers and DAC members, and ensuring all relevant details and supporting documentation are circulated in advance.

3. Training and Events

- Plan and coordinate church building related training sessions and events, including liaising with speakers, preparing programmes, managing bookings, and overseeing practical arrangements such as rooms and refreshments.

4. Supporting Churches and Mission

- Provide friendly and accessible advice to churches, explaining procedures and technical matters in clear and straightforward language.
- Work collaboratively with clergy, churchwardens and volunteers to support the care of church buildings and encourage long-term, sustainable planning.
- Signpost churches to information and guidance on grants and other funding opportunities for church buildings and help them understand how to prepare for applications.
- Offer advice and encouragement to churches exploring ways to develop their buildings for outreach, mission and improved visitor welcome, including community use and accessibility.

Person Specification

Essential

- Educated to degree level, or equivalent experience, ideally in a relevant subject such as historic building conservation, heritage, archaeology, conservation, planning or a related field.
- Strong administrative and organisational skills, with excellent attention to detail.
- Confident user of Microsoft 365 applications, including SharePoint, Teams, Word, Excel, PowerPoint and Outlook.
- Ability to build positive and effective working relationships with a wide range of people, including clergy, church representatives and professional advisers.
- Able to travel across the Diocese, including to rural locations not easily accessible by public transport. Occasional travel at short notice or outside of normal business hours.
- Clear and confident communication skills, with the ability to explain complex or technical matters in an easy-to-understand way.
- Experience of taking accurate minutes and monitoring follow-up actions.
- Ability to prioritise workload, manage deadlines and remain calm under pressure.
- Supportive of the aims and mission of the Church in Wales.

Desirable

- Fluent Welsh speaker (support available for written Welsh).
- Interest in and enthusiasm for historic buildings and heritage conservation.
- Experience of working in a church, heritage or voluntary sector environment.
- Understanding of the opportunities and challenges facing churches today.
- Full driving licence and access to a vehicle. We welcome applicants who can meet the travel requirements by other means and will consider reasonable adjustments in line with the Equality Act.

Personal Qualities

- Approachable and able to build warm, professional relationships with people of all ages and abilities.
- Enthusiastic about supporting churches as living places of worship, welcome and community life.
- Diplomatic and professional when handling sensitive or complex issues.
- Well organised and methodical, while remaining flexible and responsive to changing priorities.

Additional Information

- We are an equal opportunities employer and welcome applications from all suitably qualified individuals regardless of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

*What is the Diocesan Advisory Committee for the Care of Churches (DAC)?

- The Diocesan Advisory Committee (DAC) is a statutory body that supports churches in caring for, maintaining, and developing their church buildings. It provides expert advice and makes recommendations on applications for Faculties (permissions for work to church buildings and churchyards).
- The Committee meets around five times a year, either online or in person. Its members and advisers are volunteers with a wide range of professional expertise from architecture and heritage conservation to heating, lighting, and church bells. Site visits are sometimes arranged to help the Committee understand the context of a proposed project.
- Faculty applications can cover everything from essential maintenance and repairs to large-scale reordering or redevelopment projects.

**What is a Faculty?

- A Faculty is the formal permission required to make almost any physical change to a church building, its contents, or the churchyard. It forms part of the Church in Wales' own system of building control, which ensures that changes are made carefully, responsibly, and in a way that preserves the character and heritage of each church.
- For listed churches the Faculty process replaces the need for Listed Building Consent and helps ensure that every project is carried out in the most appropriate way. All Faculty applications are managed through an easy-to-use online system.

Appointment Process

Applications

Email your application form to JoannaThomas@cinw.org.uk by 12pm on Thursday 2 April.



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bangor.eglwysyngnghymru.org.uk