



DAC Assistant

Part time – 25 hours per week (over 5 days)

Salary range: £18,088.57 - £20,257.86 (FTE £25,324 - £28,361)

The Diocesan Advisory Committee for the Care of Churches (DAC) is the statutory body that advises on matters relating to the care and use of church buildings within the Diocese. We are currently looking for an DAC Assistant to join this small but busy team based at the Diocesan Office in Rochester. The DAC Assistant will support the DAC Secretary in ensuring statutory responsibilities and governance are implemented in line with legislation regarding church buildings.

The successful applicant should have strong attention to detail and have excellent organisational and planning skills with a proactive approach to work. You must be an excellent communicator with the ability to use your own initiative and problem-solving skills. A strong administrative background is essential with a degree or other relevant qualification, or experience gained in a property-based role/environment. An interest and understanding of church buildings, history maintenance and restoration would be beneficial but not essential.

To find out more information about the DAC see:

<https://www.rochester.anglican.org/for-parishes/churchbuildings/>

Key Responsibilities:

- Co-ordinate DAC casework
- Assist in the administration and preparation for DAC meetings
- Liaise with clergy, parishes, archdeacons and diocesan staff, providing guidance and best practice in the care of church buildings
- Identify relevant grant funding opportunities and share information with parishes
- Monitor the progress of application through the online system and maintain records

To apply, please go to:

[DAC Assistant \(part-time\) - Pathways | Pathways \(churchofengland.org\)](#)

or go to www.rochester.anglican.org

If you have any questions about the role or application process, please contact the HR department at recruitment@rochester.anglican.org

Closing date for applications: Monday 6 June 2022

Interviews will be held on: Wednesday 15 & Thursday 16 June 2022