

Blackburn Diocesan Board of Education

Job Description

Job Title:	Head of Buildings and Capital Projects
Salary:	£22,969.60 per annum
Hours:	14 per week
Location:	Clayton House, Blackburn
Responsible to:	Diocesan Director of Education
Responsible for:	Buildings Insurance Administrator (1 day per week)

The Diocese of Blackburn

The Diocese of Blackburn represents the Church of England in most of Lancashire and part of Wigan Metropolitan Borough, covering an area of 878 square miles with a population of 1.3 million.

The Diocese is made up of two archdeaconries, Blackburn and Lancaster, with a total of fourteen Deaneries. There are 281 Churches, comprising around 226 parishes, with around 250 clergy (c. 200 stipendiary) and 230 licensed Readers.

Blackburn Diocesan Board of Education

The Diocese of Blackburn's Board of Education is responsible for supporting and developing church schools within the diocese. It plays a crucial role in maintaining and enhancing the Christian character of these schools while ensuring high-quality education. In addition to its primary focus on church schools, the Board of Education also extends its support to Children and Youth Ministry across the diocese and provides chaplaincy services in universities.

Main Functions

- Overseeing and supporting church schools in the diocese
- Promoting Christian values and distinctiveness in education
- Providing guidance on Religious Education (RE) curriculum
- Assisting with school governance and leadership
- Supporting school improvement initiatives
- Supporting Children and Youth Ministry across the diocese
- Providing chaplaincy services in universities

The Role

The Assistant Director for Buildings, Capital Projects, and Finance will oversee the strategic management, audit processes, and financial administration of buildings and capital projects within the Diocese of Blackburn. The role includes supporting the Diocesan Director of Education on legal matters related to land, financial oversight, and project administration. The post holder will also manage external consultants and administrators to ensure efficient delivery of services and compliance with statutory requirements.

The role involves ensuring proper representation of the Diocese and the Board of Education in local, regional, and national settings relating to education and church and requires the post holder to be able to relate effectively with a wide range of agencies, both within and outside the Church.

Key responsibilities

Strategic Oversight:

- Provide leadership in managing building and capital projects across the diocese, ensuring compliance with statutory requirements.
- Oversee work delivered by external consultants and administrators, ensuring timely and accurate completion of tasks.
- Support the Director of Education on legal matters related to land transfers, property sales, and trust deed compliance.

Audit and Financial Administration:

- Conduct annual audits of individual schools' Barchester Accounts and Devolved Formula Capital (DFC) Accounts. Issue clear statements to schools detailing their accounts and project allocations.
- Reconcile project files upon finalisation, ensuring all invoices are retained for audit purposes. Manage adjustments for underspends or overspends within school accounts.
- Monitor the Board of Education Bank Account to track grant funding and school payments. Chase payments where necessary.

Insurance Brokerage:

- Act as an insurance broker for schools, liaising with insurance companies regarding claims and ensuring efficient arrangements for coverage. Periodically review insurance policies to ensure cost-effectiveness.
- Provide brokerage services for other dioceses as needed, supported by administrative staff.

Land, Buildings, and Trusts:

- Offer advice on land ownership inquiries and trustee responsibilities. Ensure trustees understand their obligations under trust deeds.

- Assist in completing the Land and Building Collection Tool for academy trusts while protecting church land interests.
- Facilitate land transfers during school conversions to academy status and assist with property sales as required.

School Trust Funds:

- Administer School Trust Funds to ensure proper use while preserving capital as an income source. Liaise with governors on fund utilisation.

Financial Management of Capital Projects:

- Ensure approved formal written requests for capital building projects in VA schools to meet statutory requirements. Process payment requests efficiently from schools and consultants while monitoring project budgets closely.
- Advise on overspend situations and manage shifts in SCA allocations between projects as needed. Ensure compliance with funding timelines (e.g., SCA two-year expenditure rule).

Record Keeping:

- Maintain accurate records for DFC allocations, SCA funds, project expenditures, funding streams, and audit trails for all capital projects. Ensure reconciliation of accounts annually (e.g., March 31).
- Store closed project files systematically for future reference.

Advice, Liaison, and Communication:

- Liaise with buildings consultants, contractors, local authorities, and schools to ensure effective communication regarding transactions and compliance matters (e.g., VAT rules).
- Attend internal meetings, sub-committee meetings of the Board of Education, regional building officer meetings, and national forums as required.

Key relationships

Relationships with Parishes and Churches

- Indirect relationship via legal support on land, trust deeds, and property matters that may involve parish-held assets or responsibilities.
- Liaison where church land is involved in school-related transactions (e.g. academy conversions, land transfers, or sales).

Relationships with Schools

- Work closely with **VA (Voluntary Aided) schools** on capital projects, audits, DFC and SCA funding, and insurance.
- Provide clear communication and advice to school leaders and governors on financial administration, trust funds, land issues, and project compliance.

- Act as insurance broker and project adviser to schools.
- Liaise on school account audits and grant tracking.
- Administer school trust funds and advise on appropriate use.

Relationships with the Diocese and Board of Education

- Support the Diocesan Director of Education on legal, financial, and strategic matters.
- Represent the Diocese and Board of Education in regional and national settings relating to education, church land, and building projects.
- Attend internal meetings and Board of Education sub-committees.
- Monitor and manage Board of Education bank accounts and ensure accurate audit trails.

Relationships with External Bodies

- Manage and coordinate work with external consultants (e.g. buildings consultants, insurance brokers, auditors).
- Liaise with contractors and local authorities on project delivery, property sales, and compliance matters.
- Attend regional and national forums related to capital projects and education.
- Collaborate with other dioceses in providing insurance brokerage and administrative services.
- Support academy conversions in collaboration with Academy Trusts and DfE requirements.

Person Specification

Criteria	Essential / Desirable	Criteria Assessed by Appl/Int/Refs
Qualifications and training		
Degree level of professional qualifications in the field	Desirable	
This post requires enhanced DBS clearance due to regular dealings with children and vulnerable groups	Essential	
Knowledge and Skills		

Proven experience in managing large-scale building or capital projects within a complex organisational structure.	Essential	
Strong financial management skills with experience in auditing processes and budget oversight.	Essential	
Knowledge of legal frameworks related to land ownership, property transactions, trust deeds, and statutory compliance in education settings.	Essential	
Familiarity with grant bidding processes and reporting requirements for funding streams such as SCA or DFC allocations.	Desirable	
Knowledge of insurance brokerage models within educational institutions or diocesan settings.	Desirable	
Familiarity with National Church grant processes and reporting requirements.	Desirable	
Full driving license and access to a vehicle	Essential	
Personal Qualities & Attributes		
Excellent organisational skills with the ability to manage multiple priorities effectively.	Essential	
Strong interpersonal skills for liaising with consultants, contractors, schools, trustees, and external stakeholders.	Essential	
Strong organisational skills with the ability to oversee multiple initiatives simultaneously.	Essential	
Ability to lead, motivate and manage a team of committed and experienced staff.	Essential	
Ability to be a team player, working constructively, effectively, and harmoniously as part of a wider team.	Essential	

Outline of Terms and Conditions

Employer: Blackburn Diocesan Board of Education

Contract type: Permanent

Salary: £22,969.60 per annum

Hours: This is a part-time role based on a 14-hour working week, but the post holder may be required to work additional hours as to meet the reasonable requirements of the role. The post holder will be entitled to time off in lieu for attending meetings outside normal office hours which may include evenings and weekends.

Location: The post holder will be based at the Blackburn Diocese Board of Education, Clayton House, Walker Office Park, Blackburn, BB1 2QE. The nature of the role requires regular travel around the diocese, and sometimes beyond. A smartphone and laptop can be provided to assist remote working.

Pension: The default for staff is a Royal London Pension Scheme, 10% Employer contribution 2% minimum employee contribution. Clergy can opt into the Church of England Clergy Pension Scheme via a salary sacrifice. Details of this are available on request.

Annual leave: The full-time entitlement is 25 days (not including statutory bank holidays) in the first year of employment rising by 1 day per completed calendar year up to a maximum of 30 days per year. This is pro rata for part time employees. The holiday year runs from 1 January to 31 December.

Probationary period: The appointment is subject to the satisfactory completion of a six-month probationary period.

Notice Period: During the six-month probationary period four-weeks' notice is required on either party. Thereafter you will be required to give 12-weeks' notice should you wish to resign.

Expenses: Working expenses are paid at the diocesan rates.

Employee Assistance Programme: Employees of the BDBE are entitled to the Medicash Employee Assistance Programme following their second month of employment. Medicash is available to all employees whose contracts exceed 3-months from their continuous start date.

Right to work: The post-holder must have the right to reside and work in the UK.

Diversity - The Diocese of Blackburn believes that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from UK Minority Ethnic/ Global Majority Heritage backgrounds

The Diocese of Blackburn is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

Job Description Agreement

Recruitment Manager's signature	Iain Parks	Date	12/06/2025
HR Manager's signature	Andy Cooke	Date	12/06/2025

Preparation of Job Description

Author of Job Description	Iain Parks		
Date signed off	12/06/2025	Version – final	