

JOB DESCRIPTION



Job Title	Conservation Projects Manager, North
Team	Conservation
Location	Home based, preferably within North England region
Reports to	Head of Conservation
Salary	£36,947 per annum
Duration	Permanent
Normal Working Hours	Full time – 36 hours net per week

The Churches Conservation Trust (CCT) is the national charity caring for historic churches at risk. As the operator of the third largest heritage estate in charitable ownership in the UK, our 356 historic churches include examples of irreplaceable architecture, archaeology and art from 1,000 years of English history.

CCT has an international award-winning reputation in heritage conservation and regeneration. All churches in our care are listed, mostly Grade I and II*, and some are Scheduled Ancient Monuments.

Without our care, these buildings might have disappeared entirely. Instead, they are enjoyed as social, tourism, educational and cultural resources, kept open, in use, and living once again in the heart of their communities.

Overall job purpose

The Conservation Projects Manager will ensure that all CCT churches in the region (or other geographical area) are kept safe, watertight and in a good state of repair.

As part of the national conservation team and as a member of the regional business management team, they will prioritise the churches for project development, according to national strategies, policies and the regional business plan.

They will be the project manager for a number of holistic and capital projects, from fundraising to delivery and including members of regional and national teams, local communities, Friends groups, partners and volunteers as appropriate.

They will also oversee the development and delivery of the maintenance programme and the delivery of national and regional consultancy projects.

Key relationships

Reporting to the Head of Conservation, the post holder will also have regular contact with the Head of Region and Lead Local Community Officer, volunteers, external consultants and contractors.

The post holder will also line manage an Estate Officer.

Key duties and responsibilities

a) Project Management

The post holder will lead on the development and delivery of prioritised projects that both conserve and sustain historic churches through repair and adaptation. Working with national and regional teams, they will:

- Identify, agree and deliver on time and within budget an agreed number of priority capital projects
- Using CCT's project management processes and with advice and support of the national fundraising and regeneration teams plan, develop and fundraise for these projects with regional staff, volunteers and local partners
- Manage the delegated conservation income and expenditure budget
- Identify, plan and specify work to be undertaken, through either appointed consultants and contractors or in-house
- Ensure high standards of work and effective use of public money are maintained by effective monitoring of work by consultants and contractors
- Provide project management support to community-led projects

b) Technical Support and Advice

The post holder will provide technical advice to the Regeneration team, Regional teams and community groups, and will:

- Identify, develop and deliver training on the conservation and care of historic churches to CCT staff, and particularly to regional teams and community groups
- Monitor the quality of conservation and care undertaken by both paid contractors and volunteers across the regional estate
- Work with the communication and fundraising & membership teams to develop and deliver a range of conservation related events

c) Planning and Management

The post holder will lead on the planning and management of the five year regional estate repair priorities, on the development of church sites across the region in accordance with the Top 15 and Collection Review capital based priorities, and for potential new acquisitions. With the Head of Conservation and in liaison with the regional management team, they will:

- Agree the conservation and facilities development priorities in the region
- Agree the allocation of the delegated conservation expenditure budget and match-funding/income generating opportunities

- Report to the HoC on progress for project development and delivery, on project and maintenance budgets and any other matters as required
- Provide line management and support to the Estate Officer
- Oversee and support as required the Estate Officer in the delivery of the regional maintenance programme and estate management and compliance.
- Liaise with the regional management team on the delivery of the maintenance programme, project development and community involvement
- Support the development of church plans, supporting L/LCOs in their work with volunteers, community and Friends groups
- Contribute to the development of CCT policies, strategies and quality standards
- Ensure adherence to current policies and procedures including, but not limited to, conservation, health and safety, procurement and financial management

d) Communications and External Networking

The post holder will support and promote the Trust's reputation for high quality conservation and will:

- Establish and maintain professional networks within similar organisations, planning authorities, local suppliers and communities and other bodies as appropriate
- Attend and participate in national and regional activities to develop and promote conservation standards
- Maintain up to date awareness of relevant developments in the building and heritage sectors
- Identify and contribute to the national and regional PR and communications plan by giving media interviews, developing case study materials and giving public presentations

N.B. This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

Person Specification: Conservation Projects Manager

	Essential Criteria	How this will be assessed
1	An appropriate professional qualification or education to degree level in an associated discipline	A
2	Experience in the field of historic buildings or specialist knowledge of conservation	A
3	Effective project management skills with sound judgement and good analytical skills	A, I, P
4	Sound financial management skills and experience of working within tight financial control	A, I, P

5	The ability to manage a heavy workload, capable of working in a small team with flexibility to shift workloads and projects	A, I, P
6	Good IT skills and the ability to be administratively self-sufficient	A
7	Effective negotiation skills and the ability to adopt a diplomatic approach to sensitive issues	A, I, P
8	Strong written, oral and presentation communication skills and the ability to write clearly and concisely	A, I, P
9	Interest in the Trust's aims and objectives	A, I

	Desirable Criteria	How this will be assessed
1	Ability to identify and develop funding applications and fundraising activities	A, I

Information on assessment methods

Code	Assessment method	This means...
A	Application	You need to provide examples and evidence as to how you meet this criteria in your application.
I	Interview	You will be asked competency based questions around this criteria at interview.
T	Test	This could be an ability test or group exercise assessing you against the criteria.
P	Presentation	You will be asked to prepare or give a presentation to demonstrate against this criteria.

Additional information

- The nature of this role requires the post holder to have a full UK driving license
- A willingness to travel, using public transport as far as possible
- Attendance at national and regional staff meetings, professional conservation meetings as well as full staff meetings in other parts of the UK
- Comfortable working at heights as this role involves climbing scaffolding and ladders

Applications

If you would like to apply for this role, please select [here](#) to begin your application. You will be asked to submit a CV and a short supporting statement (max 2 sides A4) outlining how you fulfil the person specification for this post.

If you have any questions, please contact us at recruitment@theccct.org.uk

The closing date for receipt of applications is **5pm on Wednesday 7 July 2021.**

Interviews will be held on **Tuesday 20 July 2021** via **Zoom**. Please note that the interview dates have been specifically chosen according to the availability of the panel.

Churches Conservation Trust is committed to a policy of equal opportunities.

Churches Conversation Trust is not a licenced sponsor at this time. Any offer of employment will be made subject to valid right to work in the UK being provided.