

JOB DESCRIPTION



Job Title	Heritage Advisor, Bats in Churches
Team	Conservation
Location	Remote – Home-based
Reports to	Director of Conservation and Project Manager, Bats in Churches Project, Natural England (functional manager)
Salary	£25,113 per annum
Duration	Fixed term until 31 October 2023
Normal Working Hours	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.

The Bats in Churches Project is a ground-breaking partnership bringing together communities, bats and historic churches. This unique project seeks to safeguard the future of protected bat roosts living in hundreds of England's parish churches whilst reducing their negative impact on these historic buildings and the people who use them.

A major element of the project is overcoming prejudices and misconceptions about both bats and heritage so this role requires an enthusiastic and engaging communicator across a range of media.

Overall job purpose

As a member of the Bats in Churches project team, the Heritage Advisor will be responsible for; providing advice on the conservation and cleaning of built heritage and artefacts during the delivery stage of the project, helping to plan solutions to address problems at individual churches including trialling cleaning approaches, providing specialist advice on making changes to, and the repair of, historic churches and obtaining necessary permissions.

The Heritage Advisor also supports the work of the finance officer in respect of the capital works budget.

Key relationships

Working to the line manager and the Natural England-based BiC Project Manager, the Heritage Advisor will also have regular contact with Bats in Churches project staff, ecologists, architects/surveyors, volunteers and local communities.

The role will work very closely with the project Engagement Officers who will be delivering the activity plan at churches.

Key duties and responsibilities

1. Prepare statements of significance for the remaining c40 (phase 2) churches in the BiC programme and ensure that these, and those produced by consultants, are uploaded to the Church Heritage Record.
2. Provide advice to protect the heritage of individual churches on capital work required - as set out in the Church Management Plans – for the Project Manager and PCCs. Advice to include budgeting, programming and necessary permissions.
3. Monitor progress and manage payments to PCCs and provide capital works budget and progress reports to BiC Project Manager. Also monitor the quality of the capital works undertaken by contractors, highlighting areas of concern to the BiC project team and advise on modification to mitigation already in place.
4. Provide advice on the commissioning of specialist pieces of conservation work, (eg to brasses, monuments, wall paintings) and general advice on the protection of historic buildings and artefacts to the BiC project as required across all project churches.
5. Provide specialist heritage and conservation advice to churches with bats, particularly around cleaning, covers, protection of historic artefacts and fabric and non-ecological capital works (eg sails, canopies, dropping trays and baffle boards) via on site workshops, online training, guidance notes, case studies and bespoke individual advice
6. With the Engagement Officers, help to deliver heritage events and activities at project churches and with their communities, especially in churches where bat mitigation has been successful
7. Engage conservation architects and the heritage sector with mitigation so far achieved in the project through special events and talks. Equally, provide heritage and conservation advice and basic training for ecologists, bat workers and others outside of the heritage sphere to encourage them to work sympathetically with churches and church communities
8. Network and engage with the heritage sector to shift entrenched positions on bats in churches. Promote the work of the project to specialist heritage and conservation organisations, particularly the outcomes of cleaning and mitigation, and guidelines for managing the impact of bats in heritage contexts

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.

Additional information:**Lone working**

This role involves occasional lone working. We have lone working procedures in place to support all staff undertaking lone working.

Driving licence

This role involves regular travel to sites that are not always accessible by public transport. Therefore, the successful candidate will need to have a clean driving licence. You do not need access to a car as we can provide access to hire vehicles.

Regular travel

This role involves regular national travel. You will be expected to use public transport as far as possible.

Safeguarding

We believe that everyone we come into contact with has the right to be protected from all forms of harm. We want everyone visiting our churches, volunteering with us, or working with us to have a safe and enjoyable experience. We will not tolerate abuse, maltreatment, or exploitation by or to our staff, volunteers, or members of the public. **We also expect our staff to share this commitment.**

Person Specification: Heritage Advisor, Bats in Churches

Section 1. Essential Criteria

	Essential Criteria	How this will be assessed
1	An appropriate professional qualification or education to degree level in an associated discipline or relevant proven expertise	Application
2	Demonstrable experience in the field of historic buildings and conservation of historic artefacts	Application
3	Experience of historic building maintenance	Application / Interview
4	Effective project management skills with sound judgement and good analytical skills	Application / Interview
5	Sound financial management skills and experience of working within tight financial control	Application / Interview
6	Able to plan and deliver own workload, as well as work as part of a team	Application / Interview
7	Effective negotiation skills and the ability to adopt a diplomatic approach to sensitive issues	Interview
8	Good written, verbal and presentation skills	Application / Interview
9	Comfortable working at heights	Application / Interview

Section 2. Desirable Criteria

	Desirable Criteria	How this will be assessed
1	Experience of working with volunteers	Application / Interview
2	Good heritage contacts and networking connections	Application / Interview
3	Working knowledge of the Church of England Faculty system	Application / Interview
4	Exhibit a strong affinity for natural heritage	Application / Interview

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.

Selection criteria

The candidates who appear from their application to best meet the person specification criteria will be invited to interview. It is therefore essential that your application gives a full but concise description of the nature, extent, and level of the responsibilities you have held. The shortlisting criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed in your application. Applications by CV only will not be accepted.

We are an inclusive employer and offer equal opportunities to all regardless of an individual's age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

We are 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.

Employee benefits

As well as a salary of £25,113 per annum, we offer:

- Membership of the Civil Service Pension scheme
- 27.5 days annual leave provision, rising 30 days after five years' service and 33 days after ten years
- flexible working arrangements
- home working allowance for home-based staff
- life assurance through the Civil Service Pension scheme
- learning and development opportunities

- enhanced parental leave arrangements
- a free and confidential employee assistance programme
- season ticket loans and cycle to work scheme
- 20% staff discount on Champing at CCT sites

How to apply

If you would like to apply for this role, please select the red 'Apply Now' button to begin your application. You'll 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.

[APPLY NOW](#)

Please note direct applications via email cannot be accepted for this role; only applications submitted through our recruitment portal will be considered.

The closing date for receipt of applications is **9am on Thursday 10 March 2022**.

Interviews will be held on **Thursday 24 March 2022**. Please note that the interview dates have been specifically chosen according to the availability of the panel.

We are a Disability Confident Committed Employer. Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.

If you have any queries about this role, or if you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please email recruitment@thecct.org.uk.