



Job Title	Development Officer, St Peter's, Sudbury
Department	Regeneration
Location	Home based
Reports to	Lead Regeneration Officer
Salary	£25,734 per annum pro-rata, plus pension and benefits
Duration	18 month fixed-term contract
Normal Working Hours	Part Time – 21.6 hours net per week

Introduction

The Churches Conservation Trust (CCT) with support from local stakeholders are leading the development of the 'Built for Exchange: The Renewal of Sudbury's Central Space' project. The building has secured a Round 2 award from the National Lottery Heritage Fund to conserve and develop the church into a vibrant and welcoming cultural centre for the people of Sudbury.

Purpose of the role

The CCT has brought together a project team which will help deliver new and exciting opportunities aimed at providing a sustainable economic future for the site.

The future success of St Peter's will depend on continued momentum while the site is closed for repair and regeneration work. The Development Officer will play a key role maintaining and developing existing partnerships and forming new relationships with local and regional-wide groups. The post holder will also ensure the delivery of the closure activity programme which aims to build and engage audiences, and work to establish a Local Advisory Board to ensure the knowledge and experience of local stakeholders feed into the operational and programming of the site once re-opened.

Key Tasks

1. Maintain and develop key project partnerships

The post holder will continue and grow existing partnerships responding to the needs of the local community and will:

- Identify and develop new partnerships that will contribute to the quality and sustainability of the space.
- Further define partnership agreements and partner outputs as the project progresses.
- Establish a Local Advisory Board made of key community representatives that will provide strategic advice on the direction of the project, make recommendations to overcome challenges to the delivery of project outputs.
- Continue to develop and explore additional revenue funding.

2. Increase audience engagement and volunteer

To ensure that our local and regional-wide audiences continue to engage and grow in number, the post holder will:

- Expand links and engage with the local and regional-wide community, communicating project progress and vision.
- Work with families, young people and socially isolated to further develop target audience groups.
- Oversee and work with the regional team to recruit volunteers during the closure programme, clearly communicating the roles and opportunities available when operational.
- Manage the delivery of the closure activity and engagement programme working with the Project Manager and appointed consultants.

3. Review Activity, Interpretation and Business Plans

Working with the Project Team and South East Regional Team, the post holder will:

- Lead, and be the main point of contact for reviewing the Activity plan and assessing suitability and viability.
- Lead, and be the main point of contact for reviewing the Interpretation plan and assessing suitability and viability.
- Together with the Project Manager regularly review the suitability and viability of the a Business Plan, and suggest changes to the Project Team / South Regional Team that respond to the post holder's continuous development work including undertaking new market research, identifying new gaps and opportunities for new hires.
- Review the Business, Activity and Interpretation plans and make recommendations to the project team.
- Review the interpretation consultant brief, and redefine timescales for recruitment and delivery.
- Manage the Interpretation Budget.
- Lead, and be the main point of contact for Sudbury's Craft Skills Public Programme.

4. Project communication and coordination

- Oversee the delivery of high-quality marketing materials and communicate and market the project, particularly locally.
- Undertake consultation with and be the first point of contact for the local area.

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

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, volunteers and visitors. All staff has a responsibility to manage risk within their sphere of responsibility.

All Trust employees are accountable, through the terms and conditions of their employment, and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

Person Specification: Development Officer

	Essential Criteria	How this will be assessed
1	Proven development experience in a business, charity or social enterprise	Application form
2	Experience of staff and volunteer management	Application form
3	Experience of events management and audience engagement	Application form

4	Ability to take the initiative, identify priorities, plan activities and balance conflicting demands	Application form & interview
5	Effective negotiation skills and the ability to adopt a diplomatic approach to sensitive issues	Application form & interview
6	Excellent interpersonal skills; able to communicate with persuasively with a wide range of audiences	Application form & interview
7	Good information technology skills and knowledge of data protection issues	Application form & interview
	Desirable Criteria	How this will be assessed
8	Qualification in related area such as heritage or estate management	Application form

Additional Information

- A willingness and ability to work flexibly according to the needs of the CCT, including occasional work outside core hours.
- A willingness to travel, using public transport as far as possible, and if considered safe to do so.
- Attendance at meetings in different parts of the country as required by the role and task.

To Apply

To apply for this position, please submit a CV and Covering Letter outlining how you meet the person specification criteria for this role to recruitment@theccct.org.uk.

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

The closing date for receipt of applications is **12.00pm on Monday 7 December 2020**

Interviews will be held on 15 December 2020. Please note that the interview dates have been specifically chosen according to the availability of the panel.

The Churches Conservation Trust is committed to a policy of Equal Opportunities.