

## JOB DESCRIPTION



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<b>Job Title</b>	Lead Local Community Officer, North
<b>Team</b>	North Region
<b>Location</b>	Homebased within the North of England
<b>Reports to</b>	Head of Region, North
<b>Salary</b>	£28,000 per annum plus pension and benefits
<b>Duration</b>	Permanent
<b>Normal Working Hours</b>	36 hours net per week

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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 future of CCT's outstanding collection of historic churches depends on us supporting communities around our churches caring for, opening, using and raising money for them. The Lead Local Community Officer will play the prime role in ensuring that local people are engaged, recruited, trained and supported.

The Lead Local Community Officer will lead the regional team of Local Community Officers to support, recruit, liaise with and develop communities and volunteers to care, open, use and raise money for the CCT's collection of historic churches.

They will also ensure that the churches assigned to their own portfolio achieve the Collection Review standards.

## **Key relationships**

The Lead Local Community Officer will manage a team of regional Local Community Officers. They will also manage their own portfolio of churches which will involve engaging with volunteers, friends groups and community groups.

The Lead Local Community Officer will work with a range of teams across CCT, including; Communications, Conservation, Fundraising and Finance.

## **Key duties and responsibilities**

### **1. Manage the regional Local Community Officer team**

The post holder will manage the regional Local Community Officer team and will:

- Set priorities and work programmes
- Support, monitor and evaluate performance against the agreed standards
- As part of the Regional Management Team, help to establish regional priorities
- Work with other Lead Community Officers to ensure good support for Local Community Officer Teams

### **2. Support communities and volunteers to care for, open, use and raise money for our churches**

Working with other CCT staff, the post holder will build and deliver a consistent and effective approach to supporting local communities and volunteers at their designated churches across the region. In particular they will:

- Establish and develop links with local communities, stakeholders and agencies to understand the locality and its needs, and promote why the CCT church is an important local asset.
- Recruit, induct, and train volunteers. Support and build volunteer teams to enable local people to care for, open, use and raise money manage and sustain CCT's church estate
- Ensure volunteers and communities using our churches understand and act in accordance with CCT policies and procedures relevant to their activities
- Develop and manage teams of area volunteers to support and assist in looking after clusters of churches and supporting local volunteers
- Ensure that where applicable appropriate partnership agreements and/or church plans are in place to confirm the nature of the relationship and an agreed way forward between volunteer groups and the Trust

### **3. Develop Projects**

The post holder will play a key role in supporting projects developed by volunteers and staff at CCT churches.

- Assist volunteers to identify opportunities for income generation, conservation, tourism, learning, interpretation, and community projects and support them to plan and deliver the project
- Assist volunteers to develop funding applications and facilitate strong local links with local trusts
- Participate in time limited projects at priority churches
- Achieve the Collection Review standards

#### **4. Volunteer Communications and Networking**

The Local Community Officer will ensure that communities and volunteers have appropriate and timely contact with CCT and with each other. The post holder will:

- Maintain regular contact with communities and volunteers and provide prompt responses and progress updates to their enquiries and issues raised, following through on these matters with colleagues as appropriate
- Organise a programme of training and networking opportunities for volunteers and volunteer teams, with other members of the regional team
- Provide regular and consistent ways to recognise and thank volunteers throughout their volunteering experience with CCT and upon their departure
- Contribute to regional volunteer communications

#### **5. Church Operations**

The post holder will take primary responsibility for all day to day church operational and volunteer matters. They will establish and maintain appropriate arrangements for delivering the key operational needs of the church, volunteers and the local communities within their area and will:

- Be a key point of contact for church and volunteer enquiries
- Encourage and support other regional team members to build relationships with and understanding of CCT churches and volunteers
- Support the Business Officers in the use of CCT churches for events
- Work with communities and volunteers to ensure that risk assessments, audits, six monthly checks and other health and safety and heritage crime reports are completed and submitted
- Ensure arrangements are in place for CCT churches to be open and that wall safes are regularly emptied and funds banked
- Achieve the Collection Review standards

#### **6. Administration and Management**

The post holder will ensure the relationship between volunteers and CCT is underpinned by effective, efficient and appropriate information and data and will:

- Ensure accurate and current data is available on CCT's ThankQ database

- Ensure volunteers have signed and understand CCT's volunteer agreement and dispute resolution procedures
- Monitor, evaluate and report on activities and projects
- Contribute data and information to enable effective reporting on KPIs and share relevant data with local volunteers
- Manage delegated budgets, as required
- Contribute to regional plans

## 7. Team Working

The post holder will contribute to the promotion and increased knowledge and experience of the national volunteering strategy and will:

- Liaise with regional and national colleagues to provide and seek support and advice on local issues raised, on volunteering, income generation, and church management etc.
- Participate in meetings with other volunteering officers to develop best practice, share ideas and resolve issues
- Maintain a good understanding of best practice in volunteering management
- Participate in time limited national projects as required

**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:      Lead Local Community Officer**

### Essential Criteria

	<b>Essential Criteria</b>	<b>How this will be assessed</b>
<b>1</b>	Experience of training, developing and managing staff and volunteers	Application/ Interview
<b>2</b>	A track record of running successful projects and events involving volunteers	Interview
<b>3</b>	Experience of engaging and supporting people to work together to initiate, develop and support activities in local communities	Interview
<b>4</b>	Excellent planning, budgeting and project management skills	Interview
<b>5</b>	Strong IT skills and the ability to be administratively self-sufficient	Application/Interview
<b>6</b>	Excellent interpersonal skills; able to motivate others, with a strong customer service focus	Interview
<b>7</b>	Excellent verbal, written and presentation skills	Interview/test

<b>8</b>	Resilient and self-confident	Interview/test
<b>9</b>	Interest in the CCT's aims and objectives	Interview
<b>10</b>	Ability to drive	Application

## Desirable Criteria

	<b>Desirable Criteria</b>	<b>How this will be assessed</b>
<b>1</b>	A relevant qualification/significant training in volunteer/people management and training others (for example, train the trainer)	Application
<b>2</b>	Awareness of relevant legislation relating to working with volunteers	Application / Interview
<b>3</b>	Preparing and developing funding bids	Application

## Information on assessment methods

<b>Code</b>	<b>Assessment method</b>	<b>This means...</b>
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 regional staff meetings and some meetings focussing on volunteering as well as full staff meetings in other parts of the UK

## Applications

If you would like to apply for this role, please select [here](#) to begin your application. You will be redirected to our online recruitment portal. 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.

If you have any questions, please contact us at [recruitment@thecct.org.uk](mailto:recruitment@thecct.org.uk)

The closing date for receipt of applications is **9am on Friday 9 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.*