

JOB DESCRIPTION



Job Title	Head of Region
Team	North
Location	Homebased
Reports to	Director of Operations
Salary	£51,267 gross per annum, plus pension and benefits
Duration	Permanent
Normal Working Hours	36 hours per week, Monday to Friday, with occasional evening and weekend working

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 Head of Region provides strategic and operational leadership in the region, ensuring the effective and efficient operation of the regional team and the successful delivery of the regional business plan and projects. The role drives the achievement of key performance indicators and targets with a particular focus on church income.

Key relationships

Internally, the Head of Region works closely with the Director of Operations and other Heads of Region to support consistent operational delivery, and management and development of regional staff. The role also interacts closely with all other CCT teams including Conservation, Fundraising, Regeneration, Finance and Communications.

Externally, the Head of Region is CCT's regional representative, brokering joint working and engagement with statutory and Church of England stakeholders, funders, politicians at all levels, volunteers, communities and donors.

Key duties and responsibilities

a) Provide strategic and operational leadership for the Region

The Head of Region develops and delivers the annual regional plan, as agreed with the Senior Management Team. This includes:

- Ensuring the team plan supports the delivery of CCT's strategic aims, making optimal use of resources and collaboration with teams across CCT.
- Ensuring the strategy is embedded across the organisation and in particular at operational and regional level.
- Producing budgets and plans which are agreed, implemented and monitored in accordance with CCT's planning and budgeting process.
- Actively contributing to CCT's financial stability and resilience
- Reporting on regional performance against key performance indicators
- Leading the Regional Management Team (RMT), chairing the monthly regional management meetings, and ensuring actions are progressed to the satisfaction of RMT.
- Ensuring that CCT policies, procedures and systems are understood and followed by the regional team.
- Collaborating with the Director of Operations and other Heads of Regions to ensure consistency of high quality delivery across regional teams.
- Collaborating with colleagues across CCT to develop and support trust-wide initiatives to deliver the strategy, particularly through membership of the National Delivery Group.
- Ensuring effective cooperation, communication and co-ordination across the regional team's staff, and with volunteers and communities
- Leading, coaching and developing fundraising opportunities in the region on a church by church basis, as well as building relationships with major donors and high level members.
- Identifying and developing new sources of revenue and business opportunities.
- Ensuring CCT's Health and Safety Policy is implemented at regional level.

b) Manage the Regional Team

The Head of Region leads a multi-disciplinary regional team, providing line management and professional development support to a number of roles that are geographically dispersed

- Line manage the Business Support Officer, ensuring a high standard of administrative and project support is provided to the regional team and national initiatives.
- Line manage the Lead Local Community Officer, supporting this role to provide effective line management to the Local Community Officer team.

- Line manage the Heritage Learning Officer, supporting this role to deliver regional and national learning and participation plans.
- Line manage CCT site based/project staff at churches in York, Shrewsbury, Bolton and Sunderland to deliver the objectives of specific projects and initiatives.

c) Contribute to National Programmes, Projects and Initiatives

The Head of Region provides significant input and collaborative working in the development and delivery of a range of national programmes, projects and initiatives. These include:

- Representing the region on the National Delivery Group. This is the forum for leaders of teams across CCT to share updates and collaborate on work to support CCT's strategic aims.
- Acting as lead client for CCT sites undergoing externally funded regeneration work, with the purpose of ensuring a smooth transition to operational delivery by the region, including active membership of the Major Sites Governance Board
- Planning and hosting the annual Trustee Tour to the region every three years

d) Provide National Leadership on a Specified Area of CCT's work

Each Head of Region provides National Leadership on a specific area that supports CCT's delivery of this specialism across the Trust. Examples are Health and Safety, Community Engagement and Volunteering, and Community Fundraising. The specialism for the Head of Region, North has not been set yet and will align with CCT's emerging strategy for 2025 – 2030. Duties associated with leading on a specialism include:

- With reference to CCT's strategic aims, development and leadership of a strategy to support delivery of the specialism.
- Collaborative engagement with internal teams to develop and delivery key activities, products and events outlined in the specialism's strategy.
- Representation of CCT at relevant external groups, forums and events.
- Reporting to the Senior Management Team and Board of Trustees on the specialism

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: Head of Region, North

You are likely to have developed your skills in strategic regional management over time in a national organisation. This could be in a charity, heritage or private sector organisation. You can demonstrate considerable experience in managing geographically dispersed staff in delivering against targets. You will have experience of line managing local delivery staff and are looking for more managerial responsibility. Educated to degree level, you will have taken opportunities to improve your professional competence.

Section 1. Top Essential Criteria

If you cannot provide evidence that you fully meet these criteria, your application will not be put forward for further shortlisting against the other criteria in sections 2 & 3.

	Essential Criteria	How this will be assessed
1	Demonstrable track record of creating clear operational plans based on strategic aims, with evidence of successes	A, P, I
2	Significant experience of line managing a 'multi-disciplinary' and geographically dispersed team in a fast moving, forward-looking, organisational environment.	A, I
3	Proven experience of working collaboratively at a senior level in organisation wide development and delivery.	A, I

Section 2. Further Essential Criteria

	Essential Criteria	How this will be assessed
1	Strong financial acumen, with demonstrable experience of setting and delivering realistic budgets and performance forecasts.	A, T, I
2	Track record of interpreting complex management information, preparing analysis and taking action accordingly.	A, T, I
3	Significant experience of managing successful public facing operations.	A, I
4	Excellent interpersonal and communication skills, with demonstrable ability to develop written and verbal business cases, as well as contribute to constructive, solution focused debate.	A, P, I
5	Proven ability to work across functional boundaries and make valued contributions outside of your own area of responsibility.	A, I
6	Ability to create and maintain positive working relationships with senior level staff, peers, external stakeholders and partners.	A, I

Section 3. Desirable Criteria

	Desirable Criteria	How this will be assessed
1	Demonstrable experience of delivering operations in the heritage sector	A, I
2	A track record of working with and/or managing volunteers	A, I
3	Awareness of the Church of England's approach to the management of church buildings	A, I
4	Experience of National Lottery Heritage Funded projects	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.

Applications

If you would like to apply for this role, please visit our website where you will be directed to our online recruitment system. 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

The closing date for receipt of applications is **9am on Wednesday 29th November 2023**.

Interviews will be held on **Friday 15th December 2023 in Newark, Nottinghamshire**. Please note that the interview date has been specifically chosen according to the availability of the panel.

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

Churches Conservation 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.