

## JOB DESCRIPTION



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<b>Job Title</b>	Head of Regeneration (Maternity cover)
<b>Team</b>	Regeneration
<b>Location</b>	Home-based
<b>Reports to</b>	Director of Conservation
<b>Salary</b>	£50,003 pro-rata per annum
<b>Duration</b>	9 months fixed-term contract - Maternity Cover
<b>Normal Working Hours</b>	Part time - 21.6 hours net per week
<b>Level</b>	3

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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 Head of Regeneration will work closely with the senior management team to lead the regeneration team and deliver the Trust's major projects. The post holder will also lead the development of the Trust's regeneration consultancy work.

Reporting to the Director of Conservation, the post holder will advise the SMT to ensure that the position of the Trust, with regard to legal, regulatory and reputational risk, is protected when undertaking development and consultancy projects and that such risks are mitigated wherever possible.

## **Key duties and responsibilities**

### **Oversee delivery of the Trust's regeneration projects**

The post holder will be the project manager for the Trust's priority regeneration projects and will:

- Oversee major project delivery – Sunderland, Sudbury, Old Black Lion (Northampton) and Lancaster
- Provide or draw in expert advice and support to project teams on all aspects of complex project management as required

### **Lead the regeneration team**

The Head of Regeneration will provide leadership to the regeneration team and will:

- Provide strategic direction for the regeneration team and deliver the regeneration business plan
- Manage the regeneration team, including their operational activities, and ensure team members are well motivated and supported in order to develop their full potential
- Ensure that the regeneration team works closely and communicates regularly with the Trust's regional and operational teams, and that it considers regional and national priorities
- Manage the annual regeneration budget and the regeneration project budgets, achieving value for money in the use of Trust resources and ensuring grant funders' reporting requirements are fulfilled
- Manage development advice and support to Trust staff and external parties on all regeneration, adaptation and disposal projects
- Manage the delivery of relevant papers for SMT, the CCT Board, Finance and Audit Committee, Conservation Committee, Church Conservation Trust Enterprises Limited (the Trust's trading subsidiary), ensuring information is provided in a timely way

### **Lead the regeneration team's consultancy work**

The post holder will lead the development of the Trust's consultancy work, overseeing the delivery of the regeneration business plan.

- Identify new clients and areas of work and lead the team in winning new work
- Oversee the team's delivery of consultancy work, from inception to completion, ensuring consultancy work meets clients' expectations
- Where necessary, work with clients to develop funding bids that can use, and pay for, the expertise of the regeneration team
- Manage the delivery of the regeneration business plan and oversee the monitoring and reporting of the team's consultancy performance and business plan targets to SMT and CCTEL

**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 Regeneration

	Essential Criteria	How this will be assessed
1	A relevant degree or equivalent qualification	A
2	Project management qualification (PRINCE 2, Agile Project Management) or other relevant professional accreditation	A
3	Experience of leading a major capital heritage regeneration programme across multiple sites	A/I
4	Experience of winning, leading and managing consultancy contracts for major heritage regeneration projects	A/I
5	Experience of managing staff teams and multi-disciplinary teams of consultants	A/I
6	A working knowledge of relevant government policy, regulations, national planning legislation and policy and current best practice in economic regeneration	I
7	Demonstrable interpersonal and communication skills, and an ability to network with high level people, partners and communities	I
8	Ability to think and plan strategically	I
9	An entrepreneurial approach to work	I

	Desirable Criteria	How this will be assessed
1	Interest in the Trust's aims and objectives	I
2	Construction Project Management qualification	A/I
3	A track record of success in bringing partnerships and financial packages together around building and/or community development projects	A/I
4	Detailed knowledge of the priorities of public, private and voluntary sector bodies involved in the regeneration of urban areas.	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.

### **Further role requirements**

- The post holder will need to be prepared to work flexibly according to the needs of the organisation, including occasional work outside office hours.

### **Applications**

If you would like to apply for this role, please click [here](#) where you will be redirected to our 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](mailto:recruitment@thecct.org.uk)

The closing date for receipt of applications is **9am on Wednesday 28 April 2021**.

Interviews will be held on **Thursday 6 May 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