

## JOB DESCRIPTION



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<b>Job Title</b>	Site Coordinator, York
<b>Team</b>	North, Operations Directorate
<b>Location</b>	Site-based at Holy Trinity, Goodramgate, York
<b>Reports to</b>	Lead Local Community Officer, North
<b>Salary</b>	£18,000 per annum pro rata plus pension and benefits
<b>Duration</b>	Permanent
<b>Normal Working Hours</b>	21.6 net per week to be agreed with successful candidate plus ad hoc evening and weekend work

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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.

### **About Holy Trinity, Goodramgate**

Holy Trinity, Goodramgate is a real hidden medieval gem in the city of York and one of CCT's most visited churches. It generates good visitor donations, has a small retail offer and can deliver some fantastic events.

### **Overall job purpose**

As part of the North Regional Team, the Site Co-ordinator will work closely with the Lead Local Community Officer to deliver an exemplary visitor experience, maintaining the income and developing the small retail offer. There is a great opportunity for the right person to grow the events at the church, capitalising on its unique offer. Tasks will include overseeing all aspects of the day to administration of the venue. This includes

site operations, volunteer support, banking, record keeping, event management and site promotion.

### **Key relationships**

Head of Region, Lead Local Community Officer, Business Support Officer and volunteers plus external stakeholders in York in events and heritage

### **Key duties and responsibilities**

- Act as a keyholder for the church and facilitate access for contractors, hirers and volunteers including in emergencies and out of hours
- Work with the Lead Local Community Officer (LLCO) to recruit and train volunteers and run a successful volunteer led welcome to the church.
- Work with the LLCO to deliver a successful retail offer.
- Market the church to attract visitors and events internally to CCT and with external stakeholders
- Be the lead contact for all events/hirers of the church.
- Work with partners to create and run a programme of events for the venue.
- Work with the regional team to maximise donations and membership applications through the venue.
- Maximise donations given by visitors coming to the venue on a group visit.
- Communicate effectively with national and regional offices.
- Support the Friends of Holy Trinity Goodramgate – communicating with the membership and coordinating their small programme of member events.
- Perform other duties as necessary.

**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**

#### **Working evenings and weekends**

This role involves working evening and weekends to accommodate activities in the church.

#### **Lone working**

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

#### **Mandatory training (for all roles)**

If successful, you will be required to complete mandatory compliance training including but not limited to:

- Equality, Diversity, and Inclusion
- Bullying and Harassment for Employees
- Stress Awareness
- Mental Health Awareness
- Health & Safety Essentials
- Fire Awareness
- DSE Assessment
- GDPR UK Awareness
- Safeguarding Awareness
- Effective Remote Working (if applicable)

## 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:** Site Coordinator, York

### Section 1. Essential Criteria

	Essential Criteria	How this will be assessed
1	Educate to 5 A-C GCSE including Maths and English or equivalent	A
2	Previous experience of working in a heritage site	A/I
3	Previous experience of working in event management	A/I
4	Previous experience of working with volunteers	A/I
5	Ability to work independently and as part of a team	A/I
6	Able to write reports and present financial figures	A/I
7	Ability to nurture relationships and partnerships	A/I
8	Excellent communication skills	P
9	Able to manage competing priorities and tight timescales	A/I

### Section 2. Desirable Criteria

	Desirable Criteria	How this will be assessed
1	Experience of meeting sales targets	I
2	Passion for role of historic churches in local communities	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.

## 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

- 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
- 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.

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 Monday 11 July 2022**.

Interviews will be held on **Wednesday 20 July 2022** at **Holy Trinity Church, Goodramgate, York**. 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](mailto:recruitment@thecct.org.uk).