

JOB DESCRIPTION



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| Job Title | Local Community Officer |
| Team | West Region |
| Location | Home based within 45 minutes travel time of Evesham (WR11) |
| Reports to | Lead Local Community Officer |
| Salary | £24,437 pro rata per annum |
| Duration | 6 months, maternity cover |
| Normal Working Hours | 36 hours net per week, including occasional evenings and weekends. |

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 communities supporting their local CCT church with funds, events, inspiring interpretation, visitor services and preventive conservation. The Local Community Officer will engage and support communities and volunteers to care for 22 historic churches across Herefordshire, Worcestershire & Warwickshire, ensuring each site achieves agreed standards.

Key relationships

You will work closely with the Lead Local Community Officer, West, regional and national colleagues, volunteers, community groups and other local stakeholders.

Key duties and responsibilities

Community and Volunteer engagement and support

Support and enable communities and volunteers to sustain their church, to raise funds, to hold events, and to provide inspiring interpretation, visitor services and care of the buildings.

- Establish and develop links with local communities, stakeholders and agencies
- Understand the locality and its needs
- Promote the CCT church as an important local asset and visitor attraction
- Introduce and demonstrate models for communities' support at CCT churches
- Empower communities and volunteers to develop use of churches within a CCT policy and procedural framework
- Document community activity with statistical information, digital media and reports
- Draft, agree and publish church plans and any necessary partnership agreements or memoranda of understanding with third parties active at our churches

Communications and Networking

The Local Community Officer will ensure that communities and volunteers have appropriate and timely contact with CCT.

- Organise and facilitate community and volunteer gatherings to enable networking and to address specific topics.
- Contribute to all public and internal communications channels
- Communicate CCT policies, procedures and guidance on successful approaches, to ensure sustainable community and volunteering activity
- Review, respond to and relay messages relating to churches in your area in a timely way
- Support local communities with marketing and awareness
- Ensure we recognise and thank communities for their support

Church Operations

The post holder will take primary responsibility for all day to day church operations and community activities.

- Respond to questions on behalf of the CCT regarding all aspects of the building, with the support of the Estates Officer and Conservation Projects Manager as necessary
- Be a key point of contact for church specific enquiries
- Support the CCT events booking procedure
- Ensure risk assessments, audits, six monthly checks and other mandatory reports are completed and submitted

Administration

The post holder will ensure that individuals' and groups' data and information is stored and maintained accurately and securely:

- Ensure good standards in communication and information management using The Trust's systems and processes
- Ensure accurate and current data is available on CCT's CRM database
- Ensure our work with individual volunteers follows The CCT volunteer management process
- Contribute data and information to enable effective reporting on KPIs and share relevant data with communities
- Manage delegated budgets, as required
- Contribute to regional plans

Support Projects

Support developing funding applications, facilitate strong links with local trusts and other funding bodies, and participate in community consultation during active projects

Role Requirements

Work as part of a supportive national team of Local Community Officers, maintaining regular contact through

- Attendance at catch ups with the Lead Local Community Officer
- Out of hours telephone cover on rota
- Attend regular team meetings
- Attendance at regional and national meetings as required
- A willingness to travel regularly across the region, using public transport where possible.
- Access to own vehicle with valid MOT, adequate insurance cover and a valid licence.
- Occasional weekend and evening work.

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: Local Community Officer

| | Essential Criteria | How this will be assessed |
|---|---|----------------------------------|
| 1 | Qualification or experience in any related discipline, such as fundraising, volunteer management or heritage management. | A, I |
| 2 | Experience working with communities in a charity setting. | A, I |
| 3 | Experience of engaging and supporting people to work together to initiate, develop and support activities in local communities. | A, I |
| 4 | Excellent planning, time and project management skills. | A, I |
| 5 | Strong IT skills and the ability to be administratively self-sufficient. | A, I |
| 6 | Ability to motivate voluntary activity from existing and prospective communities and individuals. | A, I |
| 7 | Interpersonal skills which engage varied audiences. | A, I |
| 8 | Public speaking, presentation and written communication skills. | A, I |

| | Desirable Criteria | How this will be assessed |
|---|---|----------------------------------|
| 1 | A track record of running successful projects and events at multiple sites. | A, I |
| 2 | Awareness of the legal frameworks for voluntary activity. | A, I |
| 3 | Contribution to funding bids development. | A, I |
| 4 | Interest in CCT's aims and objectives. | 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 apply via our online recruitment system. To access our online recruitment system, please [click here](#).

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 12 May 2021**.

Interviews will be held on **Friday 21 May 2021**. **Interviews will be held remotely 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 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.