



JOB DESCRIPTION

Job Title	Conservation Projects Manager, Historic Chapels Trust
Team	Conservation
Location	Home based
Reports to	Head of Conservation
Salary	£37,500 per annum
Duration	Fixed Term to 31 March 2025
Normal Working Hours	Full time – 36 hours net per week

The Churches Conservation Trust (CCT) is the national charity caring for 357 historic churches at risk. CCT has an international award-winning reputation in heritage conservation and regeneration. For this reason CCT has been contracted to deliver a programme of work for Historic Chapels Trust.

Historic Chapels Trust (HCT) owns and cares for 20 of the most significant Nonconformist and Catholic chapels no longer in regular use by their congregations, all listed at Grade I and Grade II*. In the current climate post-Covid HCT's priority is now to find a long-term sustainable future for these exceptional heritage assets.

Supported by Historic England HCT will enter into a partnership with CCT. CCT will manage HCT's assets by repairing them, setting up a maintenance programme, and dealing with insurance and utilities during the term of the partnership.

Key to the project is a programme of c. £2m of urgent repairs to the chapels which are most at risk - this will make the chapels more attractive to potential new owners; this programme of work has been funded by the National Heritage Memorial Fund (NHMF) through their Cultural Assets Fund (CAF).

Overall job purpose

The Conservation Projects Manager HCT will deliver the agreed urgent repair projects at a number of HCT chapels.

They will also oversee the development and delivery of the maintenance programme for all 20 chapels and day to day management of these assets. The detail of this part of the project will be delivered by an Estate Officer, HCT, yet to be recruited.

Key relationships

Reporting to the Head of Conservation, the post holder will have regular contact with Finance Officer HCT, the Director of Conservation, and Chair, Historic Chapels Trust.

The post holder will also line manage the Estate Officer, Historic Chapels Trust

Key duties and responsibilities

a) Project Management

The post holder will lead on the development and delivery of prioritised urgent repair projects at chapels that have been agreed with HCT Trustees and funders.

- Tender, appoint and manage the professional team as necessary for each chapel where repairs are scheduled
- Agree the priorities and scope of repairs at each chapel, the specification for work, and make on site decisions as the client
- Provide reports on progress of individual projects and overall programme delivery, on individual project and overall repair budgets
- Ensure high standards of work and effective use of public money are maintained by effective monitoring of work by consultants and contractors
- Provide technical advice on historic building repair to the local chapel committees and volunteers groups, and HCT Trustees.

b) Planning and Management

- Provide line management and support to the Estate Officer
- Oversee and support as required the Estate Officer in the delivery of the Historic Chapel maintenance programme, and asset management and compliance matters
- Manage the overall CAF programme and budget obtaining authorisation from HCT Trustees as required
- Provide programme reports and make claims to the funders as required
- Ensure adherence to current policies and procedures including, but not limited to, conservation, health and safety, NHMF procurement rules and financial management
- Contribute to the development of CCT policies, strategies and quality standards

c) Communications

The post holder will support and promote CCT's reputation for high quality conservation and will:

- Establish and maintain professional networks within similar organisations, planning authorities, local suppliers and communities and other bodies as appropriate
- Attend and participate in national CCT activities to develop and promote conservation standards
- Attend national CCT and project meetings as required
- Participate and contribute to the work of the Conservation team as required
- Maintain up to date awareness of relevant developments in the building and heritage sectors
- Identify and contribute to the HCT communications plan by providing information 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: Conservation Projects Manager

Essential Criteria	How this will be assessed
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1	An appropriate professional qualification and education to degree level in an associated discipline	A
2	Proven track record of project management (client side) in the heritage construction sector	A
3	Experience in the field of historic buildings and specialist knowledge of conservation	A
4	Effective project management skills with sound judgement and good analytical skills	A, I, P
5	Sound financial management skills and experience of working within tight financial control	A, I, P
6	The ability to manage a heavy workload, capable of working in a small team with flexibility to shift workloads and projects	A, I, P
7	Good IT skills and the ability to be administratively self-sufficient	A
8	Effective negotiation skills and the ability to adopt a diplomatic approach to sensitive issues	A, I, P
9	Strong written, oral and presentation/ communication skills and the ability to write and present clearly and concisely	A, I, P
10	Experience of managing staff	A, I

	Desirable Criteria	How this will be assessed
1	An understanding of NLHF/NMHF reporting requirements	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.

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 professional conservation meetings as well as full staff meetings in other parts of the UK
- Comfortable working at heights as this role involves climbing scaffolding and ladders

Applications

If you would like to apply for this role, please select visit our website. You will 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@theccct.org.uk

The closing date for receipt of applications is **Sunday 30th October 2022 at midnight.**

The interviews will take place at our **National Office, Kings Cross on Friday 18th November 2022.** Please note that the interview dates have been specifically chosen according to the availability of the panel.

Churches Conservation Trust 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 contact us.

Churches Conservation Trust 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.

Churches Conservation Trust 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.