

JOB DESCRIPTION



Job Title	Regeneration Officer
Team	Regeneration Team
Location	Home based working within the West region
Reports to	Regeneration Project Manager
Salary	£32,758 gross per annum
Duration	Permanent
Normal Working Hours	Full time, 36 hours per week

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.

About our Regeneration team

The Churches Conservation Trust's Regeneration team was set up in 2007. It works in partnership with all kinds of community groups, charities, social enterprises, businesses, entrepreneurs, and public bodies to find sustainable new uses for closed places of worship and other heritage sites. Our aim is to ensure these special buildings are conserved, in use, and remain at the heart of their communities. Our approach is to promote the sustainable stewardship of historic churches, so that problems of decay and irrelevance are tackled before they become overwhelming.

Overall job purpose

The Trust's Regeneration team are a small creative team with experience across a range of sectors including community regeneration, social enterprise, historic conservation, training and apprenticeships, youth work, business and activity planning, digital strategies, the natural environment, and project management. We support community groups, parishes, and dioceses around the country to develop community-led regeneration schemes.

The Regeneration Officer will play a key role in the Regeneration team, harnessing community support and developing proposals for the reuse of historic churches in our

existing estate and working with other heritage and community groups to deliver their own projects, via our Consultancy work.

The post-holder will manage a programme of work that will include a number of site specific projects, as well as supporting the development of the Trust's consultancy service. Site specific projects will require the post-holder to lead on community consultation activity, build and nurture positive relationships with key partners in the locality and develop feasibility studies. The Regeneration Officer will play a key role in identifying options to improve overall site resilience and keep our beautiful collection of sites cared for, open and relevant.

We offer a range of consultancy services to develop historic building projects, from funding advice and feasibility studies, through governance and capacity building, to delivery strategies and project management. Part of the Regeneration Officer role will be to work with the Regeneration Project Managers to build on areas of growth for the team's consultancy offer and lead on a number of external consultancy contracts.

Key relationships

The Regeneration Team works with all kinds of community and faith groups, charities, social enterprises, businesses, entrepreneurs, and public bodies to create successful regeneration and consultancy projects.

Key relationships will include working with Project Managers, Conservation Project Managers, Community Consultants, Architects, Quantity Surveyors, Interpretation and Activity Planners, Business and Enterprise, and regeneration specialists, local authorities, and public agencies, charities, and voluntary organisations, such as building preservation trusts, community development trusts and church congregations, Diocese and Museums, Funders, Historic England, National Lottery Heritage Fund, education facilities alongside Trust colleagues from across the UK.

Key duties and responsibilities

1. Project management

- Develop feasibility reports to identify potential new regeneration projects.
- Working with the Regeneration Projects Manager, manage projects through each stage of the regeneration process, from project initiation through to operation.
- Nurture and grow local support for new regeneration projects, placing communities at the heart of the decision-making process.
- Establish and manage relationships with local partners from authorities through to local community groups and the business community.
- Oversee other project staff, consultants and volunteers in the development and delivery of regeneration projects.

2. Consultancy

- Seek out new opportunities / areas of growth for the Regeneration Teams consultancy service.
- Develop relationships with new clients and potential partners.

- Lead on and deliver consultancy work.

3. Development and support

- Assist with the effective development and promotion of best practice in historic building reuse and regeneration.
- Undertake training for personal and professional development.
- Other tasks as determined by the Regeneration Projects Manager.
- Raise the profile of the Regeneration Team where opportunities arise.

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: Regeneration Officer

Section 1. Essential Criteria

	Essential Criteria	How this will be assessed
1	Experience of applying for funding for community or heritage projects	A
2	Experience in developing partnerships and projects involving more than one organisation	A/I
3	Experience of developing successful building reuse, commercial, social enterprise, or community projects	A/I
4	Strong project management skills	A/I
5	A working knowledge of relevant government policy, national planning legislation and policy and current best practice in economic regeneration	A
6	Creative, diligent, and practical approach to all aspects of work	I
7	Demonstrable communication skills, both written and oral and an ability to network with people and partners	A/I
8	Able to manage own workload and prioritise conflicting demands	I
9	Experience of delivering consultancy-based project work	A/I
10	Excellent ICT skills and ability to be self-sufficient in terms of administration	A

Section 2. Desirable Criteria

	Desirable Criteria	How this will be assessed
1	A relevant degree or equivalent qualification	A

2	Experience of carrying out effective consultation and using evidence to create projects	A / I
3	Experience of working with historic buildings and / or on capital projects	A / I
4	Experience of working in a commercial environment / raising income via consultancy projects	A / I
5	Experience of developing business and activity plans	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

- You must be prepared to work flexibly according to the needs of the organisation, including occasional work outside core hours and a willingness to undertake extensive travel across England, using public transport as far as possible.
- You will be expected to attend national and regional staff meetings across England.
- This role involves occasional 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 meet 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.

Employee benefits

As well as a salary of £32,758 per annum, we offer:

- 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.
- home working allowance for home-based staff.
- 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.

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 currently. Any offer of employment will be made subject to valid right to work in the UK being provided.

How to apply

If you would like to apply for this role, please select the red '**apply now**' button to begin your application. You will be redirected to our online recruitment portal. You'll be asked to complete an application form, submit a CV and a short supporting statement (max 2 sides A4) outlining why you'd like to apply and 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 9 am on **Thursday 24th August 2023**.

Shortlisted candidates will be invited to attend a panel interview on **Wednesday 6th September 2023 via Teams/Zoom**. 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 contact us recruitment@thecct.org.uk