

## 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>	Head of Region, 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 worked over 3 days - Thursday to Saturday plus ad hoc cover for events

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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 Head of Region 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.

## Key duties and responsibilities

- Act as a keyholder for the church and facilitate access for contractors, hirers and volunteers
- Work with the Lead Local Community Officer to recruit and train volunteers and run a successful volunteer led welcome to the church.
- Work with the Head of Region to deliver a successful retail offer.
- Work with the North team to market the church to attract visitors and events.
- Be the lead contact for all events/hirers of the church.
- Work with the North team 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.
- Act as secretary to 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.

**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.

### Additional information

- The successful applicant will be expected to work flexibly around activities in the church, including working on evenings and weekends.
- The successful applicant will be willing to travel, using public transport as far as possible.
- The successful applicant will be expected to attend regional staff meetings and national staff meetings in other parts of the UK.
- This role will involve regular lone working.

### Applications

If you would like to apply for this role, please select 'Apply Now' 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.

### **APPLY NOW**

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 15 December 2021**

Interviews will be held on **Thursday 6 January 2022** at **Holy Trinity Church, Goodramgate, York**. 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.