

## JOB DESCRIPTION



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<b>Job Title</b>	Local Community Officer
<b>Team</b>	South East Region
<b>Location</b>	Home based within 45 minutes travel time of Watford
<b>Reports to</b>	Lead Local Community Officer
<b>Salary</b>	£24,437 per annum
<b>Duration</b>	Fixed term contract – 9 months (maternity cover)
<b>Normal Working Hours</b>	36 hours net per week, including occasional evenings and weekends.

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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.

### **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 around 20 historic churches across the for Surrey, Hertfordshire, Greater London and Essex ensuring each site achieves agreed targets.

## **Key relationships**

You will work closely with the Lead Local Community Officer, South East, Head of Region, South East, 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

### **Additional information**

#### **Lone working**

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

#### **Driving licence**

This role involves regular travel to sites that are not always accessible by public transport. Therefore, the successful candidate will need to have a clean driving licence. You do not need access to a car as we can provide access to hire vehicles.

#### **Regular travel**

This role involves regular travel across the region and nationally. You will be expected to use public transport as far as possible.

**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**

	<b>Essential Criteria</b>	<b>How this will be assessed</b>
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

	<b>Desirable Criteria</b>	<b>How this will be assessed</b>
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**

<b>Code</b>	<b>Assessment method</b>	<b>This means...</b>
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**

As well as a salary of £24,437 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

## **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 **9.00am on Friday 4 February 2022**.

Interviews will be held on **Thursday 10 February 2022 via 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 email [recruitment@thecct.org.uk](mailto:recruitment@thecct.org.uk).