



## JOB DESCRIPTION

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<b>Job Title</b>	HCT Chapel Support Officer
<b>Team</b>	Historic Chapel Trust (HCT)
<b>Location</b>	Remote – homebased working
<b>Reports to</b>	Head of Region, North (CCT)
<b>Salary</b>	£25,000 per annum pro rata
<b>Duration</b>	Fixed term contract for 1 year with possible extension
<b>Normal Working Hours</b>	21.6 hours per week across 3 days

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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.

CCT is currently working with the Historic Chapels Trust (HCT) to assist in the running of the charity and is contracted to employ and manage the Chapel Support Officer. HCT is the custodian of a remarkable collection of 20 of some of the most important Grade I and Grade II\* listed non Anglican places of worship in England that tell the story of the Nonconformist and Catholic traditions of this country from the 17th to 20th centuries. They illustrate a variety of architectural designs and scale and represent a range of non-Anglican denominations including Baptist, Methodist, Quaker, Presbyterian, Unitarian and Roman Catholic.

### Overall job purpose

The future of HCT's collection of historic chapels depends on communities supporting their local HCT chapel with day to day care, fundraising, events, inspiring interpretation, visitor services and preventive conservation. The HCT Chapel Support Officer will support communities to undertake these activities.

## **Key relationships**

The HCT Chapel Support Officer will work closely with registered volunteers and develop relationships with local committees, community groups and other local stakeholders. The postholder will work with the Chair of HCT Trustees.

The postholder will also work closely with CCT employees including Estate Officers, Finance Officer, Director of Conservation and the Head of Region, North.

## **Key duties and responsibilities**

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

- Establish and develop links with local committees, communities, stakeholders and agencies
- Understand the locality and its needs
- Promote the HCT chapel as an important local asset and visitor attraction
- Document community activity with statistical information, digital media and reports
- To work with a prioritised list of chapels where there is the great opportunity (currently identified as Westgate, Wainsgate, Bethesda, Cote, Walpole, Longworth, Todmorden and St Georges)

### **2. Communications and Networking**

The Chapel Support Officer will ensure that communities and volunteers have appropriate and timely contact with HCT.

- Will be the primary point of contact for all chapel enquiries, including by phone and email, providing the link to other departments where necessary
- Contribute to all public and internal communications channels, including collating and editing the two HCT newsletters each year, updating the website and social media channels
- Communicate HCT policies, procedures and guidance on successful approaches, to ensure sustainable community and volunteering activity
- Review, respond to and relay messages relating to the chapel in a timely way
- Support local committees with marketing and awareness
- Recognise and thank committees for their support

### **3. Chapel Operations**

The postholder will take primary responsibility for all day to day chapel operations and community activities.

- Respond to questions on behalf of the HCT regarding all aspects of the building, with the support of the CCT's Estates Officer as necessary
- Manage burial requests

- Be a key point of contact for chapel specific enquiries
- Ensure risk assessments, audits, six monthly checks and other mandatory reports are completed and submitted, and liaising with CCT Estate Officers and local committees/local volunteers

#### 4. Administration and Management

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 systems and processes
- Ensure accurate and current data is available
- Ensure work with volunteers follows HCT's volunteer management process
- Contribute data and information to enable effective reporting to Trustees, committees and groups

#### 5. Team Working

- Scheduled catch ups with the Head of Region, North
- Regular liaison with CCT Estate Officers
- Regular contact with the finance team
- Liaison with the HCT fundraising consultant

**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: HCT Chapel Support Officer**

#### Section 1. Essential Criteria

	<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 of supporting people to work together to initiate, develop and support activities in local communities	A & I
3	Excellent planning, prioritisation and time management skills	I
4	Strong ICT skills and the ability to be administratively self-sufficient	I
5	Ability to motivate voluntary activity from communities and individuals	I

6	Strong interpersonal skills with the ability to engage varied audiences	I
7	Strong public speaking, presentation and written communication skills	A & I
9	Ability to work constructively in a creative and positive way	I

## Section 2. Desirable Criteria

	Desirable Criteria	How this will be assessed
1	Awareness of the legal frameworks for voluntary activity	A & I
2	Experience in contributing to funding bids development	I
3	An interest in HCT and CCT's work	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

- This role involves occasional travel and the postholder will be expected to use public transport where possible.
- This role involves occasional weekend and evening work.
- This role involves occasional lone working.

## Applications

If you would like to apply for this role, please select the red 'Apply Now' to bring 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@theccct.org.uk](mailto:recruitment@theccct.org.uk)

The closing date for receipt of applications is **9am on Wednesday 22 December 2021.**

Interviews will be held on **Tuesday 14 January 2021** 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 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.