

## JOB DESCRIPTION



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<b>Job Title</b>	Regeneration Officer
<b>Team</b>	Regeneration
<b>Location</b>	Remote - Home based working with the North East or South East regions.
<b>Reports to</b>	Regeneration Project Manager
<b>Salary</b>	£31,089 per annum pro rata
<b>Duration</b>	Fixed term contract – 9 months
<b>Normal Working Hours</b>	Part time – 21.6 hours per week

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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.

### **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.

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. A key part of this 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.

Our recent consultancy work has included: Heritage Action Zone project work for Historic England and local authorities; delivery of heritage craft skills programmes; visioning workshops and advice to two Unitarian chapels; training for postgraduates at University College London; and advising on major repair projects at parish churches.

## **Key relationships**

The Regeneration Teamwork 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**

- Manage and deliver consultancy projects through each stage of the regeneration process, from project start up to completion and evaluation.
- Oversee other project staff, consultants and volunteers in the development and delivery of consultancy projects.
- Prepare and present monitoring reports and financial papers for clients, the senior management team and the board of Trustees.
- Support the team in delivering major projects on the CCT estate.

### **2. Development and support**

- Seek out new opportunities / areas of growth for the Regeneration Team.

- Develop relationships with new clients and potential partners
- 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 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**

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

**Section 2. Desirable Criteria**

	<b>Desirable Criteria</b>	<b>How this will be assessed</b>
<b>1</b>	A relevant degree or equivalent qualification	A
<b>2</b>	Experience of carrying out effective consultation and using evidence to create projects	A / I

<b>3</b>	Experience of working with historic buildings and / or on capital projects	A / I
<b>4</b>	Experience of working in a commercial environment / raising income via consultancy projects	A / I
<b>5</b>	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.

### Applications

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

### [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 Friday 29 October 2021**.

Interviews will be held on **Thursday 11 October** 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.