



## JOB DESCRIPTION

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<b>Job Title</b>	Estate Officer, Historic Chapels Trust
<b>Team</b>	Conservation
<b>Location</b>	Homebased, with travel throughout England
<b>Reports to</b>	Conservation Projects Manager, HCT
<b>Salary</b>	£31,230 – £35,000 pro rata per annum, plus pension and benefits
<b>Duration</b>	Initial 12 month fixed-term contract, which may be extended subject to funding
<b>Normal Working Hours</b>	Part-time, 28.8 hours net (4 days) per week

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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.

### Historic Chapels Trust

Historic Chapels Trust (HCT) owns and cares for 19 of the most significant Nonconformist and Catholic chapels no longer in regular use by their congregations, all listed at Grade I and Grade II\*. In the current climate post-Covid HCT's priority is now to find a long-term sustainable future for these exceptional heritage assets.

Supported by Historic England HCT is working in partnership with CCT. CCT is managing HCT's assets by repairing them, setting up a maintenance programme, and dealing with insurance and utilities during the term of the partnership.

Key to the project is a programme of c. £2m of urgent repairs to the chapels which are most at risk - this will make the chapels more attractive to potential new owners; this programme of work has been funded by the National Heritage Memorial Fund (NHMF) through their Cultural Assets Fund (CAF).

### Overall job purpose

The Estate Officer will ensure the delivery of the maintenance programme, comprising routine, periodic, planned and urgent works, and both regulatory and legal compliance. The Estate Officer will also be the main contact for HCT's insurance broker.

The post holder will be the main contact for all chapel maintenance related matters and will maintain the property management records for the estate. Ten of the chapels are in our North region, six in our West region and four in our South East region.

### **Key relationships**

Reporting to the Conservation Projects Manager HCT, the post holder will have regular contact with Finance Officer HCT, HCT's Local Committee Liaison consultant, CCT's Head of Conservation and Director of Conservation, and Chair of Historic Chapels Trust. The post holder will also liaise closely with individual chapel committees on maintenance, utility and compliance matters.

### **Key duties and responsibilities**

Working under the guidance of the conservation projects manager, the post holder will:

#### **1. Estate Management**

- Develop and plan the regional maintenance programme and ensure its timely delivery
- Set up maintenance term contracts across the HCT estate using CCT's maintenance term contract model
- Set up compliance testing contracts where necessary
- Develop the HCT maintenance log, ensure it is kept up to date and that the Conservation Projects Manager receives regular reports on matters arising
- Be responsible for liaising with chapel committees and volunteers regarding chapel maintenance issues and incident reporting
- Regularly liaise with the Local Committee Liaison consultant
- Be the main point of contact for HCT's insurance broker and prepare information for HCT Trustees as required (usually annually)
- Liaise with utility companies to ensure energy bills are based on accurate meter readings
- Manage the annual maintenance budget and provide reports as required to the Conservation Projects Manager and HCT Trustees

#### **2. Access Management**

The post holder will:

- Be the initial point of contact for all maintenance and property management related visits
- Liaise with the chapel committees when booking maintenance work
- Carry out periodic site risk assessments relating to access for maintenance and other contractors
- Develop and maintain the maintenance H&S risk register for items such as asbestos and sharps

#### **3. Team Work**

Working as part of the national Conservation Team of Estate Officers and Conservation Projects Managers:

- Attend and contribute to regular Conservation Team meetings
- Attend national CCT and project meetings as required
- Contribute to the development of policies and procedures

**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.

## **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, it is essential that the successful candidate has a clean driving licence and access to their own car.

### **Regular travel**

This role involves regular travel and overnight stays across England. You will be expected to use public transport as far as possible. CCT has a Time Off In Lieu (TOIL) policy to support employees undertaking evening and weekend working.

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, volunteers and visitors. All staff have a responsibility to manage risk within their sphere of responsibility.

All Trust employees are accountable, through the terms and conditions of their employment, and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

### **Data Protection**

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

### **Safeguarding**

We believe that everyone we come into contact with 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 expect our staff to share this commitment.**

### **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)

## Person Specification

### Section One: Essential Criteria

	Essential Criteria	How this will be assessed
1	An appropriate professional qualification or educated to degree level in an associated discipline	A
2	Previous experience in the field of historic buildings or specialist knowledge of conservation	A
3	Experience or an understanding of historic building maintenance and repairs	A & I
4	Able to plan and deliver own workload, as well as work as part of a team	A & I
5	Good IT skills and the ability to be administratively self-sufficient	A
6	Effective negotiation skills and the ability to adopt a diplomatic approach to sensitive issues	I
7	Well organised and able to collate and manage large quantities of data	A & I
8	Good written and presentation skills	A & I

### Section Two: Desirable Criteria

	Desirable Criteria	How this will be assessed
9	Experience of working with a dispersed team and estate	A & I
10	Experience of working with volunteers	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

- Attendance at professional conservation meetings, as well as full staff meetings in other parts of the UK
- Comfortable working at heights, as this role involves climbing scaffolding and ladders

### 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**

- Membership of the generous 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
- subscription allowance to a professional body
- 20% staff discount on Champing™ at CCT sites

### **How to apply**

If you would like to apply for this role, please [visit our recruitment portal](#), to find out more and be directed 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 **8am on Monday 8<sup>th</sup> April 2024**.

If you have any queries about this role and would like to have an informal chat please email Kathryn Moore, Conservation Projects Manager for Historic Chapels Trust, at [kathrynmoore@theccct.org.uk](mailto:kathrynmoore@theccct.org.uk).

Interviews will be held on **Wednesday 17<sup>th</sup> April** in **Birmingham**. Please note that the interview dates and location 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 a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please email [recruitment@theccct.org.uk](mailto:recruitment@theccct.org.uk)