Job Description

Bats in Churches Project Heritage Advisor

**Purpose:** To ensure the best conservation outcomes for building and artefacts during delivery of the Bats in Churches HLF project

**Responsible to:** Project Manager, Bats in Churches Project, Natural England (functional manager)

Director of Conservation, The Churches Conservation Trust (line manager)

Number of hours: 36 net

Length of Contract: 5 year fixed term post

Job Grade: 5

# Task Description

The Bats in Churches Project is a ground-breaking partnership bringing together communities, bats and historic churches. This unique project seeks to safeguard the future of protected bat roosts living in hundreds of England’s parish churches whilst reducing their negative impact on these historic buildings and the people who use them.

As a member of the Bats in Churches project team, this role will be responsible for providing advice on the conservation of built heritage and artefacts during the delivery stage of the project, plan solutions to address problems at individual churches, provide specialist advice on the repair of historic churches and related permissions, and manage the capital works budget.

Key Tasks

1. Facilitate discussions between all interested parties (PCCs, DACs, church architects and ecologists) in order to develop an agreed capital works programme for individual churches
2. Manage the contract with heritage consultants to produce statements of significance for approximately 20, (phase 1) churches.
3. Prepare statements of significance for the remaining c60 (phase 2) churches in the BiC programme and ensure that these, and those produced by consultants, are uploaded to the Church Heritage Record.
4. Provide descriptions of heritage significance and detail of capital works required to protect heritage to the individual church project plans, including budgets, timetables and permissions required.
5. In discussion with the Project Manager, agree the allocation of the delegated capital works grant for individual churches and write capital works schedules for PCCs into collaborative agreements, with agreed budgets and milestones,.
6. Monitor progress and manage payments to PCCs and provide capital works budget and progress reports to BiC Project Manager.
7. Monitor the quality of the capital works undertaken by contractors, highlighting areas of concern to the BiC project team.
8. Provide advice on commissioning of specialist pieces of work, (eg brasses, monuments, wall paintings) and general advice on the protection of historic buildings and artefacts to the BiC project as required across all project churches.

Additional Information

**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 and Equal Opportunities**

The Churches Conservation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

# Person Specification

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| --- | --- | --- | --- |
| **Requirement** | **E** | **D** | **How Assessed?****Interview/Test/****Application** |
| **Qualifications and Training** |
| 1. An appropriate professional qualification or education to degree level in an associated discipline or relevant proven expertise
 | **E** |  | A |
| **Experience** |
| 1. Demonstrable experience in the field of historic buildings and/or conservation of historic artefacts
 | **E** |  | A |
| 1. Experience of historic building maintenance
 | **E** |  | A/I |
| 1. Experience of working with volunteers
 |  | **D** | A/I |
| **Knowledge, Skills & Abilities** |
| 1. Effective project management skills with sound judgement and good analytical skills
 | **E** |  | A/I |
| 1. Sound financial management skills and experience of working within tight financial control
 | **E** |  | A/I |
| 1. Able to plan and deliver own workload, as well as work as part of a team
 | **E** |  | A/I |
| 1. Effective negotiation skills and the ability to adopt a diplomatic approach to sensitive issues
 | **E** |  | I |
| 1. Working knowledge of the Church of England Faculty system
 |  | **D** | A/I |
| 1. Good written, oral and presentation skills
 | **E** |  | A/I |
| 1. Ability to drive
 | **E** |  | A |
| **Personal Qualities** |
| 1. Exhibit a strong affinity for natural heritage
 |  | **D** | A/I |
| 1. A head for heights
 | **E** |  | A/I |

## **Job Requirements**

* A willingness to travel, using public transport as far as possible
* Attendance at Bats in Churches project meetings
* All staff are expected to have good IT skills and be administratively self-sufficient

# Key Working Relationships

Working to the line manager and the Natural England-based BiC Project Manager, the post holder will also have regular contact with Bats in Churches project staff, ecologists, architects/surveyors volunteers and local communities. The role will work very closely with the project Engagement Officers who will be delivering the activity plan at churches.