
Job Title	Regeneration Manager
Department	Regeneration
Location	London, with travel across England
Reports to	Head of Regeneration & Consultancy
Salary	£33,000 per annum (plus London Weighting)
Duration	12 month FTC, with the possibility of extension
Normal Working Hours	36 hours net per week

Purpose of the job

The regeneration manager plays a key role in the Trust's Regeneration Team, developing and leading a programme of multi-million-pound regeneration and consultancy projects, managing members of the team and further growing the Trust's reputation and income from heritage regeneration projects.

Key duties

a) Lead a programme of regeneration and capital projects

With direction from the Head of Regeneration & Consultancy and the Senior Management Team (SMT), the post holder will:

- Lead and manage a programme of heritage regeneration and capital projects of values between £1-£5m
- Lead on bids and direct agreed projects
- Manage project specific staff and teams
- Ensure good, regular communication with the Trust's regional and operational teams
- Ensure high quality project management and delivery standards

b) Lead a programme of consultancy projects

With direction from the Head of Regeneration & Consultancy the regeneration manager will identify and lead bids for consultancy contracts and will:

- Win and manage new work and deliver on income targets as per the Trust's regeneration business plan
- Develop the skills, core competencies and knowledge of the team to grow its consultancy work
- Ensure good client management and learning systems are in place to continue to improve the consultancy service and the Trust's reputation

c) Project Management

The post holder will support the work of the team to ensure effective project management systems are used in the delivery of heritage regeneration projects. They will:

- Deliver an agreed programme of regeneration and consultancy projects
- Continue to improve the Trust's delivery of effective heritage regeneration projects, from start up to sustainability
- Ensure the team has the necessary skills and training to effectively project manage CCT's regeneration projects
- Manage project and team budgets and ensure that the Trust achieves value for money

d) Development and Support

The post holder will support the Head of Regeneration & Consultancy in developing the capabilities of the regeneration team and will:

- Promote the Trust's role in delivering exemplar heritage regeneration projects to donors, government and target markets
- Develop and manage direct line reports, ensuring they are well motivated and supported in order to develop their full potential
- Raise funding from grant and philanthropic sources
- Manage and monitor the resource needs of their elements of the regeneration team so that they are efficiently and profitably deployed, and take account of the wider resource needs of the team and Trust
- Support the work of the Regeneration Taskforce Advisory Group
- Other tasks as determined by the Head of Regeneration & Consultancy

The post holder will be required to travel to attend meetings in other parts of the UK and so a willingness to travel is essential.

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

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; they are also responsible for

reporting incidents, being aware of the risk management strategy & 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.

Person Specification: Regeneration Manager

	Essential Criteria	How this will be assessed
1	A relevant degree or equivalent qualification	Application form & interview
2	Project management qualification (PRINCE 2, Agile Project Management) or other relevant professional accreditation	Application form & interview
3	Experience of leading major capital (£1-£5m+) heritage regeneration projects and budgets	Application form & interview
4	Experience of successfully applying for grants for major heritage regeneration projects (£1-£5m+)	Application form & interview
5	Experience of managing staff teams and multi-disciplinary teams of consultants	Application form & interview
6	A working knowledge of relevant government policy, regulations, national planning legislation and policy and current best practice in economic regeneration	Application form & interview
7	Excellent ICT skills and ability to be self-sufficient in terms of administration	Application form & interview
8	Demonstrable interpersonal and communication skills, and an ability to network with high level people, partners and communities.	Application form & interview
9	An effective leader, able to motivate and cultivate high performing teams.	Application form & interview
10	Able to develop and deliver effective solutions to complex problems.	Application form & interview
	Desirable Criteria	How this will be assessed
11	Experience of winning and leading consultancy contracts for major heritage regeneration projects	Application form & interview

Job Requirements

The post holder must be able to work flexibly according to the needs of the organisation, including regular work outside core hours and a willingness to undertake extensive travel across England.

Key Working Relationships

This post will work closely with regional teams, conservation project managers, resources team, grants and capital campaigns manager and volunteers.

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.

To Apply

To apply for this position, please submit a completed application form to recruitment@thecct.org.uk.

If you have any queries, please contact us at recruitment@thecct.org.uk

The closing date for receipt of applications is 9am on Friday 10 February 2020.

Interviews will be held on Thursday 20 February 2020. Please note that the interview dates have been specifically chosen according to the availability of the panel.

The Churches Conservation Trust is committed to a policy of Equal Opportunities.