



## JOB DESCRIPTION

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<b>Job Title</b>	Conservation Projects Manager, South East
<b>Team</b>	Conservation
<b>Location</b>	Home-based, preferably within CCT's South East region (East Anglia, Northants, Bucks, Beds and Herts, Surrey, Sussex and Kent)
<b>Reports to</b>	Head of Conservation
<b>Salary</b>	£35,000 to £40,000 per annum, depending on skills and experience, plus generous pension & other benefits
<b>Duration</b>	Fixed Term Contract (12 months)
<b>Normal Working Hours</b>	Full time (36 hours net, 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.

### **Overall job purpose**

The Conservation Projects Manager will ensure that all CCT churches in the region (or other geographical area) are kept safe, watertight and in a good state of repair.

As part of the national Conservation team and as a member of the Regional Business Management team, they will prioritise the churches for project development, according to national strategies, policies and the regional business plan.

They will be the project manager for a number of holistic and capital projects, from fundraising to delivery and including members of regional and national teams, local communities, Friends groups, partners and volunteers as appropriate.

They will also oversee the development and delivery of the maintenance programme and the delivery of national and regional consultancy projects.

## **Key relationships**

Reporting to the Head of Conservation, the post holder will also have regular contact with the Head of Region and Lead Local Community Officer, volunteers, external consultants and contractors.

The post holder will also line manage an Estate Officer.

## **Key duties and responsibilities**

### **a) Project Management**

The post holder will lead on the development and delivery of prioritised projects that both conserve and sustain historic churches through repair and adaptation. Working with national and regional teams, they will:

- Identify, agree and deliver on time and within budget an agreed number of priority capital projects
- Using CCT's project management processes and with advice and support of the national fundraising and Regeneration teams plan, develop and fundraise for these projects with regional staff, volunteers and local partners
- Manage the delegated conservation income and expenditure budget
- Identify, plan and specify work to be undertaken, through either appointed consultants and contractors or in-house
- Ensure high standards of work and effective use of public money are maintained by effective monitoring of work by consultants and contractors
- Provide project management support to community-led projects

### **b) Technical Support and Advice**

The post holder will provide technical advice to the Regeneration team, Regional teams and community groups, and will:

- Identify, develop and deliver training on the conservation and care of historic churches to CCT staff, and particularly to regional teams and community groups
- Monitor the quality of conservation and care undertaken by both paid contractors and volunteers across the regional estate
- Work with the communication and fundraising & membership teams to develop and deliver a range of conservation related events

### **c) Planning and Management**

The post holder will lead on the planning and management of the five year regional estate repair priorities, on the development of church sites across the region in accordance with the Top 15 and Collection Review capital based priorities, and for potential new acquisitions. With the Head of Conservation and in liaison with the regional management team, they will:

- Agree the conservation and facilities development priorities in the region
- Agree the allocation of the delegated conservation expenditure budget and match-funding/income generating opportunities
- Report to the Head of Conservation on progress for project development and delivery, on project and maintenance budgets and any other matters as required
- Provide line management and support to the Estate Officer
- Oversee and support as required the Estate Officer in the delivery of the regional maintenance programme and estate management and compliance.
- Liaise with the Regional Management team on the delivery of the maintenance programme, project development and community involvement

- Support the development of church plans, supporting L/LCOs in their work with volunteers, community and Friends groups
- Contribute to the development of CCT policies, strategies and quality standards
- Ensure adherence to current policies and procedures including, but not limited to, conservation, health and safety, procurement and financial management

#### **d) Communications and External Networking**

The post holder will support and promote the Trust's reputation for high quality conservation and will:

- Establish and maintain professional networks within similar organisations, planning authorities, local suppliers and communities and other bodies as appropriate
- Attend and participate in national and regional activities to develop and promote conservation standards
- Maintain up to date awareness of relevant developments in the building and heritage sectors
- Identify and contribute to the national and regional PR and communications plan by giving media interviews, developing case study materials and giving public presentations

**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, the successful candidate will need to have a clean driving licence. You do not need access to a car as we can provide access to hire vehicles.

##### **Regular travel**

This role involves regular travel across the region and nationally. You will be expected to use public transport as far as possible.

##### **Working at heights**

This role involves climbing scaffolding and ladders therefore you'll need to be comfortable working at heights.

##### **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 also 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

### Person Specification: Conservation Projects Manager

	Essential Criteria	How this will be assessed
1	An appropriate professional qualification and education to degree level in an associated discipline	A
2	Proven track record of project management (client side) in the heritage construction sector	A, I
3	Expertise and specialist knowledge in the field of historic buildings repairs and conservation	A, I
4	Effective project management skills with sound judgement and good analytical skills	A, I, P
5	Sound financial management skills and experience of working within tight financial control	A, I, P
6	The ability to manage a heavy workload, capable of working in a small team with flexibility to shift workloads and projects	A, I, P
7	Good IT skills and the ability to be administratively self-sufficient	A
8	Effective negotiation skills and the ability to adopt a diplomatic approach to sensitive issues	A, I, P
9	Strong written, oral and presentation communication skills and the ability to write clearly and concisely	A, I, P
10	Experience of managing staff	A, I

	Desirable Criteria	How this will be assessed
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1	Ability to identify and develop funding applications and fundraising activities	A, I
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### 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.

### 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](#) where you will be directed to our online recruitment system. 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 7<sup>th</sup> June 2024**.

Interviews will be held on **Tuesday 25<sup>th</sup> June** in **Northampton**. Please note that the interview dates and location have been specifically chosen according to the availability of the panel.

If you have any queries about this role and would like to have an informal chat please email Gabriella Misuriello, Head of Conservation, at [gmisuriello@theccct.org.uk](mailto:gmisuriello@theccct.org.uk)

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 any queries about this role, or 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)

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