



Yours for good.



St Margaret's Church, Braemar
Credit: Historic Churches Scotland

Cherish Support Officer (Scotland)

Information Pack



Cherish Support Officer (Scotland)

We're delighted to provide you with this information pack, containing useful background detail for the recruitment of a Cherish Support Officer in Scotland, who will join our *Cherish* project team.

About Cherish

[Cherish](#) is a project in partnership with The National Lottery Heritage Fund and is made possible thanks to National Lottery players.

At the National Churches Trust, our work embraces some of the most wonderful places of worship across the UK. We want to see churches open and in use by their local communities. Through *Cherish*, we're supporting capacity and condition in places of worship across Scotland, Wales and North West England.

At the core of the project is our [Cherish grants programme](#) for proactive repairs and maintenance, and project development. We offer training and mentoring support, alongside video guides to address skills and capacity issues. Regular training events cover topics such as managing a capital project, writing funding bids, maintenance skills and systems, interpretation and tourism.

As we approach one year since the start of *Cherish*, we have identified the need to increase our capacity in Scotland so that we can continue to support even more churches to stay well maintained, open and in use.

About the role

As a Cherish Support Officer in Scotland, you'll work alongside our existing Officer in Scotland, as well as the wider Cherish team, to deliver the programme activities and build networks and knowledge.

You'll be responsible for the content and delivery of our support and advice, and our grant assessments, in collaboration with the wider Church Engagement team. You'll give presentations to church volunteers, helping them to care for their historic church buildings. You'll build local connections and partnerships, and contribute to sector forums.

We are looking for someone who will respond quickly to enquiries, in a friendly and professional manner. You should love interacting with volunteers, be positive and upbeat, and have excellent written and spoken English. We also want you to feel confident about managing a busy workload against deadlines.

This is an excellent opportunity to contribute to the future of the Scotland's amazing church buildings. You should have a keen interest in heritage, conservation, architecture, community, or church buildings, and understand the value that they bring to the history of the UK and local communities. We expect that you'll have experience in project delivery.

What next?

In this document you'll find lots of information to build your knowledge of our organisation and help you to decide if this is a place you would like to make a difference and grow your career.

If you're a talented individual who has a keen eye for detail, can work accurately and efficiently, and are looking to start or extend a career in church buildings, then we'd love to receive your application.

Please provide a covering letter, explaining how you meet the requirements of the job and match the person specification. Please send this together with your current CV by email to Rosalinde de Best-Allott: rosalinde.debest@nationalchurchestrust.org

Once you've read the job description and person specification and found out a bit more about the work we do, you may still have questions about the role - please get in touch with Jon Hodges, Cherish Project Manager, via jon.hodges@nationalchurchestrust.org or 07955 205 387 (calls, text or WhatsApp welcome).

If you have any communication or access needs, then please let us know in advance of applying or attending for interview. The National Churches Trust is committed to encouraging equality, diversity and inclusion among our workforce.

Thank you for your interest in our work; we look forward to receiving your application soon.

Final closing date: Friday 2 August 2024 at 5pm

Interview dates: Wednesday 21 August 2024
Interviews will take place in person in Glasgow (location tbc)



Free North Church, Inverness
Credit: Sharon Macleod



Job Description and Person Specification: Cherish Support Officer (Scotland)

Salary: £20,160 per annum (equivalent to £33,600 full time)

Duration: 2 Years (Fixed Term)

Hours of Work: Part time (0.6 FTE, 21 hours per week)

Terms and Conditions: 3 month probationary period

15 days paid holiday per year

10% Employers Pension Contribution

Home-based in Scotland, with travel throughout the country and occasional travel to the National Churches Trust offices in Westminster, London, or other central meeting place

Reports to: Cherish Project Manager

This role is funded by The National Lottery Heritage Fund.

Introduction to the National Churches Trust

We want to keep churches open and in use.

Churches, chapels and meeting houses are impressive, exciting and surprising places. Whether seeking quiet reflection, access to critical community services, a warm welcome, or a place to worship, we believe they should be loved, supported and available to all.

Working together with churches across all four nations, we help to maintain these wonderful historic buildings and keep them thriving today, and tomorrow.

Places of worship are an integral part of the UK's heritage and play a vital part in building and sustaining local communities, bringing local people together. The National Churches Trust is here to help them address the challenges and opportunities they face. The charity, founded in 2007, is the successor to the Historic Churches Preservation Trust (HCPT), created in 1953. Since 2007, we've helped over 2000 churches stay open and in good repair, while in 2023 alone we awarded £2million in grant funding for urgent repairs, essential maintenance and new facilities like toilets and kitchens.

*Our **vision** is for a nation where church buildings across the UK are well maintained, open for everyone, sustainable and valued.*

*Our **mission** is to keep the UK's wonderful collection of church buildings well maintained, valued and in use.*

'For Churches' is our strategy which focusses on three themes: aiming to Build Up, Open Up and Speak Up for church buildings, chapels and meeting houses in all four countries of the UK. This will guide our work from 2023-2026, and look even further ahead to the needs of churches in the next decade.

Background to the Cherish project

In partnership with The National Lottery Heritage Fund we are delivering the [Cherish project](#) to support capacity and condition in places of worship across Scotland, Wales and North West England, with Cherish Support Officers in each country/area.

At the core of the project is a grants programme for proactive repairs and maintenance, and project development. Cherish uses training and mentoring support, plus video guides to address skills and capacity issues. Regular training events are offered covering topics such as managing a capital project, writing funding bids, maintenance skills and systems, interpretation and tourism.

Cherish project staff are part of our Church Engagement team, which offers support and advice to churches and their volunteers across the United Kingdom, and administers high quality grant programmes that meet the strategic objectives of the organisation allocating in the region of £1.5 million each year.

Cherish builds on the example of our ongoing National Lottery Heritage Fund funded project in Northern Ireland, [Treasure Ireland](#), as well as on existing partnerships and projects in Scotland, Wales and North West England (Greater Manchester, Cumbria and Lancashire). Cherish Support Officers help deliver our National Lottery Heritage Fund project and contribute to other areas of work as required.

Job description:

Cherish Support Officers manage the day-to-day work of the project in their country or region and support churches to engage with it. Along with our existing Cherish Support Officer in Scotland, you'll be a first port of call for enquiries in Scotland, and a main contact for churches, volunteers, stakeholders, partners and funders involved in the project.

You'll build on our effective engagement with churches and stakeholders and help identify local and new funding opportunities. You will run training events, ensuring they are successful, meet its objectives and attendees are satisfied.

You will be responsible for providing effective administration, assessment, recommendations and monitoring of the Cherish grants programme and its impact, and for promoting the importance of regular maintenance.

You will work in collaboration with local leaders and faith groups, to implement a network of support within your region, as well as supporting churches elsewhere in the United Kingdom if required. You will endeavour to engage with churches in Scotland that most need support. You will build up successful case studies and develop a mentoring scheme from volunteers of successfully completed projects.

Together with our existing Cherish Support Officer in Scotland, you will be responsible for coordinating a local Steering Group to help inform the project, for arranging the meetings - appropriate dates, securing venues and refreshments, drafting papers in advance, writing minutes - and follow up any actions. You will also take an active role in forum meetings (where applicable) or set up new stakeholder groups (where appropriate), for example for churches to share experiences and lessons learnt.

With support from colleagues, you will build on existing faith tourism work and work to engage churches with the potential that tourism offers, and encourage churches of the benefits to being open beyond worship use. Together you will ensure that churches are listed on our Explore map.

In addition, you will work with partners to organise and advertise events, and arrange training sessions for volunteers; liaising with churches and partners to ensure appropriate dates, securing venues and refreshments and carrying out evaluations of the day. You will produce materials (particularly support and advice, and film) for the project and partners, and support the Communications Team with content.

This is a key role which provides a tremendous opportunity to be part of our exciting and innovative church support work. You will be part of a small but growing team in a well-established national charity. There will be the opportunity to work from the office in London from time to time, to build relationships with the team and report back on work. The work will be carried out in conjunction with the Cherish Project Manager and Director of Church Engagement. Direct line management will be by the Cherish Project Manager and line management will usually be via video call.

An organogram is attached to this document.

Key Internal relationships:

Cherish Project Manager, Cherish Support Officers, Church Engagement team, Grants Committee, Heads of Communications, Public Affairs and Finance

Key External relationships:

Cherish Scotland Steering Group, The National Lottery Heritage Fund, Tricolor (external project evaluators), church forums, heritage bodies, local church trusts, denominations, governing bodies, funders

Key tasks:

1. Be a point of contact for churches, volunteers and stakeholders in the area.
2. Market and explain the project and the grants to churches and volunteers in person and via a range of communications channels, including social media.
3. Provide wrap around care to churches, including development support ahead of an application, assessments, and post decision support as required.
4. Provide effective grants assessment and administration.
5. Assist in the preparation of materials and documentation for grants committee meetings.
6. Log feedback from grantee churches and unsuccessful applicants. This will inform the process of review and development of the grants programme.
7. Post-grant monitoring and grantee church visits on completion of works to maintain the relationship between the church and National Churches Trust and to collect and collate information and data for outcome monitoring and impact measurement. Use visits to collect images and material for use on our website and social media, and to support marketing campaigns.
8. Support and consult with local organisations and project partners as agreed.
9. Organise stakeholder meetings for churches, organisations and project partners.
10. Contribute to existing forum meetings for sector representatives and follow up actions.
11. Arrange training sessions for volunteers (including online events); planning and arranging venue / refreshments, liaising with trainers and speakers, taking bookings from volunteers, coordinate and analyse feedback, manage expense claims.
12. Ensure any materials produced are uploaded to the National Churches Trust website and ensure that information and guidance relevant to the region is kept up to date.
13. Work with churches to encourage best practice maintenance.
14. Work with colleagues to promote visitor and tourism opportunities and the benefits of an open and welcoming church. Ensure churches are added to our map.
15. Work with colleagues to publicise all aspects of the project including grant awards and identify case studies for press releases or photo opportunities, contribute to newsletters.
16. To ensure that the charity's church support policies are communicated effectively and explained clearly on the website, on printed materials and within the team.
17. To support the wider Church Engagement team in staying up to date on the latest issues, challenges and opportunities for churches, and share lessons learnt.
18. Contribute to the evaluation of the project.
19. Any other responsibilities as may be deemed fit by your line manager, Director of Church Engagement or Chief Executive.

Person specification:

Qualifications:

- Educated to degree level or equivalent qualification/experience
- A qualification relevant to the heritage sector would be desirable

Skills and Experience:

Essential:

- A self-starter able to work both on their own initiative and as part of a team
- Excellent presentation and interpersonal skills
- The ability to communicate confidently, effectively and persuasively, including communication via email, telephone and in person
- Report writing experience
- Ability to analyse and read figures
- Excellent organisational and administrative skills
- Good attention to detail, and accuracy with the ability to prioritise and work under pressure to meet deadlines
- Excellent IT and online skills
- Experience of relationship building and negotiation with a wide range of stakeholders
- Teamworking ability
- Reliability and honesty
- Willingness to travel throughout Scotland and the UK.

Desirable:

- Knowledge of standards or experience of project management
- Experience of grant and/or contract management
- Experience of fundraising
- Experience with arranging events including online
- Experience of contributing to the monitoring and evaluation of project outcomes
- Experience of working with spreadsheets and databases, including Excel and Benefactor (or equivalent)
- Experience of working with website content
- An interest in places of worship and an understanding of different Christian denominations, particularly those in Scotland
- An interest in heritage issues and knowledge of historic buildings
- An understanding of the principles and responsibilities of data protection and data management
- Driving licence and access to a car
- Experience and/or knowledge of The National Lottery Heritage Fund and its priorities

Enthusiasm for the work and strategy of the National Churches Trust is an important element of the job.

Additional information about the role:

This is a part-time post, and the basic hours are 21 per week. Exact days and working routines will be agreed with your Line Manager.

You may be required to work some evenings and weekends for example to attend meetings or events. The post is home-based within Scotland and will require adequate broadband and suitable work conditions to

facilitate an effective work environment. There may be occasional travel elsewhere in the UK.

The charity operates a group personal pension scheme and pays 10% employer's contribution for all eligible employees.

The annual leave entitlement is 15 days per year, with relevant national public holidays on a pro-rata basis. Other general terms and conditions are set out in the staff handbook which is issued to all employees on appointment.

The National Churches Trust comprises a small staff, and you should be prepared to work as part of that team to ensure the delivery of the organisation's operations and objectives.

Further Reading:

As you consider your application, please use these links to find out more about the National Churches Trust and what the role will involve.

- [Cherish Scotland](#) – find out what's already happening
- [For Churches](#) – read our strategy for 2023-2026 and beyond as we aim to *Build Up, Open Up* and *Speak Up*.
- [Get Support](#) – this flyer is an overview of the support our Church Engagement team offers to churches
- [Annual Review 2022-23](#) – our most recent Annual Review, outlining the work we do. 2023-24 coming soon!
- [Building Sustainable Futures For Scottish Churches](#) – our upcoming event at Paisley Abbey this November, in collaboration with a range of key organisations in the sector.



NATIONAL CHURCHES TRUST ORGANISATIONAL CHART June 2024

Volunteers

Andrew Smyth (FR/Fin)
David Rea (Church Engagement)
Simon Foulkes (Church Engagement)
Christine Munday (Church Engagement)

