



## JOB DESCRIPTION

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<b>Job Title</b>	Estate Officer, North
<b>Team</b>	Conservation
<b>Location</b>	Homebased within the North of England including Northern and Midland counties
<b>Reports to</b>	Conservation Projects Manager, North
<b>Salary</b>	£31,024 - £35,000 per annum plus pension and benefits
<b>Duration</b>	Permanent
<b>Normal Working Hours</b>	36 hour 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.

### **Purpose of the job**

The Estate Officer will ensure the delivery of the regional maintenance programme, comprising routine, periodic, planned and urgent works, and the delivery of time limited maintenance consultancy and estate management projects. Working alongside the Conservation Projects Manager, the post holder will ensure regional estate compliance with CCT policies.

The post holder will be the main contact for all maintenance related matters and will maintain the property management records for the estate, develop volunteer projects and training on maintenance reporting and conservation cleaning and will assist with fundraising.

### **Key relationships**

Working to the line manager, the post holder will also have regular contact with Lead Local Community Officer, Local Community Officers, regional Business Support Officer, Area Volunteers and Friends group representatives.

## **Key duties**

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
- Develop the regional 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 staff, volunteers and Friends groups regarding church issues and incident reporting
- Record work carried out at each site on the property management system
- Assist in the management and periodic re-tendering of the maintenance term contracts across the region
- Research and record in the property management system the contents of each church, such as organs, bells, clocks and memorials and their condition
- Regularly liaise with the regional Business Support Officer and Local Community Officers to ensure that procedures relating to maintenance and incident reporting are put in place
- Maintain the property management records for the estate using Microsoft Excel and support the transition to a new Property Management System

### **2. Project Development**

- Develop church maintenance plans at key sites according to the Collection Review and national conservation priorities, including associated volunteer and staff training
- Assist in compiling repair and maintenance cost information to inform local fundraising at specific churches
- Undertake research and co-ordinate data collection for grant and listed building applications
- Develop and deliver training for volunteers and staff on maintenance reporting, conservation cleaning and other activities
- Undertake time limited estate management projects in the region and nationally
- Ensure the delivery of time limited maintenance consultancy projects at national or regional level

### **3. Access Management**

- Undertake an audit of church keys and maintain accurate records of key holders on the relevant Trust databases
- Be the main point of contact for all maintenance and property management related visits
- Liaise with the regional Business Support Officer and Local Community Officers regarding the events calendar when booking maintenance work

#### **4. Health and Safety**

- Assist in carrying out periodic site risk assessments relating to access for maintenance and other contractors
- Develop and maintain the regional H&S risk register for items such as asbestos and sharps

#### **5. Team Work**

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

- Attend regular Conservation Team meetings
- Maintain regular contact with regional staff, e.g. Lead Local Community Officer and individual Local Community Officers as necessary
- Attend regional and other national 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 current driving licence.

##### **Regular travel**

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

##### **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

If you cannot provide evidence that you fully meet the essential criteria, your application will not be put forward for further shortlisting against the other criteria in section 2.

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

9	Exhibit a strong affinity for the work of the Trust	Application form & interview
10	Full Driving Licence	Application form

## Section Two: Desirable Criteria

	Desirable Criteria	How this will be assessed
11	Experience of working with a dispersed team and estate	Application form & interview
12	Experience of working with and training volunteers	Application form & interview

## 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](#). 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 25<sup>th</sup> November 2024**

Interviews will be held on **Thursday 5<sup>th</sup> December 2024 in Manchester**. 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 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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