Estate Officer, South East Recruitment Pack

Hours: 36 hours per week
Duration: 6 months FTC with potential for extension
Salary: £15,512 pro rata (£31,024 FTE)
Location: Homebased within the South East of England

Closing Date: 30th November 2026
Interview Date: Thursday 10th December





Introduction

Thank you for taking the time to download our recruitment pack. We hope this will give you all the information to be able to apply for the role.
Please ensure you read the requirements carefully so you can tailor your application accordingly to the person specification and job description.

Included in this pack:

- About CCT and CCT Benefits
- About the Role
- Person Specification
- Additional Information
- How to apply and Disability Confident Scheme
- Candidate Process
- Contact us/Other vacancies/AI Statement



About CCT

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 359 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.

CCT Benefits

- Civil Service Pension @ 28.97% Employer contribution
- Homeworking allowance
- Paid Subscriptions to Professional Bodies
- Life Assurance
- 27.5 days holiday a year (plus bank holidays on top)
- Christmas Shutdown
- Birthday off
- Training & Development Interest Free Loans
- Continuing Professional Development Allowance of £200
- Employee Assistance Programme
- Eye Test Reimbursement of up to £30
- Enhanced sick pay after completion of probation
- Champing discount of 20%

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About the Role

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:

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

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About the Role Cont.

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
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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

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

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.*

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Person Specification

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.

Essential Criteria	Assessment
An appropriate professional qualification or educated to degree level in an associated discipline	A
Previous experience in the field of historic buildings or specialist knowledge of conservation	A
Experience or an understanding of historic building maintenance	A/I
Able to plan and deliver own workload, as well as work as part of a team	A/I
Good IT skills and the ability to be administratively self-sufficient	A
Effective negotiation skills and the ability to adopt a diplomatic approach to sensitive issues	I
Well organised and able to collate and manage large quantities of data	A/I
Good written and presentation skills	A/I
Exhibit a strong affinity for the work of the Trust	A/I
Full Driving Licence	A

Desirable Criteria	Assessment
Experience of working with a dispersed team and estate	A/I
Experience of working with and training volunteers	A/I



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Additional Information

Pre-employment credit check

For compliance purposes, any offer of employment for this position is subject to a pre-employment credit check. This is because this role involves working with our finance systems and confidential information.

Basic DBS clearance

We are committed to safer recruitment practices. Any offer of employment for our positions are subject to Basic DBS clearance.

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 and/or nationally. You will be expected to use public transport as far as possible.

Lone working

This role involves regular/occassional lone working. We have lone working procedures in place to support all staff undertaking lone working.

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.



Additional Information

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)



How to Apply

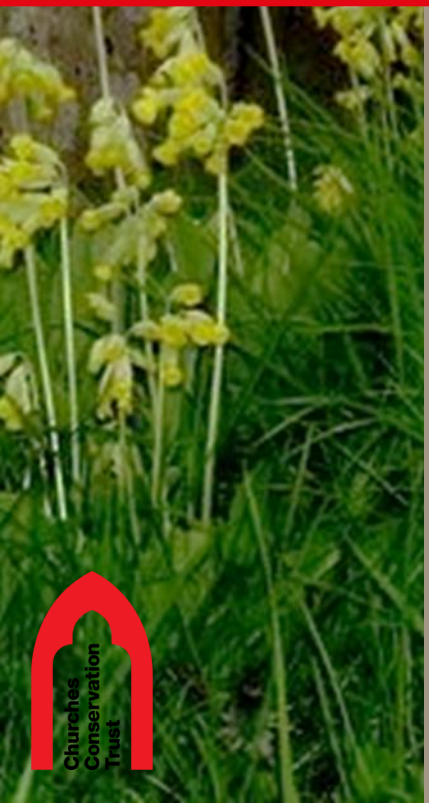
How to apply

If you would like to apply for this role, please click **here** 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.

The closing date for receipt of applications is 9am on **Monday 30th November 2026.**

Interviews will be held on **Thursday 10th December** at **London.** Please note that the interview dates have been specifically chosen according to the availability of the panel.

Disability Confident Scheme



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@thecct.org.uk

Candidate Process



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Apply for chosen role using the recruitment portal. Ensure to include a CV and a supporting statement.

You will receive an email either confirming we have received your application or that you are missing documents that need to be submitted in order for your application to be considered.

Once the role has closed, you will receive an email over the next coming days either inviting you to interview or confirming you have been unsuccessful.

If you are invited to interview, you will receive an email with the details as to the location, time and date, which you will need to confirm via the Recruitment Portal

You will also be sent an email from Thomas International inviting you to complete Psychometric Testing. You will need to complete this at least 2 days ahead of the interview.

Once the interview is complete and the panel have made their decision, you will receive feedback and a decision.



Contact Us

If you have any queries about this role and would like to have an informal chat please or if you would like to speak to someone in recruitment about the Disability Confident Scheme or any other information about CCT or the process or provide feedback, please contact recruitment@thecct.org.uk

Other vacancies

Thank you for your interest in this role, if you feel you could be interested in any of our other roles, please visit our website to find all of our open vacancies: Vacancies - Churches Conservation Trust

AI Statement

Please note: The use of Artificial Intelligence (AI) tools or automated systems to prepare application materials or responses is not recommended. We value authentic, personally crafted applications that reflect your individual experience and skills.