



Partnerships Officer Recruitment Pack

Hours: Full time – 36 hours per week (job share/part-time considered)

Duration: Permanent

Salary: £32,700 per annum, plus pension and benefits

Location: Homebased

Closing Date: 9am Sunday 10 May 2026

Interview Date: Monday 18 May 2026





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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/Al 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 357 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
- Season Ticket Loans
- Broadband Allowance for Home Workers
- Subscriptions to Professional Bodies
- Life Assurance
- 27.5 days holiday a year (excluding bank holidays)
- Christmas Shutdown
- Birthday off
- Training & Development Interest Free Loans
- Continuing Professional Development Allowance of £200
- Employee Assistance Programme
- Eye Test Reimbursement of up to £20
- Enhanced sick pay after completion of probation
- Champing discount of 20%
- Childcare vouchers



About the Role

Overall job purpose

The post-holder will play a key role within the Initiatives and Partnerships team, working with regional teams to develop and implement proposals to expand use of historic churches in our existing estate and, on occasion, working with other heritage and community groups to deliver their own projects via consultancy or partnership work.

They will manage a programme of work that will include a number of site-specific projects and national initiatives across multiple sites, as well as from time to time working with third parties on partnership or consultancy projects.

The Partnerships Officer will support regional teams and communities to scope and develop projects, supporting feasibility, options and project development work as well as business planning, project management and funding. The post-holder will also work closely with colleagues in conservation and regional teams to make sure that impacts on both areas are fully considered, whilst in tandem seeking to maximise opportunities to expand and increase commercial activity, income and ultimately profitability.

Key relationships

Key relationships will include working with Regional Teams and colleagues in finance, communications and conservation teams. External work may also include working with a range of commercial, charitable, or public body partners to deliver successful schemes.

Key duties and responsibilities

Business development

- Supporting regional teams and local communities in the scoping, planning, development and implementation of projects of a range of scales designed to increase community use and income-generating potential.
- From time to time oversee other staff working on projects and co-ordinate their input into project development.
- Prepare, alongside internal teams and external communities, reports including feasibility and options appraisals, presenting these externally to communities and internally to colleagues and senior leadership as required.



About the Role Cont.

Development and support

- Support communities to develop agreed business plans
- Define and scope valuation reports to obtain market valuations for churches within the estate for their future use
- Develop community discussions regarding community engagement when looking at alternative use options
- Assist with funder and grant applications and any capital and operational phase monitoring of grant returns and delivery
- Support the Head of Initiatives & Partnerships to develop the business cases for options appraisals.

Business Planning

- Assist with exploring different operating and partnership models, based on an assessment of a range of potential methods of commercial delivery and informed by options appraisal work
- Work across departments to support the development of an operational plan for projects
- Support the integration and implementation of the agreed final plans within the regional teams.

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.

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
Experience of developing successful building reuse, commercial, social enterprise or community projects	A/I
Experience of applying for funding for community or heritage project grants and subsequent monitoring	A
Experience in developing partnerships and projects involving more than one organisation	A/I
Strong project management skills	A/I
Creative, diligent and practical approach to all aspects of work	I
Demonstrable communication skills, both written and oral and an ability to network with people and partners	A/I
Able to manage own workload and prioritise conflicting demands	I
Experience of carrying out effective consultation and using evidence to create projects	A/I
Excellent ICT skills and ability to be self-sufficient in terms of administration	A

Desirable Criteria	Assessment
A relevant degree or equivalent qualification	A
Experience of delivering consultancy-based project work	A / I
Experience of working with historic buildings and / or on capital projects	A / I
Experience of working in a commercial environment / raising income via consultancy projects	A / I
Experience of developing business and activity plans	A / I
An interest in the work of the CCT	A / I

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.

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/occasional 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 **on Sunday 10 May 2026**.

Interviews will be held on **Monday 18 May 2026** at **Northampton**. 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

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.



You will be sent an email from Thomas International inviting you to complete Psychometric Testing. In order for your application to be considered you will need to complete this before the role closes.



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



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 email Sandra Martins Initiatives and Partnerships Manager at smartins@theccct.org.uk.

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@theccct.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.