



JOB DESCRIPTION

Job Title	Estate Officer, Historic Chapels Trust
Team	Conservation
Location	Homebased
Reports to	Conservation Projects Manager, HCT
Salary	£18,722 per annum, plus pension and benefits
Duration	To 31 March 2025, but may be extended subject to funding
Normal Working Hours	Part-time, 21.6 hours net per week

The Churches Conservation Trust (CCT) is the national charity caring for 357 historic churches at risk. CCT has an international award-winning reputation in heritage conservation and regeneration. For this reason CCT has been contracted to deliver a programme of work for Historic Chapels Trust.

Historic Chapels Trust (HCT) owns and cares for 20 of the most significant Nonconformist and Catholic chapels no longer in regular use by their congregations, all listed at Grade I and Grade II*. In the current climate post-Covid HCT's priority is now to find a long-term sustainable future for these exceptional heritage assets.

Supported by Historic England HCT will enter into a partnership with CCT. CCT will manage HCT's assets by repairing them, setting up a maintenance programme, and dealing with insurance and utilities during the term of the partnership.

Key to the project is a programme of c. £2m of urgent repairs to the chapels which are most at risk - this will make the chapels more attractive to potential new owners; this programme of work has been funded by the National Heritage Memorial Fund (NHMF) through their Cultural Assets Fund (CAF).

Overall job purpose

The Estate Officer will ensure the delivery of the maintenance programme, comprising routine, periodic, planned and urgent works, and both regulatory and legal compliance. The Estate Officer will also be the main contact for HCT's insurance broker.

The post holder will be the main contact for all chapel maintenance related matters and will maintain the property management records for the estate.

Key relationships

Reporting to the Conservation Projects Manager HCT, the post holder will have regular contact with Finance Officer HCT, HCT's Local Committee Liaison consultant, CCT's Head of Conservation and Director of Conservation, and Chair, Historic Chapels Trust. The post holder will also liaise closely with individual chapel committees on maintenance, utility and compliance matters.

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
- Set up maintenance term contracts across the HCT estate using CCT's maintenance term contract model
- Set up compliance testing contracts where necessary
- Develop the HCT 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 chapel committees and volunteers regarding chapel maintenance issues and incident reporting
- Regularly liaise with the Local Committee Liaison consultant
- Be the main point of contact for HCT's insurance broker and prepare information for HCT Trustees as required (usually annually)
- Liaise with utility companies to ensure energy bills are based on accurate metre readings
- Manage the annual maintenance budget and provide reports as required to the Conservation Projects Manager and HCT Trustees

2. Access Management

The post holder will:

- Be the initial point of contact for all maintenance and property management related visits
- Liaise with the chapel committees when booking maintenance work
- Carry out periodic site risk assessments relating to access for maintenance and other contractors
- Develop and maintain the maintenance H&S risk register for items such as asbestos and sharps

3. Team Work

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

- Attend and contribute to regular Conservation Team meetings
- Attend national CCT and project meetings as required
- Contribute to the development of policies and procedures

Person Specification: Estate Officer

	Essential Criteria	How this will be assessed
1	An appropriate professional qualification or educated to degree level in an associated discipline	A
2	Previous experience in the field of historic buildings or specialist knowledge of conservation	A
3	Experience or an understanding of historic building maintenance and repairs	A, I & P

4	Able to plan and deliver own workload, as well as work as part of a team	A & I
5	Good IT skills and the ability to be administratively self-sufficient	A
6	Effective negotiation skills and the ability to adopt a diplomatic approach to sensitive issues	I
7	Well organised and able to collate and manage large quantities of data	A & I
8	Good written and presentation skills	A & I
	Desirable Criteria	How this will be assessed
11	Experience of working with a dispersed team and estate	A & I
12	Experience of working with volunteers	A & I

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.

Job Requirements

- The nature of this role requires the post holder to have a full UK driving license.
- A willingness to travel, using public transport as far as possible.
- Attendance at national meetings, professional conservation meetings as well as full staff meetings in all parts of the UK.
- Comfortable working at heights as this role involves climbing scaffolding and ladders.

Applications

If you would like to apply for this role, please visit our website. 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.

If you have any questions, please contact us at recruitment@thecct.org.uk

The closing date for receipt of applications is **Sunday 30th October 2022 at midnight.**

The interviews will take place at our **National Office, Kings Cross on Tuesday 22nd November 2022.** Please note that the interview dates have been specifically chosen according to the availability of the panel.

Churches Conservation Trust 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 contact us.

Churches Conservation Trust 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.

Churches Conservation Trust 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.