



JOB DESCRIPTION



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**Heritage
Fund**

Job Title	Project Officer, Shrewsbury
Team	North
Location	St Mary's, Shrewsbury
Reports to	Lead Local Community Officer, North
Salary	£28,749 per annum
Duration	18 months fixed term with possible extension
Normal Working Hours	36 hours per week

The 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.

We have secured funding from the National Lottery Heritage Fund for our Past, Present and Future project to repair and protect the internationally important stained-glass collection in St Mary's and to provide activities and interpretation to extend accessibility to the glass locally, nationally, and even internationally.

Overall job purpose

Working as part of the North Local Community Officer team, the Project Officer will identify and develop new audiences across the town in support of the project activity plan. The post holder will also develop and deliver events and activities in line with the project, with the aim that they are sustainable into the future.

The Project Officer will upskill existing volunteers and recruit new volunteers to deliver the project programme during the funded period and beyond.

The post holder will project manage development and delivery of the interpretation with support from the regional Heritage Learning Officer.

Key relationships

The Project Officer will work with partners across the town and county to deliver the role objectives and outcomes. This will include the local authorities, Shrewsbury BID, local crafts people, local wellbeing organisations and heritage sector professionals. Internally they will work closely with the Lead Local Community Officer and Heritage Learning officer as well as regional and national colleagues.

Key duties and responsibilities

1. Deliver, evaluate, and report on project activities and interpretation plan

- Actively engage with local communities to extend engagement with the project programme.
- Collaborate with designers and artists (internal and external) on the development and installation of interpretation materials working closely with the Heritage Learning Officer, North.
- Monitor and evaluate the activities and interpretation elements of the project, including gathering project data and reporting on achievement of milestones and targets and feeding into CCT's KPIs and evaluation records.
- Undertake day-to-day administrative tasks including maintaining project programme and volunteering budgets, ordering resources, taking bookings, and answering queries.
- Ensure all events and activities are coordinated with CCT's booking system for third party hirers and in line with CCT's health and safety procedures.
- Complete formal written reports including the final project report, as required.

2. Develop a programme of participation and engagement events

- Develop and deliver community and family activities and events
- Act as an ambassador for CCT by attending events and presentations as required
- Ensure that an events programme is sustainable beyond the fixed term period

3. Train and support volunteers

- Manage and recruit volunteers in line with the CCT Volunteering Policy.
- Fulfil all relevant Health and Safety and Safeguarding requirements.
- Develop sustainable plans to enable the delivery of participation and engagement activities to continue beyond the current funding.
- Work with the Lead Local Community Officer on general training and induction requirements for volunteers.

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 occasional lone working. We have lone working procedures in place to support all staff undertaking lone working.

Regular travel

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

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)

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 also expect our staff to share this commitment.**

Person Specification: Project Officer St Mary's Shrewsbury

Section 1. Essential Criteria

	Essential Criteria	How this will be assessed
1	Experience in a relevant area such as cultural heritage or arts management	A, I
2	Experience of delivering learning, community engagement, or audience development programmes or projects	A, I
3	Proven track record of working with designers and communities to develop and install interpretation to brief, budget and deadlines	A, I

4	Experience of effective collaborative working with a range of local communities, external partners and stakeholders and developing effective relationships	A, I
5	Experience of recruiting and managing volunteers	A, I
6	Understanding and experience of managing budgets and reporting to funders	A, I
7	Effective interpersonal, networking, communication, and presentational skills	A, I, P

Section 2. Desirable Criteria

	Desirable Criteria	How this will be assessed
1	Knowledge of heritage sector learning, interpretation and access issues	A, I
2	An interest in CCT's work	A, I
3	Understanding of the challenges of working within heritage buildings	A, I

Information on assessment criteria

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 process

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 Civil Service Pension scheme
- 27.5 days pro rata annual leave provision, rising 30 days after five years' service and 33 days pro rata 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
- 20% staff discount on Champing at CCT sites

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.

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 **9am on 13th October 2022**.

Interviews will be held on **26th October 2022** at St Mary's Shrewsbury. Please note that the interview dates 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@thecct.org.uk.