



JOB DESCRIPTION

Job Title	Estate Officer, North
Department	Conservation
Location	Homebased within the north of England including northern midland counties
Reports to	Conservation Projects Manager (North)
Salary	£31,024 - £35,000 per annum, plus pension and benefits
Duration	Fixed Term for 12 months with possible extension
Normal Working Hours	36 hours net 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.

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 meeting 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	Application form
2	Previous experience in the field of historic buildings or specialist knowledge of conservation	Application form
3	Experience or an understanding of historic building maintenance	Application form & interview
4	Able to plan and deliver own workload, as well as work as part of a team	Application form & interview
5	Good IT skills and the ability to be administratively self-sufficient	Application form
6	Effective negotiation skills and the ability to adopt a diplomatic approach to sensitive issues	Interview
7	Well organised and able to collate and manage large quantities of data	Application form & interview
8	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
	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

Job Requirements

- A willingness to travel across the north of England including northern midland counties, using public transport as far as possible.
- Attendance at regional staff meetings and some full staff meetings in other parts of the UK

Applications

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.

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

The closing date for receipt of applications is **Friday 15th December 2023, 12 midnight**.

Interviews will be held in Manchester on **Tuesday 9th January 2024**. Please note that the interview dates have been specifically chosen according to the availability of the panel.

Churches Conservation Trust is committed to a policy of equal opportunities.

Churches Conversation Trust is 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.

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 contact us.