

JOB DESCRIPTION



Job Title	Heritage Learning Officer
Team	South-East
Location	Homebased with regular travel within the region
Reports to	Head of Region, South-East
Duration	Permanent
Normal Working Hours	Full time, 36 hours net per week
Salary	£27,800 gross per annum

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.

Overall job purpose

CCT's Learning and Participation Team offer a range of inclusive and unique activities in local churches and within communities. Sometimes challenging preconceptions of the opportunities for learning in and through church buildings, the Team offers a wide range of both face to face and digital opportunities.

In line with CCT's Learning and Participation Strategy, as a Heritage Learning Officer you will develop and deliver varied, fun, and engaging learning and participation resources and activities both within your region and nationally.

Key relationships

Reporting to the Head of Region, South-East, you will work with regional colleagues, to deliver regional initiatives and priorities. At times, you will work with, support and/or supervise volunteers.

You will also work with colleagues across CCT including other regional Heritage Learning Officers, the Learning and Participation Project Manager and other teams on national initiatives.

Externally, you will work with partnership organisations, schools and/or funding bodies on joint initiatives and/or funded programmes.

Key duties and responsibilities:

Regional Formal Learning

- In line with CCT's Learning and Participation Strategy, develop and deliver the formal learning and participation programme at CCT churches, as outreach, and digitally.
- Identify, create and maintain existing relationships with schools and other learning providers.

Regional Informal Learning

- In line with CCT's Learning and Participation Strategy, develop and deliver a community learning and participation offer from CCT for a range of target audiences.
- Identify, create and maintain existing relationships with partnership organisations and/or funding bodies, collaborating on joint initiatives and/or funded programmes of activities or events.

National Collaboration

- Through the Learning Forum and Learning Hub, work collaboratively with Learning and Participation colleagues to develop CCT's offer, support colleagues, empower communities and champion and promote learning and participation at CCT.
- Work with colleagues, e.g., the Fundraising and Communications Teams, to support the delivery of planned CCT campaigns and initiatives, including production of resources and online content.

General

- Manage the planning, marketing, bookings, delivery and evaluation of activities and events.
- Gather, review and evaluate qualitative and quantitative data and contribute to regional and national reports.
- Research and write/contribute to funding applications to support and expand CCT's learning and participation offer.
- Actively reflect on own practice, engage in Continuing Professional Development and contribute to CCT's reflective practice.
- Where appropriate, support the development and installation of interpretation materials at CCT churches.
- Adhere to safeguarding and health and safety best practice.
- Demonstrate ongoing commitment to inclusion and access for all.

Job Requirements

- Owing to the nature of this position, any offer of employment will be subject to a satisfactory disclosure report from the Disclosure and Barring Service (DBS).
- The role involves travel regionally and nationally across England for set up, delivery and dismantling of activities, attendance at meetings, including occasional overnight stays.
- This role requires you to have a valid full driving licence.
- Undertake lone working.

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: Heritage Learning Officer

Section 1. Top Essential Criteria

If you cannot provide evidence that you fully meet these criteria, your application will not be put forward for further shortlisting against the other criteria in sections 2 & 3.

	Essential Criteria	How this will be assessed
1	Degree or equivalent in heritage, teaching or other related area.	A
2	Experience of delivering learning in a heritage or cultural setting, to a variety of audiences.	A, I, T
3	An effective, warm and engaging communicator.	A, P, I

Section 2. Further Essential Criteria

	Essential Criteria	How this will be assessed
1	Experience of carrying a learning activity from idea to delivery.	A, I, T
2	Experience in creating inclusive and inventive learning opportunities.	A, I
3	Good knowledge and understanding of the National Curriculum.	A, I
4	Excellent interpersonal, time management, prioritisation and organisational skills and the ability to work both independently and as part of a team.	A, P, I
5	Ability to be flexible and handle change in a clear and level manner.	I
6	Strong IT skills, including Microsoft package.	A, T
7	Full UK Driving Licence.	A

Section 3. Desirable Criteria

	Desirable Criteria	How this will be assessed
1	Good understanding of safeguarding practice.	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 these criteria in your application.
I	Interview	You will be asked competency-based questions around these 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 these 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 Friday 2nd June 2023**.

The interviews will be held on **Monday 12th & Wednesday 14th June 2023 (Afternoon)**. Please note that the interview date has 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