



JOB DESCRIPTION



Job Title	Participation & Engagement Officer
Team	North
Location	Seventeen Nineteen - Sunderland
Reports to	Centre Manager
Salary	£28,300 per annum
Duration	Fixed Term Contract – 24 th October 2024
Normal Working Hours	36 hours per week, Will involve a flexible working pattern of 5 out of 7 days including some evenings and weekends.

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

Seventeen Nineteen – Holy Trinity is a Grade I* historic church that was regenerated by The Churches Conservation Trust in 2021. This project is transforming Holy Trinity Church in Sunderland into a new venue for heritage, culture, arts and learning venue. The project has secured a significant investment from the Heritage Lottery Fund to conserve and develop the church into a vibrant venue for the city and the local community. Launched in 2022 offering a stunning and unique setting where people can meet, discover, and connect with themselves and others. An artistic outlet, educational wonderland, gig venue, break-out space, and unconventional meeting place, that special occasion event space – Seventeen Nineteen is celebrating history while making way for new memories.

Additionally, the CCT have brought a project team together who are helping create new and exciting opportunities aimed at providing a sustainable economic future for the site.

Working in partnership with the Centre Manager, the Participation and Engagement Officer will support Seventeen Nineteen, identify and develop community networks and

partnerships across the city and the region, in support of the site Activity Plan. The post holder will develop and deliver a programme of community learning, activities, and events on and off site. The Participation Engagement Officer will also be responsible for training and supporting existing and new volunteers to help deliver the participation and engagement programme and support the work of the Centre Manager.

Key relationships

You will be expected to work closely with the Centre Manager, CCT regional colleagues, local partners, users of the Seventeen Nineteen, volunteers.

Key duties and responsibilities

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

- Actively engage with local communities, especially in identified target areas, to determine needs and encourage participation with the Seventeen Nineteen activity programme.
- *Collaborate with designers and artists (internal and external) on the development and installation of interpretation materials working closely with the Interpretation Consultant*
- *Working with the Interpretation Consultant support the development and installation of interpretation materials produced by designers, artists and local groups.*
- 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 KPI's and evaluation records.
- Undertake day-to-day administrative tasks including maintaining project programme and volunteering budgets, ordering resources, taking bookings and answering queries, organising external and internal educational visits and making regular reports to the Centre Manager.
- Ensure all events and activities are coordinated with the site's booking system for external hirers and in line with CCT's current health and safety procedures.
- Complete formal written reports including the final project report, as required.

2. Develop a programme of participation and engagement events

- Create partnerships and liaise with local partners to develop and deliver learning opportunities for a wide ranging audience group, including schools and colleges, as set out in the Activity Plan
- Contribute to the development of a programme of special events, designed to attract newer audiences to the site and secure repeat visitors
- Collaborate with the internal team on the design, delivery and evaluation of the events programme, including liaising and creating content.
- Contribute to the development and delivery of a programme of fundraising events, designed to generate income
- Develop and deliver community and family activities and events
- Act as Duty Manager as and when required.
- Be an ambassador for Seventeen Nineteen and attend events, presentations as required

3. Train and support learning volunteers

- Work with local educational providers and training establishments to recruit and supervise interns and work experience placements, in line with CCT policies
- Manage and deliver the Seventeen Nineteen Volunteer Strategy in line with the CCT Volunteering Policy
- Fulfil all relevant Health and Safety and Child/Vulnerable Adult Protection requirements
- Develop sustainable plans with the Centre Manager to enable the delivery of participation and engagement activities to continue beyond the current funding
- Work with the CCT Local Community Officer responsible for Seventeen Nineteen on general training and induction requirements for volunteers

Job Requirements

- The post holder will be required to have an up-to-date enhanced DBS.
- A willingness to travel, using public transport as far as possible.
- Attendance at regional staff meetings and some full staff meetings in other parts of the UK
- It will be necessary to attend site visits and meetings in Sunderland/Newcastle as well as attend CCT meetings nationally.
- This post will also mean it is necessary to work some evenings and weekends according to the programme.

Person Specification: Participation & Engagement Officer

Requirement	Essential	Desirable
Education and Training	How is this assessed	
1. Level 3 qualification in a relevant area such as cultural heritage or arts management		A,I
2. 2-3 years' experience in a relevant area such as cultural heritage or arts management	A,I	
Experience		
3. Experience of delivering learning, community engagement, or audience development programmes	A,I & P	
4. Experience of local working with a range of local communities	A,I	
5. Experience of effective collaborative working with external partners and stakeholders and developing effective relationships.	A,I	
6. Experience of recruiting and managing volunteers	A,I & P	
7. Understanding and experience of managing budgets.	A,I	
Knowledge, Skills & Abilities		
8. Knowledge of heritage sector learning, interpretation and access issues		A
9. Effective interpersonal, networking, communication, and presentational skills.	A, I	
10. Ability to take initiative, identify priorities and plan activities	A, I	
11. Understanding of the challenges of working within historic buildings.		A

12. Excellent ICT skills and the ability to be self-sufficient in terms of administration.	A, I	
Personal Qualities		
13. Self-motivated, enthusiastic, approachable, and confident	A, I	
14. Prepared to work flexibly according to the needs of the organisation, including occasional work outside core hours.	A, I	
Other (Desirables)		
15. Understanding of the challenges of working within historic buildings.		A
16. Experience of social media marketing and content creation.		A
17. Experience of online event booking systems.		A

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.
P	Presentation	You will be asked to prepare or give a presentation to demonstrate against this criteria.

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

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 has 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.

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 also 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)

Employee benefits

As well as a salary of £28,300 per annum, we offer:

- Membership of the Civil Service Pension scheme
- 27.5 days annual leave provision, rising 30 days after five years' service and 33 days 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

Selection criteria

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.

N.B. We are not a licensed sponsor at this time. Any offer of employment will be made subject to the valid right to work in the UK being provided.

How to Apply

If you would like to apply for this role, please select '**Apply now**' to begin your application. You'll be asked to complete an application form, submit a CV and a short supporting statement (max 2 sides A4) outlining why you'd like to apply and 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 **9 am on Monday 18th September 2023**.

Shortlisted candidates will be invited to attend a panel interview on **Monday 25th September 2023 in Seventeen Nineteen – Sunderland**. 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.