



**NATIONAL
CHURCHES
TRUST**

Made possible with



**Heritage
Fund**

St Peter's church, Brighton

3 x Support Officers: *Wales, Scotland and North-West England*

INFORMATION PACK





Yours for good.

Support Officers (for Wales, Scotland and North-West England)

I'm delighted to be able to provide you with this information pack that contains useful background detail for the recruitment of our new Support Officers (one for Wales, Scotland and North-West England) for our new Cherish project <https://www.nationalchurchestrust.org/cherish>. This is possible thanks to the support of our recently announced National Lottery Heritage Fund grant, and thanks to National Lottery players.

Our work embraces some of the most wonderful places of worship across the UK. We want to see churches open and in use by their local communities. In partnership with the National Lottery Heritage Fund we are delivering a project to support capacity and condition in places of worship across Scotland, Wales and North-West England (Greater Manchester, Lancashire and Cumbria).

As an Officer, you'll be located within one of these regions or countries and responsible for delivering the programme of activities, and building networks and knowledge in that area. At the core of each area will be a grants programme for proactive repairs and maintenance, and project development. The project will use training and mentoring support, plus video guides to address skills and capacity issues. Regular training events will be offered covering topics such as managing a capital project, writing funding bids, maintenance skills and systems, interpretation and tourism. You'll be responsible for the content and delivery of our support and advice, and our grant assessments, in collaboration with the wider Church Engagement team. You'll give presentations to church volunteers, helping them to care for their historic church buildings. You'll build local connections and partnerships, and co-ordinate a Forum.

We are looking for people who can respond quickly to enquiries, in a friendly and professional manner. You should love interacting with volunteers, be positive and upbeat, and have excellent written and spoken English. Our Officer in Wales should have courtesy level Welsh, but we would welcome applications from anyone with the ability to read, write, and speak Welsh at a level necessary to function and progress at work and in society in general. We also want you to feel confident about managing a busy workload against deadlines.

This is an excellent opportunity to contribute to the future of the UK's amazing church buildings. You should have a keen interest in heritage, conservation, architecture, community, or church buildings, and understand the value that they bring to the history of the UK and local communities. We expect that Officers will have experience in project delivery.

Enclosed are some documents that aim to build your knowledge in our organisation and help you to decide if this is a place where you would like to make a difference and grow your career. You will find:

- For these roles: Job description, person specification, organogram
- Our grants: Grants programme information
- Also do visit our website: www.nationalchurchestrust.org where you can find our most recent Annual Review and learn more about our work. We will also send applicants our new strategy, 'For Churches'.

If you are a talented individual who has a keen eye for detail, can work accurately and efficiently, and are looking to start or extend a career in church buildings, then please do apply. The National Churches Trust is committed to encouraging equality, diversity and inclusion among our workforce as it is good practice and makes good business sense.

Please provide a covering letter indicating which role you are applying for and explaining how you meet the requirements of the job and match the person specification. Please send this together with your current CV by email to Anna Elliss anna.elliss@nationalchurchestrust.org

If you have any communication or access needs then please do let us know in advance of applying or attending for interview.

If you have any questions about the role, please contact Catherine Townsend, Director of Church Engagement, 020 7227 1933 or email catherine.townsend@nationalchurchestrust.org

Thank you for your interest in our work; we look forward to receiving your application soon.

Final closing date:	9am Monday 12 June
Interview dates:	Interviews will take place in person in Edinburgh, Manchester and Cardiff on the following dates: Edinburgh (for Scotland role) on Friday 23 June; Manchester (for North-West role) on Tuesday 27 June; Cardiff (for Wales role) on Tuesday 4 July.

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Support Officer

Salary: £32,000 per annum

Duration: 3 Years (Fixed Term)

Hours of Work: Full time (35-hour week)

Terms and Conditions: 6 months probationary period

25 days paid holiday per year

Pension in line with auto enrolment

Location: Homebased in either Wales/Scotland/North-West England with travel throughout that country or region, with occasional travel to the National Churches Trust offices in Westminster, London, or other central meeting place

Reports to: Project Manager

Introduction

We want to keep churches open and in use.

Churches, chapels and meeting houses are impressive, exciting and surprising places. Whether seeking quiet reflection, access to critical community services, a warm welcome, a place to worship, or a space to explore open-mouthed, we believe they should be loved and supported. Available to all.

Working together with churches across all four nations, we help to maintain these wonderful historic buildings and keep them thriving today, and tomorrow.

Places of worship are an integral part of the UK's heritage and play a vital part in building and sustaining local communities, bringing local people together. The National Churches Trust is here to help them address the challenges and opportunities they face. The charity, founded in 2007, is the successor to the Historic Churches Preservation Trust (HCPT), created in 1953.

Our **vision** is for a nation where church buildings across the UK are well maintained, open for everyone, sustainable and valued.

Our **mission** is to keep the UK's wonderful collection of church buildings well maintained, valued and in use.

Over the last four years the charity has helped over 6,077 volunteers, charged with maintaining and protecting church buildings, to benefit from our experience, advice and support. We have shared our expertise and made 976 grants to church buildings needing help, enabling them to remain open and in use, with solid sustainable futures. Launching in our 70th anniversary year, our 'For Churches' strategy will build on our impressive track record.

'For Churches' will guide our work from 2023-2026, but look even further ahead to 2030 and the needs of churches in the next decade. Focussing on three themes, our strategy aims to Build Up, Open Up and Speak Up for church buildings, chapels and meeting houses in all four countries of the UK.

The charity's website www.nationalchurchestrust.org provides more information about the organisation and its work.

Background

In partnership with the National Lottery Heritage Fund we are delivering the [Cherish project](#) to support capacity and condition in places of worship across Scotland, Wales and North-West England. You will be located within one of these countries or regions and responsible for delivering the programme of activities, building networks and knowledge in that area. At the core of each area will be a grants programme for proactive repairs and maintenance, and project development. The project will use training and mentoring support, plus video guides to address skills and capacity issues. Regular training events will be offered covering topics such as managing a capital project, writing funding bids, maintenance skills and systems, interpretation and tourism.

Job description

The 3 new officer roles sit within our existing Church Engagement team which offers support and advice to churches and their volunteers across the United Kingdom, and administers high quality grant programmes that meet the strategic objectives of the organisation allocating in the region of £1.5 million each year.

The Support Officer will help deliver our National Lottery Heritage Fund project and contribute to other areas of work as required. This new project builds on the example of our existing National Lottery Heritage Fund funded project in Northern Ireland, Treasure Ireland www.nationalchurchestrust.org/impact/campaigns/treasure-ireland and builds on existing partnerships and projects in Scotland, Wales and North-West England (Greater Manchester, Cumbria and Lancashire). The Officer will manage the day-to-day work of the project in their country or region and support churches to engage with it. Responsibilities will include overseeing a small grants programme, running training events and sector meetings, supporting churches with building and project enquiries and helping them on their development journey, raising the profile of maintenance, supporting church tourism and open church initiatives, writing content for the website, advocating the wider work of the Charity and identifying lessons learnt to share nationwide.

The Support Officer will be the first port of call for all enquiries in the region, and main contact for churches, volunteers, stakeholders, partners and funders involved in the project. You'll work to establish and maintain effective engagement with churches and stakeholders and identify

local and new funding opportunities. You will run training events, ensuring they are successful, meet its objectives and attendees are satisfied. You will be responsible for providing effective administration, assessment, recommendations and monitoring of the small grants programme and its impact, and for promoting the importance of regular maintenance.

You will work in collaboration with local leaders and faith groups, to implement a network of support within your region, as well as supporting churches elsewhere in the United Kingdom if required. You will endeavour to engage with the hard to reach churches that potentially most need our support. You will build up successful case studies and develop a small mentoring scheme from volunteers of successfully completed projects.

You will be responsible for coordinating a local Steering Group to help inform the project, for arranging the meetings - appropriate dates, securing venues and refreshments, drafting papers in advance, writing minutes - and follow up any actions. You will also take an active role in forum meetings (where applicable) or set up new stakeholder groups (where appropriate), for example for churches to share experiences and lessons learnt.

With support from colleagues, you will build on existing faith tourism work (where relevant) and work to engage churches with the potential that tourism offers, and encourage churches of the benefits to being open beyond worship use. Together you will ensure that churches are listed on our Explore map.

In addition, you will work with partners to organise and advertise events, and arrange training sessions for volunteers; liaising with churches and partners to ensure appropriate dates, securing venues and refreshments and carrying out evaluations of the day. You will produce materials (particularly support and advice, and film) for the project and partners, and support the Communications Team with content.

This is a key role which provides a tremendous opportunity to be part of our exciting and innovative church support work. You will be part of a small but growing team in a well-established national charity. There will be the opportunity to work from the office in London from time to time, to build relationships with the team and report back on work. The work will be carried out in conjunction with the Project Manager and Director or Head of Church Engagement. Direct line management will be by the Project Manager and line management will usually be via video call.

Organogram (see information pack)

Key Internal relationships:

Project Manager, Church Support Administrator, Church Engagement team, Grants Committee, Head of Communications, Head of Finance

Key External relationships:

The Heritage Fund, the Steering Group, church forums, heritage bodies, local church trusts, denominations, governing bodies, funders

Key tasks:

1. Be a point of contact for churches, volunteers and stakeholders in the area.

2. Market and explain the project and the grants to churches and volunteers in person and via a range of communications channels, including social media.
3. Provide wrap around care to churches, including development support ahead of an application, assessments, and post decision support as required.
4. Provide effective grants assessment and administration.
5. Assist in the preparation of materials and documentation for grants committee meetings.
6. Log feedback from grantee churches and unsuccessful applicants. This will inform the process of review and development of the grants programme.
7. Process payment claims where required.
8. Post-grant monitoring and grantee church visits on completion of works to maintain the relationship between the church and the Trust and to collect and collate information and data for outcome monitoring and impact measurement. Use visits to collect images and material for use on our website and social media, and to support marketing campaigns.
9. Support and consult with local organisations and project partners as agreed.
10. Organise stakeholder meetings for churches, organisations and project partners.
11. Contribute to existing forum meetings for sector representatives and follow up actions.
12. Set up and facilitate forum meetings in the areas where forums do not already exist.
13. Arrange training sessions for volunteers (including online events); planning and arranging venue / refreshments, liaising with trainers and speakers, taking bookings from volunteers, coordinate and analyse feedback, manage expense claims.
14. Ensure any materials produced are uploaded to the NCT website, and ensure that information and guidance relevant to the region is kept up to date.
15. Work with churches to encourage best practice maintenance.
16. Work with colleagues to promote visitor and tourism opportunities and the benefits of an open and welcoming church. Ensure churches are added to our map.
17. Work with colleagues to publicise all aspects of the project including grant awards, and identify case studies for press releases or photo opportunities, contribute to newsletters.
18. To ensure that the charity's church support policies are communicated effectively and explained clearly on the website, on printed materials and within the team.
19. To support the wider Church Engagement team in staying up to date on the latest issues, challenges and opportunities for churches, and share lessons learnt.
20. Contribute to the evaluation of the project.
21. Any other responsibilities as may be deemed fit by the line manager, Director of Church Engagement or Chief Executive.

Person specification

Qualifications:

- Educated to degree level or equivalent qualification/experience
- A qualification relevant to the heritage sector would be desirable

Skills and Experience

Desirable:

- Knowledge of standards or experience of project management
- Experience of grant and/or contract management
- Experience of fundraising
- Experience with arranging events including online
- Experience of contributing to the monitoring and evaluation of project outcomes

- Experience of working with spreadsheets and databases, including Excel and Benefactor (or equivalent)
- Experience of working with website content
- An interest in places of worship and an understanding of different Christian denominations, particularly those in your region/country
- An interest in heritage issues and knowledge of historic buildings
- An understanding of the principles and responsibilities of data protection and data management
- Driving licence and access to a car
- Experience and/or knowledge of the Heritage Fund and its priorities

Essential:

- A self-starter able to work both on their own initiative and also as part of a team
- Excellent presentation and interpersonal skills and the ability to communicate confidently, effectively and persuasively, both orally and in writing
- Report writing experience
- Ability to analyse and read figures
- Excellent organisational and administrative skills
- Good attention to detail, and accuracy with the ability to prioritise and work under pressure to meet deadlines
- Excellent IT and online skills
- Experience of relationship building and negotiation with a wide range of stakeholders
- A pleasant, confident telephone manner
- Teamworking ability
- Reliability and honesty
- Knowledge of country/region
- Willingness to travel
- (Welsh speaker in Wales)

Enthusiasm for the work and strategy of the National Churches Trust is an important element of the job.

Further information

This is a full-time post and the basic hours are 35 per week. You may be required to work some evenings and weekends for example to attend meetings or events. It is home-based within the country/region and will require adequate broadband and suitable work conditions to facilitate an effective work environment. There may be occasional travel elsewhere in the UK.

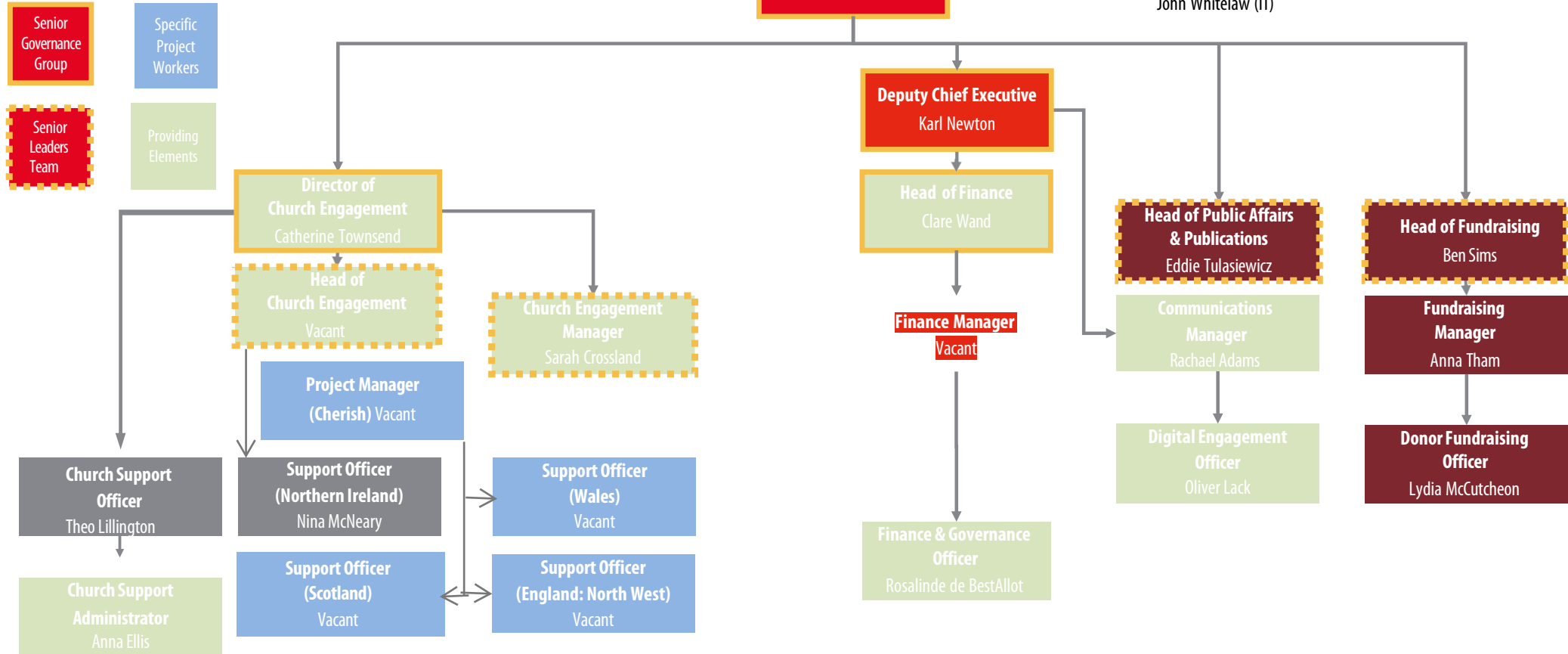
It should be borne in mind that the National Churches Trust comprises a small staff, and you should be prepared to work as part of that team to ensure the delivery of the organisation's operations and objectives.

The charity operates a group personal pension scheme and pays 10% employer's contribution for all eligible employees.

The annual leave entitlement is 25 days, in addition to relevant national public holidays. Other general terms and conditions are set out in the staff handbook which is issued to all employees on appointment.

NATIONAL CHURCHES TRUST

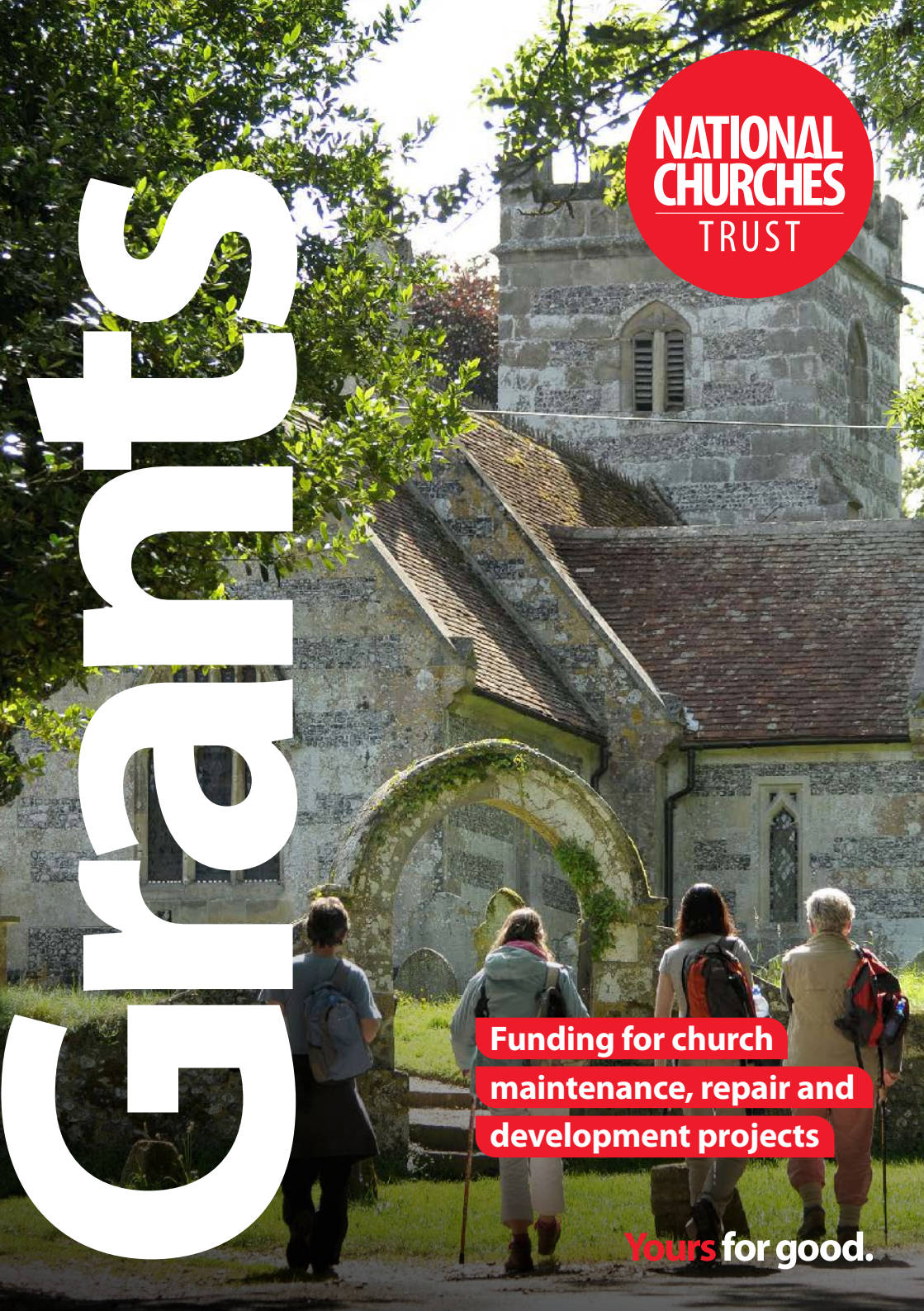
NLHF Project Structure 2023



church engagement

finance & governance

engagement



Grants



Funding for church
maintenance, repair and
development projects

Yours for good.

Our grants in 2023

The National Churches Trust helps to keep the UK's churches, chapels and meeting houses open and in use. Since we were founded in 2007 we have awarded 3,000 grants and distributed £28 million in funding. In 2023 we continue to support you with funding for maintenance, repair, project development and the installation of kitchens and toilets.



Small Grants

Help for urgent maintenance

The **Small Grants** programme funds urgent maintenance and high priority small repairs, as well as small investigative works and surveys.

Small Grants are usually between £500 and £3,000.

Decisions are made every two months.

nationalchurchestrust.org/smallgrants



Medium Grants

The **Medium Grants** programme funds essential maintenance and repair projects costing between £20,000 and £80,000. Medium grants can also help churches in developing projects, for example by funding feasibility studies or investigative work.

Medium Grants are usually between £3,000 and £10,000.

There are three decision rounds a year.

nationalchurchestrust.org/mediumgrants

Large Grants

The **Large Grants** programme funds large repair projects, such as roof works, costing more than £80,000, or kitchen and toilet projects costing more than £30,000 – ideal if you are hoping to improve your church's accessibility or ability to host events.

Large Grants are usually between £10,000 and £50,000 but we may also make some smaller awards. There are three decision rounds a year.

nationalchurchestrust.org/largegrants



All applications must be made on line.

To find out more, including eligibility criteria, deadline dates and how to apply, visit: nationalchurchestrust.org/grants or email : grants@nationalchurchestrust.org

