



PROPERTY AND CONSERVATION MANAGER

Job Description and Person Specification

Job Description

The Property and Conservation Manager is an officer of the Norwich Historic Churches Trust and is responsible to the Trust's Board of Trustees. The Trust's building portfolio comprises 18 redundant churches, which is shared among 2 Property and Conservation Managers. The main duties are:

Oversee Building Maintenance and Repair

1. In collaboration with the other Property and Conservation Manager, managing the conservation, repair, improvement, and maintenance programmes for the Trust's portfolio of churches.
2. Instructing architects to inspect and prepare reports outlining the condition of the churches.
3. Budgeting – prioritising works and agreeing budgets with the Finance Officer and Trustees.
4. Identifying properties which would be suitable for inclusion in the Heritage at Risk register, and defining strategies with Historic England and Norwich City Council to remove them from the register.
5. Planning, fundraising, delivering, and evaluating repairs projects:
 - a. Major Repairs – agreeing with architects on specifications, drawings and costs; instructing architects, inspecting works on site, making decisions and ensuring prompt contractor payments.
 - b. Minor Repairs – within the agreed budget, instructing contractors, inspecting works and authorising payments. Deal promptly with defects reported by tenants and the general public.
6. Routine maintenance – carry out regular inspections and deal with defects within budget.
7. Vacant Churches – inspecting fortnightly for damage, or as required by the Trust's insurers.
8. Health and Safety – ensuring compliance with legislation of employed contractors; overseeing the Trust's compliance with its obligations to tenants and visitors under H&S legislation.
9. Churchyards (cared for by the City Council) – reporting to the City Council any problems with plant growth, needles, vandalism, etc. Work with Heavenly Gardens volunteers to improve these spaces.
10. Be on-call to respond to urgent issues should these arise.

Historic Church Property Management & Care

11. Overseeing the letting and re-use of historic churches in the Trust's portfolio; liaising with estate-agents, solicitors, Trustees, and other professionals in the preparation of legal documents.
12. Taking the lead in lease-related negotiations and supporting the Trustees to make informed decisions in relation to tenancies.
13. Understanding and maintaining an overview of tenancies to ensure agreements are adhered to and rent-reviews carried out; liaising with the Finance Officer to ensure rent and insurance-contributions are received.
14. Developing and maintaining positive working relationships with tenants / tenant-organisations; working collaboratively to resolve issues and promoting joint working.
15. Liaising with tenants / contractors and ensuring the appropriate safety inspections are carried out.
16. Maintaining records on each church, for both tenancies and repairs.

17. Liaising with insurers and providing necessary information to ensure adequate buildings cover.
18. Liaising with Norwich City Council on matters relating to head leases, planning, and the maintenance of churchyards.

General Management and Administration of the Trust

1. Overseeing the day-to-day operations of the Trust; making decisions in line with agreed objectives.
2. Administering the meetings of the Board of Trustees and other sub-committees; producing and collating reports, taking minutes and following up on agreed actions.
3. Acting as Company Secretary; complying with the requirements of the Charities Commission and Companies House and maintaining records held by them.
4. Regularly reviewing the constitution, risk register and other policies/documents to ensure they remain relevant and up to date; presenting them to Trustees as required.
5. Organising the annual election/appointment of trustees and trustee-officer positions.
6. Providing general office management; ordering supplies and liaising with providers to ensure cost-efficient services; carrying out fire alarm tests.
7. Maintaining HR-related records and ensuring adequate oversight by the Chair of Trustees.

Volunteering, Outreach & Development Activities

1. Seeking out opportunities to develop activities within the historic churches, championing their community value; where appropriate, working with tenants to achieve this.
2. Working with stakeholders such as NHCT Supporters, volunteers and allied-groups to organise a programme of events including family activities at St Martin at Palace and the other historic churches; leading the Trust's response to Heritage Open Days festival.
3. Seeking opportunities to expand and develop the Trust's volunteer base, audience and partnerships.
4. Leading the Trust's collaboration with the NUA, as an external partner to the Y2 Interior Design BA.
5. Managing placements and establishing training initiatives to support heritage skills development.
6. Working with the Trustees and volunteers to produce interpretive text, exhibitions and leaflets to inform the public about the history of churches and work of the Trust.
7. Representing the Trust at sector meetings; maintaining relationships with relevant heritage, ecclesiastical and cultural organisations to encourage joint working.
8. Promoting the work of the Trust and its aims through a range of media; producing pieces for the regular newsletters, press releases, social media posts and website updates.
9. Supporting the development of funding bids from a range of sources including local trusts, Historic England and the National Lottery Heritage Fund.
10. Seeking opportunities to increase public donations and the use of Gift Aid.

Other Responsibilities

1. Reporting to the Board of Trustees and attending all committee meetings of the Property Management and Heritage, Finance, Health and Safety and Fundraising and Events Committees.
2. To promote the Trust's aims and activities and oversee its day to day running, along with setting targets and priorities for the future strategic direction, as agreed by the Trustees.
3. To carry out any other reasonable duties as requested.

Person Specification

Criteria	Essential
The ability to work successfully with a wide range of stakeholders, to negotiate and work collaboratively to set priorities and deliver objectives.	X
Experience of working with and maintaining historic buildings, ensuring the survival of important fabric, with a focus on buildings that are listed, medieval, and/or of architectonic relevance.	X
Experience of agile and well-articulated Project Management, with an ability to coordinate multiple strands for different projects simultaneously.	X
Experience of selecting and managing contractors to ensure high-quality output and good value.	X
The ability to manage and co-ordinate a range of high-level organisational and developmental activities within a small team.	X
Self-motivated with the capacity to operate independently with minimal supervision.	X
A positive approach with a willingness to get involved in a range of tasks depending on the needs of the organisation.	X
Proven administrative skills including the ability to keep accurate records, organise and minute meetings, write reports and follow-up on actions.	X
Excellent written and verbal communication skills.	X
A commitment to upholding the principles of health and safety.	X
The ability to understand financial information and commercial processes and to contribute to budget planning.	X
Experience of developing and delivering grant-funded projects, ideally within the Heritage or Cultural sector.	X
An understanding of promoting activities through websites, newsletters and social media.	X
An understanding of the Heritage and Charity sectors, their key players (including heritage organisations), funding, governance and working with Trustees.	X
An understanding of and demonstrable interest in the work of the Trust and its role in caring for historic buildings.	X
A keenness to undertake training and seek professional development.	X

This Application Pack can be downloaded from <https://www.nhct-norwich.org/current-vacancies/>. It comprises of a role overview, a job description and a person specification.