



Norwich Historic Churches Trust is recruiting a PROPERTY AND CONSERVATION MANAGER

Do you have professional experience of property and project management, and a track record of caring for historic buildings? If so, come and join our small, dedicated, and ambitious team.

Norwich Historic Churches Trust (NHCT) is a Charitable Trust created in 1973 to care for and find new uses for redundant, historically important churches in Norwich. Our main role Trust is to conserve and carry out repairs, which we do using rental income and grants. We currently care for 18 churches, all within the city centre which are now used for a variety of activities including theatres, antiques centres, arts venues, and places of work. The Trust's offices are based in the Grade I listed, former church of St Martin at Palace, NR3 1RW, where we also offer volunteering opportunities, learning activities and events.

This is an exciting time to join the Trust as we are on the verge of completing a major project to bring St Margaret de Westwick Church on St Benedict's Street to a good state of repair, off the Heritage at Risk Register and ready for a new tenant. Our small team of 3 staff, regular contractors and 11 trustees are making strategic plans for the future of the Trust, and you could join us and make a positive difference to the medieval landscape and cultural and economic future of our city.

Role Overview

The Norwich Historic Churches Trust are looking for an experienced, enthusiastic and organised individual to take on the role of Property and Conservation Manager. This is a busy and varied leadership role with the opportunity to make a real impact in a small heritage organisation.

The Property and Conservation Manager oversees and supports most activities of the Trust and is responsible for maintaining its historic buildings, lettings / property management, overall administration, events, volunteering & outreach, organisational development, governance and fundraising. The Trust's building portfolio comprises 18 redundant churches, which is shared among 2 Property and Conservation Managers. They work alongside the and Finance Officer and report to the Board of Trustees.

For full details please download the Job Description and Person Specification from our website.

Working hours are: 37.5 hours per week (full time), in a flexible working arrangement. Part-time preference will also be considered.

Salary is: £30,000 - £35,000, depending on experience.

Annual leave is: 27 days excluding bank holidays.

The role is based at: St Martin at Palace, 15 St Martin at Palace Plain, Norwich, NR3 1RW.

This is a permanent post.

Application process

Please apply with your CV (2 sides A4 maximum) and a statement (2 sides A4 maximum) which demonstrates, with examples taken from any area of professional or social activity, how you meet the items on the specification as well as how your skills and experience meet the gaps we have identified. Also include contact details of two referees.

Send applications to: Sandra Martins, Property and Conservation Manager. Sandra.Martins@norwich-churches.org, or by post to St Martin at Palace Church, 15 St Martin at Palace Plain, NR3 1RW.

The closing date for applications is: Tuesday, 16th May 2023

Interviews will be held on: 1st round: 24th May 2023 – please let us know if you are not available
2nd round: week commencing 29th May 2023

If you would like to have an informal conversation about the role, please contact Chris McCarthy, Chair of the Property Management and Heritage Committee by email: chris.mccarthy@norwich-churches.org or Sandra Martins, by email: Sandra.Martins@norwich-churches.org or by phone: 01603 611530.

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.

