



Norwich Historic Churches Trust is recruiting a OPERATIONS CO-ORDINATOR

NHCT is seeking an Operations Co-ordinator to support the work of the Head of Operations, Conservation and Heritage and take a key role in supporting delivery of the Trust's strategic aims. We are looking for a **highly organised** individual with **excellent inter-personal skills** who has the capacity to **work autonomously** and drive their own projects, as well as **work very effectively as part of a small team**. The work of the Trust is varied and demanding, the post holder will need to be able to **plan**, to manage **long-term goals**, as well as **respond** to unexpected events as they occur.

The Operations Co-ordinator is an officer of Norwich Historic Churches Trust and reports to the Head of Operations, Conservation and Heritage and is responsible to the Trust's Board of Trustees. Norwich Historic Churches Trust (NHCT) is a Charitable Trust which was created in 1973 to care for, and find new uses for redundant, historically important churches in Norwich. Our main role is to conserve and carry out repairs, which we do using rental income and grants.

An interest in medieval church architecture and specialist heritage skills and knowledge are not required for this role.

The post is advertised on a permanent part time (0.8) basis with a starting salary of £28k (pro-rata).

Role Description

Main Duties will comprise but not be limited to the following:

General Management and Administration of the Trust.

Overseeing the day-to-day operations of the Trust; making decisions in line with agreed objectives.

Providing administrative support for the Trust's tenancies including the creation of new leases and management of existing leases.

Supporting efficient communication with the Board of Trustees and ensuring they maintain an appropriate level of oversight and have what they need to make informed decisions.

Administering the meetings of the Board of Trustees and other sub-committees; taking minutes, producing and collating reports, and following up on agreed actions.

Reporting to the Board of Trustees and attending all committee meetings.

Reviewing the constitution, risk register and other policies/documents to ensure they remain relevant and up to date; presenting them to Trustees as required.

Organising the annual election/appointment of trustees and trustee-officer positions.

Providing office management; ordering supplies and liaising with providers to ensure cost-efficient services.

Volunteering & Development Activities

Re-imagining NHCT's volunteer offer, identifying and facilitating opportunities for volunteering to engage with as broad an audience as possible.

Supporting the ambition to raise the profile of NHCT within the local community, funding bodies, the wider heritage sector and local agencies championing our heritage assets and community value.

Leading the Trust's participation in Heritage Open Days.

Representing the Trust at sector meetings; maintaining relationships with relevant organisations.

Promoting the Trust through the website, social media and its newsletter.
Supporting fundraising from a range of sources including local trusts, Historic England.

Historic Church Property Management & Care

Supporting the Head of Operations, Conservation and Heritage in the letting/re-use of our churches; liaising with relevant bodies in the preparation of leases and legal documents.

Supporting the delivery of grant-funded projects and planned conservation repairs through administration, fundraising and project management support.

Maintaining records on each church.

Liaising with Norwich City Council and other agencies on matters relating to head leases, planning and the maintenance of churchyards.

Other Responsibilities

To promote the Trust's aims and activities and oversee its day to day running, along with delivering targets and priorities for the future strategic direction, as agreed by the Trustees.

To carry out any other reasonable duties as requested.

Person Specification

Criteria	Essential	Desirable
The ability to work successfully with a wide range of stakeholders, to negotiate and work collaboratively according to set priorities and deliver objectives.	X	
Experience of supporting projects with an ability to coordinate multiple strands of associated work simultaneously.	X	
The ability to manage and co-ordinate a range of organisational and developmental activities within a small team.	X	
Self-motivated with the capacity to operate independently with minimal supervision.	X	
A positive and flexible 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 understanding and upholding the principles of health and safety.	X	
The ability to understand financial information and commercial processes and to contribute to budget planning.	X	
A keenness to undertake training and professional development.	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

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Please submit a CV (no more than 2 sides of A4) and supporting statement/cover letter (no more than 2 sides of A4) in which you **demonstrate how your skills and experience match the criteria** we have listed in the person specification. Please include 2 referees, one of whom should be your current or most recent employer.

The deadline for applications is 9am on Tuesday 28 May. Please send your applications to treasurer@norwich-churches.org with 'Operations Co-ordinator' in the subject line or by post to St Martin at Palace Church, 15 St Martin at Palace Plain, NR3 1RW.

Expected interview dates in the weeks commencing Monday 10 June.

For an informal conversation about the post please contact our Chair Sarah Gore on chair@norwich-churches.org to arrange a phone call.

Working hours are: 30 hours per week to be worked over 4 or 5 days.

Annual leave is: 28 days excluding bank holidays.

The role is based at: St Martin at Palace, 15 St Martin at Palace Plain, Norwich, NR3 1RW with some flexibility permitted for home working.

