



Interim Support Officer (Treasure Ireland Project)

Salary:	£34,440
Duration:	Until end of April 2026 with possibility of extension
Hours of Work:	Fulltime (parttime considered for the right candidate)
Terms & Conditions:	2 months probationary period 25 days paid holiday per year FTE (pro rata) Pension in line with auto enrolment.
Location:	Home based, in Northern Ireland, with occasional travel to the main office in Westminster, London
Reports to:	Director of Church Engagement

Introduction to the National Churches Trust

As an integral part of the UK's heritage, we want to keep the UK's wonderful collection of church buildings well maintained, valued and in use. Working on the ground in all four nations, we support churches of all denominations with the challenges and opportunities they face. Our vision is to see open churches thriving at the heart of their communities.

Our mission:

We Speak Up: churches are valued and supported

We Build Up: churches are well maintained, adaptable and in good repair

We Open Up: churches are sustainable, open and welcoming

Our values:

Being straightforward in responding to others' needs

Providing support that makes a difference Joining forces to achieve greater impact

Driving change that brings our vision closer

The charity's website www.nationalchurchestrust.org provides more information about the

organisation and its work.

Background

Our Treasure Ireland project Started in May 2020, and due to finish at the end of April 2026, supports places of worship in Northern Ireland, helping them stay well maintained and sustainable for the future. Its grants programme for proactive repairs and maintenance, funded jointly by The National Lottery Heritage Fund, the Pilgrim Trust, the Department for Communities, and the National Churches Trust, has to date successfully awarded £329,630 to 51 churches from a range of denominations. The project provides training and mentoring support, plus video guides to address skills and capacity issues affecting places of worship in Northern Ireland. Training is delivered in managing a capital project, writing funding bids, maintenance skills and systems, interpretation and tourism. More information can be found here: <https://www.nationalchurchestrust.org/treasure-ireland>

Purpose of the role

Northern Ireland has an amazingly rich heritage of church and chapel buildings that we want to see well maintained, valued and in use. We're looking for a Support Officer – based in Northern Ireland – who can help complete the delivery of our pioneering The National Lottery Fund Treasure Ireland project. This role will support churches of all denominations with maintenance and tourism advice, training and events and be a key contact for churches looking for heritage support in Northern Ireland.

Job description

With the current post holder moving on, we are recruiting a new Support Officer to complete the delivery of our Treasure Ireland The National Lottery Heritage Fund project. They will also contribute to other areas of our work in Northern Ireland as required, which is key in establishing the National Churches Trust's work and presence in Northern Ireland. The Support Officer will continue raising the profile of maintenance and supporting church tourism, manage the day-to-day work of the project, support churches and ensure the outputs have been delivered according to the agreed plan.

The Support Officer will work with partners to complete outstanding events, lead training sessions for volunteers, coordinate forum meetings for sector stakeholders, coordinate the Steering Group set up to help inform the project, create content for newsletters and social media, ensure the fulfillment of grant offers made during the project, and complete the evaluation process. They will be responsible for providing effective administration, assessment and monitoring of churches being supported in Northern Ireland and will continue working in collaboration with local leaders and faith groups, to maintain the network of support within Northern Ireland that the current post holder has developed. Based in Northern Ireland, they will also support churches elsewhere in the United Kingdom from time to time.

Evaluation and data collection for the project is underway and the Support Officer will be responsible for ensuring this is carried out. They will work with our appointed evaluators to ensure the final evaluation is completed on time, and that the impact and outcomes are

presented well, so that future support can be tailored to best support places of worship in Northern Ireland.

The Support Officer will be the main contact for politicians, partners, decision makers and funders in Northern Ireland interested in engaging with the National Churches Trust. 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 National Churches Trust's Church Engagement team and team meetings and direct line management are via Microsoft Teams.

The Support Officer will sit within the Church Engagement team which offers support and advice to churches, works across our grant programmes, and runs our other The National Lottery Heritage Funded project, [Cherish](#), as well as the charity's wider work.

This is a key role which provides a tremendous opportunity to be part of our exciting and innovative church support work. Whilst the Treasure Ireland project is due to finish at the end of April 2026, there is the possibility of an extension for the right candidate, depending on the success of future funding applications.

Key Internal relationships:

Director of Church Engagement, Church Engagement team, Treasure Ireland Steering Group, Communications Team, Head of Finance

Key External relationships:

The National Lottery Heritage Fund, other heritage bodies and local organisations, local leaders and faith groups, church dioceses, funders

Key tasks

1. Be a point of contact via phone, email and post for churches and volunteers involved with the Treasure Ireland project.
2. Market and explain the Treasure Ireland project and National Churches Trust 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 a grant application, assessments, and post decision support as required.
4. Support and consult with local organisations and project partners as agreed.
5. Organise stakeholder meetings for churches, organisations and project partners.
6. Arrange forum meetings for sector representatives; planning and arranging venue / refreshments, liaising with trainers and speakers, taking bookings from volunteers, coordinate and analyse feedback from attendees.
7. 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.
8. Ensure that information and guidance is relevant to Northern Ireland, and is kept up to date.
9. Work with churches to encourage best practice maintenance.

10. Work with colleagues to publicise all aspects of the project including grant awards, and identify case studies to promote and evaluate the impact of our work. This might include drafting press releases and circulating information to local media outlets. You will also be responsible for supporting the Communications Team with social media messaging.
11. Work with colleagues to promote the work of the National Churches Trust, to include acting as the main contact in Northern Ireland for our public affairs and research work
12. Complete the evaluation of the Treasure Ireland project (with external evaluator)
13. Prepare reports on aspects of the Treasure Ireland project as required including quarterly reports and payment claims for The National Lottery Heritage Fund and regular updates for Trustees
14. Any other responsibilities as may be deemed fit by the 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

Essential:

- An interest in heritage issues and knowledge of historic buildings
- An interest in places of worship and an understanding of different Christian denominations, particularly those in Northern Ireland
- 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
- Excellent IT and online skills including experience working with databases
- A self-starter able to work both on their own initiative and also as part of a team
- Experience of relationship building and negotiation with a wide range of stakeholders
- A strong understanding of Northern Ireland's complex and layered historical context
- Willingness to travel

Desirable:

- Knowledge of standards or experience of project management
- Experience of grant and/or contract management
- Experience of contributing to the monitoring and evaluation of project outcomes and key performance indicators
- Experience working with professionals in the field of conservation and heritage
- Digital skills including experience with arranging events online
- Proficiency with social media / experience in communications and marketing

- Demonstrated proficiency in handling data through spreadsheets and database software
- Experience of working with website content
- 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 National Lottery Heritage Fund and its priorities

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

Further Information

This is a fulltime post and the basic hours are 35 per week, though we are happy to consider flexible or parttime options for the right candidate. You may be required to work some evenings and weekends for example to attend meetings or events. This role is home based, in Northern Ireland and therefore will need adequate broadband and suitable conditions to be able to work effectively outside a formal office setting. 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.

As a member of staff, you will have access to our employee benefits programme, managed by HSF, which offers a health plan, access to counselling and legal support, and a discount programme for benefits such as gym membership and personal accident cover. You will also have access to free communications events, resources and mentors through our Charity Comms membership.

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.

How to apply for the role

For an informal conversation about the role please contact Catherine Townsend at catherine.townsend@nationalchurchestrust.org

To apply, please send a covering letter (max 2 sides) detailing your interest in the role and how you meet the requirements, as well as a completed application form to Rosalinde.debest@nationalchurchestrust.org.

Closing date: Midnight Tuesday 15 July 2025

Interviews: 11, 12, 13 August in person in Northern Ireland [date and venue to be confirmed]

Thank you for your interest in the National Churches Trust and our mission to help churches stay open and in use. We look forward to hearing from you.