

**JOB DESCRIPTION AND CANDIDATE BRIEF  
FOR THE POSITION OF  
DIRECTOR  
FRIENDS OF FRIENDLESS CHURCHES**



The **Friends of Friendless Churches** is a small London based charity which saves beautiful historic churches and chapels throughout England and Wales from demolition, decay or inappropriate conversion. We currently own fifty churches open to visitors and we also encourage their use by the local community.

The Friends share a member of staff and a membership scheme with the Ancient Monuments Society, working out of a listed building in the City of London.

With the imminent retirement of its highly respected Director, Matthew Saunders, the Friends now seek a full time Director with energy, enthusiasm and vision to further develop the charity. Trustees wish to increase the number of churches that the Friends save and to continue to play a leading role in the future of historic churches.

This is an exciting opportunity for an accomplished professional who can balance a strategic role with managing a portfolio of church buildings throughout England and Wales. You therefore should have sound leadership, management, and fundraising skills and be friendly, efficient and effective working with Trustees, volunteers and a small but committed team.

This role requires travel (frequently alone) to churches across England and Wales which are often in remote locations and beyond public transport routes. The churches may also be undergoing repair (active building sites). A clean driving licence is essential.

A candidate brief and application form can be obtained from our website [www.friendsoffriendlesschurches.org.uk/recruitment](http://www.friendsoffriendlesschurches.org.uk/recruitment) .

Applicants are requested to apply by email only please to [recruitment@friendsoffriendlesschurches.org.uk](mailto:recruitment@friendsoffriendlesschurches.org.uk) , using the form provided, accompanied by a CV and a covering letter which should tell us why you are fitted to the role.

**The deadline for submission is 11.59 pm on 24<sup>th</sup> October 2017.**

Salary will be c.£43,000 depending on qualifications and experience. The post is permanent and is subject to a six months probationary period. It is pensionable with an employer's additional contribution of 6%. There are 28 days annual leave. The starting date is negotiable.

## **BACKGROUND INFORMATION AND CANDIDATE BRIEF**

In England, with no statutory income from Church or State, we rely heavily on the gifts of the public, donations, legacies and occasional grants. We are active in Wales where since 1999 we have been recognised as the equivalent of the Churches Conservation Trust (which only covers England). We receive discretionary annual grants from the State, via [Cadw](#) and from the [Church in Wales](#) and expect to take two or three more Welsh churches each year in the foreseeable future.

We are fortunate that many of our churches have local groups who act as our eyes and ears. They help make the churches a pleasure to visit and also can be significant fundraisers.

The Trustees are acutely conscious that lack of money and manpower circumscribes the Friends' ability to take a greater part generally in the long term preservation of closed churches and in discussions about their future. The development and implementation of a fundraising strategy is crucial to the future growth of the charity and the wellbeing of its churches.

The Friends administer two Trusts. The first, is the [Cottam Will Trust](#) for the purchase of objects of beauty to be placed in ancient Gothic churches for the furtherance of religion. The second benefits the three churches at Tilbury juxta Clare and Ovington in Essex and St Stephen in Bournemouth.

The annual income from investments, donations and grants exceeds £250,000 and in most years this is supplemented by income from legacies. The total investments of the charity and of the trusts it administers presently exceed £2.7 million.

The current joint membership of the Friends and the Ancient Monuments Society is over 2,200 linked by the acclaimed joint Newsletter issued three times a year (which will be edited by Matthew Saunders until 2019).

There are 15 trustees who meet four times a year. They all take a close and active interest in the churches with working groups on promotion, publications, theology and architectural appointments, and an Investments Sub Committee. The Chairman and Treasurer are very closely involved in the running of the charity.

The new Director will be responsible for an Assistant Secretary shared equally with the Ancient Monuments Society in the London office. There is also a part-time Website Manager based in Wales, an IT consultant and a Welsh Field Officer who visits the churches in Wales twice a year. Each church has an appointed architect or surveyor who is instructed to regularly inspect the church and, when funds become available, to oversee repairs to it.

## **JOB DESCRIPTION**

- Title:** Director
- Reports to:** The Board of Trustees with line management from the Chairman of the Trustees
- Responsible for:** Staff, consultants and volunteers
- Job Purpose:** To manage the repair, maintenance and opening of the Friends churches and to maintain the Friends' reputation across the range of our activities as one of the foremost conservation bodies in the UK. To lead and manage the small staff team and volunteers. To act as the Friends' ambassador, developing its strategic direction and devising and implementing an agreed fundraising strategy.

### **Key Responsibilities**

#### Strategic Leadership

- To lead the charity and to develop its strategic direction;
- To act as an advocate for the Friends and its activities and to develop its public profile and influence in the heritage sector;
- To maintain and develop relationships with existing and potential stakeholders and to build alliances with other relevant bodies in the sector;
- To develop the Friends' role as a critical contributor to the national debate about the future of closed churches and to respond and contribute to debates on changing attitudes to conservation;
- To prepare and implement a fundraising strategy; and
- To develop a strategy to promote the Friends' churches to visitors and to the local community.

#### Management

- To inspire, lead and manage the work of the staff, consultants and volunteers;
- To encourage and mentor the local groups of "Friends" at individual churches;
- To manage the Friends' portfolio of churches, ensuring, so far as resources allow, that they are well maintained, open to the public and used by their community;
- To advise the Trustees on taking churches into care;
- To prepare, with the Treasurer, an annual and three-yearly budget and repairs' plan and to have overall budgetary oversight and management of the charity, working in close collaboration with the Treasurer;

- To take responsibility for achieving the agreed annual fundraising plan and to take the lead on making grant applications;
- To appoint professional advisers in consultation with trustees; and
- To devise and manage church repair projects, in particular to award contracts, approve specifications and monitor the work of contractors; and to ensure compliance with legal requirements and that monies are spent within budget and on time and works are completed according to the highest standards of conservation work.
- To liaise with the Director of the Ancient Monuments Society on the operation of the partnership between the two organisations.

### Governance

- To ensure good relations and an open, beneficial relationship with the Chairman and Board of Trustees and to work with them to ensure effective running of the charity;
- To service the meetings of Trustees, and to arrange occasional Trustees' tours and the charity's annual general meeting;
- To ensure good governance in terms of internal controls, managing risk, budgeting and forecasting and compliance with charity regulation and best practice; and
- To support the Chairman in recruiting and developing the Board of Trustees.

## **COMPETENCIES**

### Knowledge and Experience

#### *Essential*

- A keen and active interest in the care and preservation of historic buildings, in particular historic churches;
- A good knowledge of the heritage sector
- A good working knowledge of the architecture of churches
- Experience of managing the repair and maintenance of historic buildings (*there is a possibility of further training*)
- Experience of leadership and demonstrable ability to work in partnership
- Proven success in managing and developing staff
- Proven understanding and experience of income development across the range of charitable funding;
- Experience of financial planning and ability to work within financial constraints
- Proven competence in IT – with proficiency in Microsoft Office

*Desirable*

- Knowledge and understanding of the Church of England and the Church in Wales;
- Experience of marketing, promotion and public relations;
- Experience of working within a charity and charity law and reporting to a Board of Trustees.

**PERSONAL QUALITIES**

- Exceptional communication skills at all levels;
- A strategic perspective allied to an interest in detail;
- Integrity and the ability to inspire trust and confidence;
- Collaborative approach and open attitude
- Ability to enjoy working in a small busy office.

**TERMS**

Salary will be c £43,000 depending on qualifications and experience.

There will be a permanent contract of employment with a six months' probationary period. The post is pensionable with the employer making an additional contribution of 6%.

There is 28 days annual leave.

The Friends' usual office hours are Monday to Friday 9.30 am to 5.30pm although due to the nature of this role there will be occasional working required outside these hours.

Travel expenses are re-imbursed.