



Job Vacancy

Project Manager *Our Digital Ancestors*

Full time, fixed term contract (until April 2028)

Salary Scale: £28,000 per annum plus annual increase (37hrs p/w)

Reporting: The post-holder is responsible to CfGA managers

Who are Caring for God's Acre?

Caring for God's Acre (CfGA) is the Conservation Charity (Charitable Incorporated Organisation) for burial grounds of all types and denominations from small, rural churchyards to large, urban cemeteries. CfGA encourages everyone, from all faiths and none, to explore and enjoy these special places. We work with a range of individuals, groups and organisations including churches, cemetery managers, community groups, social historians, heritage enthusiasts and naturalists.

What is *Our Digital Ancestors*?

Our Digital Ancestors is a new four year project funded by the National Lottery Heritage Fund, aimed at increasing volunteering opportunities which will safeguard burial ground heritage through the National Burial Grounds Survey (NBGS). The NBGS is being undertaken by The Church of England (CofE) and Atlantic Geomatics, and will involve the surveying of every churchyard in England. This detailed recording will record every square inch of every CofE churchyard in England, photograph all the visible memorials and scan and transcribe all the parish registers of birth and death. As well as then knowing the extent of all the churchyards, exactly where they are and where the features within them are located, valuable historic records will be preserved. Photographs of all the memorials (excepting very recent or sensitive examples), some of which may deteriorate over the next few years, fall down or be laid flat, will provide a comprehensive catalogue.

Our Project Manager will provide the community link which will bring the NBGS project alive by training volunteers, interest groups and young people, throughout the whole of England, to contribute to and to use to this unique digital resource.

As well as a map, the NBGS is a database with analytical functions, useful for researching social history. Our Project Manager will investigate these and train people in using them. This will involve outreach to existing local history groups as well as generating new enthusiasts and working closely with staff of local archives.

Churchyards contain a range of species and habitats, and Our Project Manager will encourage those engaging with the project to observe and record wildlife too, creating biological records from sightings.

CfGA run an annual event – Love Your Burial Ground Week with Churches Count on Nature (a partnership initiative) forming part of it. Our Project Manager will support colleagues in delivering this initiative and increasing its reach.

Main Purpose of the post

To engage with a wide range of communities throughout England, and to train community representatives in the use of the NBGS. This will focus on the built heritage of churchyards in the main although it does include the natural history found within them as well.

Principal duties and responsibilities

The following duties are not our exhaustive list but are an indication of the responsibilities of the post-holder. The post is England-wide with extensive travel required.

- Encourage and enthuse a wide range of people to get involved with Our Digital Ancestors through varied communication (with support from the CfGA comms manager), running face-to-face and remote engagement activities and by working with existing and new partners to increase the reach of the project
- Develop and implement a programme and system of training opportunities to ensure high quality work and valuable learning opportunities exist for volunteers, with particular focus on people and groups who are new to this type of volunteering
- Liaise with various partners to ensure an effective programme of community/volunteer training is developed and delivered
- Line manage and supervise the Our Digital Ancestors Trainee, helping them develop professionally, gaining valuable experience as well as contributing to the success of the project
- Liaise with burial ground site managers to encourage a wide participation in our national training programme from parishioners and non-parishioners alike, ensuring that this is inclusive and available to all
- Liaise with local history groups and local archives to engage them with the project and the unique opportunity this offers
- Develop and acquire appropriate training resources and training plans
- Be responsible for the project resources and for ensuring they are maintained and replaced as appropriate.
- Attend strategic community/partner events throughout England to promote the training programme and to recruit new volunteers.
- Organise and deliver training for secondary schools, either working with the AG Intl surveying team or post surveying, using the map and database as a learning tool



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- Organise a project conference in the final year of the project
- Develop and deliver activities for 'Love Your Burial Ground Week' during June of each year of the project
- Contribute to the development and implementation of volunteering and access policies for CfGA
- Ensure that all practical work is carried out adhering to Health & Safety procedures and be aware of responsibilities under the CfGA policy statements
- Ensure volunteers and learners receive valuable experience and training plus enjoyment and a sense of achievement
- Keep records of work undertaken and numbers of people involved plus other evaluation information needed
- Work with an external evaluator to measure and record outcomes
- Look to engage with other organisations where appropriate and to raise the profile of the training programme
- Manage the project delivery and budget, working closely with CfGA colleagues, to record spend, cashflow, grant claims and progress and reports against milestones and approved purposes
- Carry out any other reasonable duties to perform job role.

Training and Development

CfGA is committed to a strategy for the training and development of its staff. The responsibility for training and development is shared between individual members of staff and the organisation. Each member will receive induction training to provide basic knowledge of his or her job and the organisation. Continuing training will also be offered in the form of in-house training or attendance at external courses for skills and personal development as individual needs are identified. Our Project Manager and Project Trainee will receive training in using the National Burial Grounds System.

Person Specification

See below



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| Attributes | Essential | Desirable |
|----------------|--|--|
| Qualifications | To have an excellent understanding of burial ground heritage, social history and community development – this could include formal qualifications in associated disciplines. | <p>Emergency First Aid/First Aid at Work certificate</p> <p>Introduction to Safety Risk Assessment basic qualification</p> <p>H&S Induction Leaders training</p> <p>Full driving licence (category B) held for at least 2 years</p> |
| Experience | <p>Experience of archaeology or social history investigation involving communities</p> <p>Experience of generating interest and building relationships with people who are new to this type of volunteering</p> <p>Experience of organising, leading and managing small groups in training sessions</p> <p>Experience in project planning and implementation</p> | <p>Experience in writing training plans</p> <p>Experience in recruiting, managing and developing volunteers and line managing staff</p> <p>Experience of public speaking and media including social media</p> <p>Experience in burial ground heritage</p> <p>Experience of working with partner organisations</p> <p>Experience in digital training programmes</p> |



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| <p>Skills</p> | <p>Excellent time management skills and the ability to delegate and prioritise</p> <p>Good verbal and written communication</p> <p>Ability to deliver presentations and facilitate meetings</p> <p>Wide range of IT based training skills</p> <p>Ability to keep accurate records</p> <p>Ability to represent and promote CfGA</p> <p>Ability to promote the project creatively and effectively using a range of media</p> <p>To have the right approach and skills that enable volunteers to reach their full potential</p> | <p>Skills in burial ground heritage topics</p> <p>Reporting to external agencies</p> |
| <p>Personal Qualities</p> | <p>Good team worker, but also able to work without supervision</p> <p>Interest and enthusiasm for improving the heritage of burial grounds</p> <p>Interest and enthusiasm for social history</p> <p>Genuine empathy with volunteers and learners</p> | |
| <p>Other</p> | <p>Must be willing to work outside normal office hours and some weekends. Must be willing to travel to all parts of England to deliver project, including overnight stays away from home</p> | <p>An awareness of the function of churchyards within the context of the church and the local community, and their importance to the heritage and integrity of community life</p> |

Engagement of local communities and the recruitment, training and management of volunteers form the major focus of this post. Good people management skills, a sound knowledge of burial ground



heritage and the ability to provide a supportive and rewarding environment for all those involved in a voluntary capacity are essential.

Working conditions etc.

Hours: The Post is fixed term, full time until April 2028 . This will involve some time away from home (approx.. 4 nights per month) for which overnight allowances will be made available. Weekend and evening duties may also be periodically required for which time off in lieu will be given.

Location: As the post is England wide, we welcome applicants from anywhere in the UK. Remote/home working will be encouraged although there maybe need to visit our office (Craven Arms, Shropshire) from time to time.

Notice period: There will be an initial probationary period of three months following which an appraisal will be made. If successful, a notice period of one month from either side will be required.

Annual leave: 25 days plus statutory entitlement and Bank Holidays.

Expenses: Mileage allowance of 0.45 per mile. Overnight accommodation allowances will be made available.

References: CfGA will require the names and addresses of two references, including a recent employer. All references will be treated in the strictest confidence and will only be sought for the successful candidate.

Closing date & further details

Closing date for applications is **midnight on Sunday 12th May 2024**. Applications should be made by submitting a CV and covering letter to info@cfga.org.uk Please put **Our Digital Ancestors** as the email subject. It is expected that Interviews (either in person or via Zoom) will take place at/from our main office in Craven Arms, Shropshire on Tuesday 21st May 2024.

For an informal discussion regarding this post please contact mick@cfga.org.uk in the first instance whereupon a suitable time for a discussion by Zoom, Teams or telephone can be arranged.