



The Bridge Church

WELCOMING ALL IN FAITH AND LOVE

Job Title: HERITAGE ENGAGEMENT COORDINATOR - 2026

The church is being funded by the National Heritage Lottery Fund to deliver a heritage and environmental project over 15 months. The project will encompass the heritage of the church, its place within the community and the refurbishment of the main roof and installation of solar panels.

Location:

The Bridge Church, The United Reformed Church in Otley, Bridge Street, Otley, West Yorkshire, LS21 1RW

Responsible to:

The Heritage Engagement Coordinator will be employed by the Bridge Church and will be under the supervision of the Heritage Project Steering Group and specifically the Chairperson.

Role Purpose:

The role is to lead on the planning, coordination and delivery of a varied and engaging programme of heritage and environmental activities.

The Role:

This will focus on generating engagement both within the church and the local community in relation to the heritage of the church and grounds; it will have a lead role in planning, coordination and delivering a wide range of relevant heritage and environmental activities.

The Heritage Engagement Coordinator will report directly to the Steering Group and to the Chairperson. The jobholder will attend Project Steering Group meetings which will be held monthly.

Main responsibilities:

Leading in developing and delivering a varied programme of activities and events that engage the church and local community in the stories of the Bridge church.

Leading the Heritage Learning Group

- Recruiting members for the Heritage Learning Group.
- Facilitating the Heritage Learning Group – recording minutes.
- Planning and coordinating activities which will be supported by the Heritage Learning Group e.g. exhibitions, creating content for newsletters and website.
- Delivering a Community Events Programme to be held in the church and grounds through the year that attract new and varied audiences to learn about the story of the Bridge church through live interpretation and/or participation.
- Delivering an engaging Schools Education Programme, linked to the National Curriculum, with visits to the Church.
- Recruiting and managing a team of volunteer Heritage Ambassadors to assist the delivery of education and community activities.
- Ensuring that all health and safety and child welfare obligations are met in delivery of the activities.

Leading the Gardens & Environment Group

- Working with church elders and members to develop the Gardens & Environment Group – recruit members and volunteers.
- Collaborate with local environmental groups e.g. Otley 2023, Wildlife Friendly Otley, Prickly Pigs charity.
- Plan and deliver positive environmental impacts e.g. pollinator friendly planting, the creation of wildlife friendly habitats to involve local school children, the avoidance of harmful pesticides and herbicides.

Partnership development and coordination with key groups

Partnership will be key to the success of the heritage project. The Heritage Engagement Coordinator will have a leading role, along with Steering Group members, to engage the support of the following:

- Internal church groups e.g. Bridge Café (Dementia focus), Food and Friends, youth and uniformed groups.
- External network of partnership organisations e.g. environmental groups and organisation (Otley 2030, Wildlife Friendly Otley); local primary schools, local high school.
- The person responsible for updating the church website in line with HLF requirements for accessibility, availability and openness.

Any other duties as delegated by the Steering Group.

Appraisal

- Participate and contribute to the appraisal process under the supervision of the line manager.
- This will involve at six-monthly interim reviews.

Terms and Conditions

- Salary: NJC Scale 25 - £36363 per annum pro rata (£21,829 – 0.6 wte post)
- Normal working pattern: 22.5 hours per week. The nature of the work will require you to work evenings/weekends. Flexibility is essential.
- Opportunities for study and training
- Optional Pension Scheme
- Reasonable expenses will be reimbursed
- A base, within the Bridge Church from which to work will be provided
- 25 days annual leave (pro rata) entitlement per year (excluding the 8 public holidays)
- The appointment is subject to a satisfactory enhanced DBS disclosure
- The appointment is subject to satisfactory references
- The appointment is subject to the satisfactory completion of a three-month probationary period.

Context

The Bridge Church is located in the market town of Otley, West Yorkshire, a community with a population of approximately 17000 people. The town has one comprehensive secondary school and five Primary Schools.

Whilst, superficially the town appears to be reasonably affluent, there are some significant areas of deprivation. Otley is part of the Leeds Metropolitan District and is approximately 12 miles from the centre of Leeds. The Bradford and Harrogate conurbations are reasonably close too.

Heritage Engagement Coordinator – PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	MEASUREMENT
Qualifications	Relevant qualification OR evidence of relevant on-going informal training. Full UK driving licence.	Degree in relevant field, e.g. History, Education, Community outreach etc. Access and use of a car.	• Application Form • Interview
Experience	Minimum of 2 years' experience in a similar role. Leading group activities. Giving talks and presentations. Developing written and visual materials.	Developing relationships between organisations Recruiting and supporting volunteers Involvement with evaluation processes and practices.	• Application Form • Interview • References
Leadership	Experience of leading teams. Ability to motivate, encourage and communicate a vision. Able to work proactively with minimal supervision. Possess organisational skills with an ability to work to deadlines and under pressure, manage conflicting deadlines and priorities, able to cope with 'last minute' needs.	Experience of building a team from scratch. Ability to recruit and train volunteers.	• Application Form • Interview • References
Knowledge /skills	Possess good IT skills. Have knowledge of health and safety issues and able to plan events with adherence to H&S		• Application Form • Interview
Communications	Able to communicate confidently and effectively with a wide range of ages and roles – within and outside the church. Excellent communication skills	Experience with social media in a professional capacity.	• Application Form • Interview (including presentation) • References

