St Helen's Church
Ashby-de-la-Zouch

Made possible with Heritage Fund

St Helen's for the Future Project Administrator

Role: Project Administrator
Responsible to: St Helen's for the Future Project Lead (Sue Field Rector)
Based at: St Helen's Community Heritage Centre with the option for blended working
Duration of role: January to October 2027
Fee: The maximum fee available is £2,400 + VAT if applicable based on an average of 4 hours per week for 40 weeks

St Helen's church is an important historical building at the heart of Ashby, but it is at risk. We aim to secure its future by carrying out vital repairs and making improvements to increase the potential for wider use by the community. This pre-development project will create a practical, evidence-based, costed plan of how to do this.

The Project

"St. Helen's for the Future: Viability and Development Options" is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we can deliver a 10-month appraisal project which will produce evidence, designs, partnerships and plans needed to understand how the church's heritage can be conserved. The project will help us to understand how we can better accommodate audiences and visitors who want to enjoy heritage; how it can be operated in a way which is environmentally sustainable and how it can become more financially resilient in the future. The project will commence by appointing a project team of Architect, Quantity Surveyor, Building Surveyor, Civil and Structural Engineer, Buildings Engineer, Heritage Consultant, Fundraising Consultant, Evaluation Consultant and Project Administrator.

Early activity will gather reliable information about the building through measured building and topographical surveys, giving the design team accurate plans, elevations, sections, churchyard levels and external data to support later design, drainage, access, energy and cost work. The civil and structural engineer will refresh an investigative drainage survey and include assessment of all drainage around the church. The Civil Engineer will then advise on solutions and with the Architect design and specify below-ground drainage measures. The Building Services Engineer will carry out heat-loss calculations and an enhanced energy audit. This will assess decarbonisation options, including heating choices, indicative installation and running costs, energy use, insulation, and solar panel potential. If solar power appears viable, the Structural Engineer will inspect the relevant roofs to confirm whether they can support PV panels. Alongside, the Architect will develop repair and reordering options. Repair and restoration

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information will be prepared to RIBA Stage 4, based on the 2025 quinquennial inspection, and will include drawings, specifications, schedules and costs. Reordering proposals will be developed to RIBA Stage 2, including an options appraisal. Plans will set out options for how visitors and audiences could better experience St Helen's heritage. A Heritage Consultant will consult building users, including groups using the church for concerts, school visits and other activities, and will identify potential new users. We will explore barriers and opportunities, strengthen partnerships, including links with nearby heritage organisations. We will trial heritage activities or events enabling us to test ideas, understand audiences and learn what works before committing to future programmes. As costs are determined, a Fundraising Consultant will appraise funding options to determine funding potential for different elements of the plan.

The role:

The St Helen's for the Future Project Administrator will provide the project team with administrative support as required. Specifically you will:

- monitor communication into the project and redirect to the appropriate team member
- arrange and facilitate meetings and site visits with consultants and project team members
- ensure that the project is well documented and organised in line with the project plan, supporting the collection of evaluation data and feedback
- maintain good communication with the project team, PCC, and specialist consultants.

You will need:

- Experience in a similar role
- Experience of communicating with internal and external contacts
- Effective office admin skills and diary management
- Ability to quickly develop an understanding of the roles and responsibilities within the project team

	Essential	**Desirable**
Personal attributes		
Self-motivated with a proactive approach	X	
A willingness to work collaboratively	X	
Organised with the ability to set up robust systems and keep accurate records	X	
Knowledge and Skills		
Good written and verbal communications skills	X	
Excellent literacy, numeracy and IT skills	X	
Experience		
Working with specialist consultants		X

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To apply please send a CV and covering letter to Sue Field flagstaffrector@gmail.com

Closing date December 11 2026
Interviews to be held w/c December 14 2026

This work will commence on the appointment of the successful candidate by the end of 2026 and continue through until end of October 2027. Payment will be monthly against invoices.