



St Peter In Chains Ardrossan, Church Restoration



Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. St Peter In Chains Church restoration is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we have been able to plan the partial restoration of our "A" Listed Church building of outstanding architectural merit.

*Saint Peter in Chains RC Church, 1 South Crescent Road, Ardrossan, KA22 8DU
Tel: 01294 464063 Email: ardrossan@gallowaydiocese.org.uk*



JOB DESCRIPTION: COMMUNITY ENGAGEMENT OFFICER

*Restoring St Peter in Chains “A” Listed Church:
Celebrating Ardrossan’s Heritage: Inspiring Climate Action*

Role Title: Community Engagement Officer – Heritage & Climate Action

Contract Type: Fixed Term Part-time

Contract Duration: 2 to 3 years from October 2026

Hours & Salary: 15 hours/week @ £14.00/hr

Annual Increase: 3%

Based at: St Peter in Chains, Ardrossan, North Ayrshire

Responsible to: Heritage Engagement Project Team

Funded by: Historic Environment Scotland & The National Lottery Heritage Fund

OVERVIEW OF THE ROLE & KEY RESPONSIBILITIES

Lead the delivery of our Community Heritage & Climate Action Plan (The Plan), developed in partnership with Keep Scotland Beautiful. The Plan connects our natural, built and cultural heritage with local climate action, helping communities understand the impact of climate change and how they can respond. It was shaped through consultation with parishioners, local schools, and organisations, and aligns with the Our Heritage, Our Future programme. Year 1 of The Plan will take place in tandem with the restoration of our “A” listed church.

The role is based within St Peter in Chains, a Roman Catholic parish in Ardrossan. While the postholder does not need to be a practising Catholic, they must be respectful of the Christian ethos and comfortable working in a faith-based setting.

JOB DESCRIPTION & RESPONSIBILITIES

The Community Engagement Officer will be responsible for on time and on budget delivery of several projects related to climate focused activities/interventions and heritage focused engagement activities. The main responsibilities will be:



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- **Year 1** - engage and develop relationships with all existing volunteers and stakeholders and work with them on deliverables:
 - Ardrossan Castle Heritage Society
 - Ardrossan Community Development Trust
 - North Ayrshire Heritage Centre (local authority)
- Discuss, amend if necessary, and launch The Plan
- Support, develop and arrange training for existing volunteers to deliver as many of the engagement activities as possible (experience desirable)
- Publicise and market the activities in line with funder requirements
- Make maximum use of new technology and social media including new content e.g.:
 - 'Did You Know...?' quarterly articles exploring natural & built heritage
 - 'Come here 'til I tell you...'
 - Intergenerational Oral History
- Promote climate action activities
- Oversee, monitor, and report on uptake and engagement
- Continuously improve the quality of presentation and experiences that engage the local community and others in heritage & climate action
- **Years 2 & 3** - expand partnerships with volunteers and local organisations, including those focused on environmental sustainability and climate education
- Deliver a programme of climate focused activities/interventions e.g. workshops, installing a rainwater harvesting tank and setting up a "Wee Green Hands" Club
- Deliver a programme of heritage focused engagement activities, including an intergenerational oral history project, pop up museums at local events, creating a tapestry with local craft groups and hosting an annual Heritage Day for a local toddler group
- Create regular heritage focused newsletter features and design resources/content for St Peter in Chains, including a page on the Place That We Know: Sense of Place app.



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- Engage with Ayrshire Community Justice to provide maintenance around the church grounds and build a trusted relationship with the group to potentially offer further activities
- Work with a local primary school to provide opportunities for pupils to take part in heritage and climate focused activities
- Install an interpretation panel on the grounds of St Peter in Chains
- Work with Three Town Mens Shed to make bird feeders and bug hotels to be used by toddler group families

The Community Engagement Officer will:

- Play an integral part in the Project Team
- Prepare reports for funders as required
- Undertake Evaluation Training with Evaluation Support Scotland, if required
- Work in accordance with St Peter's in Chains for Health and Safety, Safeguarding and Equal Opportunities

PERSON SPECIFICATION

Essential:

- Availability to work flexibly over the life cycle of the projects (3 years)
- Ability to lead several small projects simultaneously with limited supervision and deliver on time and on budget
- Experience of working towards targets and delivering against them
- Ability to engage with the local community e.g. schools
- Ability to work with external agencies e.g. Heritage Fund, HES etc.
- Organising & overseeing training of volunteers e.g. General Accessibility, Digital Accessibility, Digital Outputs, Guided Tours, Pop Up Museum etc.
- Excellent customer service and a focus on service delivery
- Providing regular updates on project progress to the Project Manager

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- Providing cost updates to Parish Finance Manager and securing necessary approvals for expenditure
- Good IT skills, MS Office skills – Word, PowerPoint, Excel etc.
- A passion for learning and sharing historical and local knowledge
- Proven ability to engage with traditionally hard to reach audiences
- Excellent written, verbal and interpersonal communication skills
- Four Highers, including English and Maths
- Knowledge of health and safety compliance

Desirable:

- Experience in delivering community, climate and heritage engagement projects
- Own transport and clean driving licence, some travel will be required
- Marketing experience in market research or promotion
- Qualified to Evaluate

This post is subject to a PVG (Protecting Vulnerable Groups) check and the successful completion of safeguarding training, in line with diocesan policy.

St Peter in Chains is a welcoming parish committed to community engagement, interfaith respect, and inclusive values. We encourage applications from people of all backgrounds who share a commitment to heritage, climate action, and social inclusion.

CONTACT INFORMATION

If this challenge interests you, please e-mail george.poole@rcdg.co.uk a CV and supporting letter (300 words or less) by October 31st, 2026, giving relevant details of your qualifications, experience and availability. A small panel interview process (in person preferably) will be held upon completion of a suitable candidate shortlist.

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