



Job Vacancy

Trainee, *Our Digital Ancestors* (ODA)

Part Time (22.2hrs p/w), fixed term contract (until April 2028)

Salary Scale: £22,012 per annum pro-rata (22.2hrs p/w), with 5% increase per annum

Reporting: The post-holder will report to ODA Project Manager

Caring for God's Acre

Caring for God's Acre (CfGA) is a charity (and charitable incorporated organisation) dedicated to the conservation and interpretation of burial sites including churchyards. Participation in the charity's work is open to people involved with the care of burial sites of all faiths or denominations. CfGA recognises that the primary function of burial grounds is for burial and quiet reflection. We also recognise that burial grounds and cemeteries can be rich in biodiversity and we work with volunteers, communities and agencies to increase nature's foothold in these special places.

CfGA works in partnership with a range of organisations and individuals in order to fulfil its objectives. These include church and community groups and specialists.

What is *Our Digital Ancestors*?

Our Digital Ancestors is a new four-year project funded by the National Lottery Heritage Fund and Historic England, 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 and Atlantic Geomatics, and will involve the surveying of every churchyard in England. This detailed recording will record every square inch of every churchyard in England, photograph all the visible memorials and scan and transcribe all the parish registers. 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 Trainee will assist the Project Manager in providing 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.

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As well as a map, the NBGS is a database with analytical functions, useful for researching social history. Our trainee will assist the Project Manager investigate these and will help to arrange training sessions.

Churchyards contain a range of species and habitats, and Our Trainee will assist the Project Manager in encouraging 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 Trainee will assist colleagues in delivering this week and increasing its reach. At the end of the project there will be a National Conference, the trainee will also assist with the planning and delivery of this event.

Main Purpose of the post

To work under the direction of the Project Manager to engage with burial ground managers, volunteers, communities and partners in the delivery of Our Digital Ancestors. The post holder will assist in the planning, organisation and delivery of a programme of activities and public facing events associated with the project.

It is envisaged that the Trainee will develop the skills and experience needed to plan more complex pieces of work and lead others as the project develops.

The Trainee will be supported by the Project Manager and other CfGA staff as appropriate.

Principal duties and responsibilities

The following duties are not our exhaustive list but are an indication of the responsibilities of the post-holder.

- To assist the Project Manager to recruit and train volunteers
- To assist the Project Manager to organise 'hub' training events throughout England
- Assist the Project Manager in creating and deploying a system of training opportunities to ensure high quality work and valuable learning opportunities exist for volunteers



- Assist the Project Manager in the management of project resources
- Assisting the Project Manager in ensuring that all aspects of the project are carried out adhering to Health & Safety procedures and be aware of responsibilities under the CfGA policy statements
- Assist in ensuring that volunteers and learners receive valuable experience and training plus enjoyment and a sense of achievement
- Assist in keeping records of work undertaken and numbers of people involved plus other evaluation information needed
- Assisting in the engagement of other organisations where appropriate and to raise the profile of the project (e.g. press releases/social media)
- Assist CfGA colleagues in the delivery of Love Your Burial Ground week and Churches Count on Nature.
- Contribute to the production of updates and reports for the trustees and funding body
- 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 Trainee will receive training in using the National Burial Grounds System.



Person Specification

Attributes	Essential	Desirable
Qualifications	No essential qualifications are required	An archaeology or history qualification and/or experience in historical investigation and recording Full driving licence
Experience	Proven involvement and interest in social history, family history, archaeology and/or burial ground heritage.	Experience of working with partner organisations Experience of leading or managing small groups of volunteers Experience in practical project planning and implementation Interest and involvement in biodiversity and nature conservation
Skills	Good verbal and written communication Ability to work with the public Ability to keep accurate records Ability or experience in using e-mail, Word and Excel Ability to represent and promote CfGA	Experience of GIS Ability to produce publicity material/media releases Ability to effectively and creatively use social media Some experience of burial ground heritage
Personal Qualities	Good team worker, but also able to work without supervision Interest and enthusiasm for improving the heritage of burial grounds	



	Genuine empathy with volunteers and learners	
Other	<p>Must be willing to occasionally work outside normal office hours and some weekends</p> <p>Able to travel throughout England to attend events and training sessions, travel will average about 4 days per month, but may be scheduled as a block of days together so flexible working will be required.</p> <p>Able to attend fortnightly face-to-face meetings in Birmingham or Craven Arms.</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

Engagement of local communities and the recruitment, retention and management of volunteers form the major focus of this post. Good people management skills, practical skills 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, 22.2 hours per week until end of April 2028. This may involve some weekend and evening duties for which time off in lieu will be given.

Location: CfGA offices are currently located at 11 Drovers House, The Auction Yard, Craven Arms, SY7 9BZ. The Our Digital Ancestors Project Manager is based in Birmingham so some meetings may take place there. This post is suitable for significant homeworking and some travel throughout England is expected.

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 Bank Holidays (pro rata).





Expenses: Car users will be reimbursed at 45p per mile and all out of pocket expenses incurred on behalf of the project will be reimbursed subject to satisfactory accounting.

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

Closing date & further details

Closing date for applications is **Sunday 29th September at 5pm**. Applications should be made by submitting a CV and covering letter to info@cfga.org.uk. Please put ***Our Digital Ancestors Trainee*** 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 8th October.

Applicants wishing to job share will be considered, as too will home working options.

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

