

Heritage Project Manager

Appointment Type: Part-time, fixed-term contract until 30/12/2023

Working hours: 14 hours per week, to be worked flexibly including evenings & weekends

Location: St John the Baptist RC Church, Rochdale with travel in the local area. Some work will be conducted remotely.

Salary, pension, and benefits: £33,670 per annum subject to pro-rata (approx. £13,648 per annum actual), 25 holidays plus bank holidays and 5 Diocesan closure days subject to pro-rata, employers pension scheme if applicable.

About: St John's Church, which is in the Diocese of Salford, is a Grade II* Listed Church.

The Church, designed in the Byzantine style of architecture, with its magnificent dome, dominates the skyline at the transport gateway to Rochdale and to the town's Heritage Action Zone. The St John's Oppenheimer mosaics covering the sanctuary are some of the finest in the county.

Role: We are seeking an experienced Project Manager to lead and co-ordinate the NLHF project for St John's Church by supporting the coordination and delivery of all aspects of the NLHF Delivery stage project. This person will be responsible for ensuring the project is managed and delivered within time, budget and to a quality standard, building relationships, liaising with key stakeholders, and providing monthly progress reports.

Person: The successful candidate will hold a professional qualification in Project Management and have experience of a significant grant-funded project along with a proven track record of successfully delivering the same. The Heritage Project Manager will have excellent time management and presentation skills with the ability to organise and prioritise workload of self and others to ensure deadlines are met. They will be able to communicate effectively and build strong relationships with a variety of stakeholders, possessing a clear appreciation of heritage and understanding of the importance of engaging a diverse community in the delivery of the project.

Safeguarding: The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people. The post-holder will be expected to contribute to a positive culture of safeguarding within the organisation.

This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups. They must familiarise themselves with and adhere to the procedures on how to deal with allegations or concerns of abuse and the Church's Safeguarding Policies and Procedures which can be found at <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

Closing date for applications: 12 noon on Wednesday 22nd June 2022

Please visit our website: <https://www.dioceseofsalford.org.uk/news/vacancies/> where you can find further information including our Privacy Notice and / or to download an application pack.

If you have any queries about the role, please contact: HR@dioceseofsalford.org.uk

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