

<b>Job Title:</b>	<b>Heritage Project Manager</b>		
<b>Department:</b>	St John the Baptist RC Church, Rochdale		
<b>Reports to (job title):</b>	Diocesan Project Manager		
<b>Accountable to:</b>	Parish Priest, Project Chair		
<b>Key Relationships:</b>	NLHF, The St John's Steering Group, The Parish Heritage Team, our project partners, Diocese of Salford.		
<b>Location:</b>	St John the Baptist RC Church, Rochdale, or virtually	<b>Travel Required:</b>	Work is based at St John's or virtually. There will be some travel in the local area for meetings.
<b>Level/Salary Range:</b>	£33,670 per annum (subject to pro rata 0.4 FTE)	<b>Position Type:</b>	Part-time, fixed-term contract to 30/12/2023.
<b>Hours of Work:</b>	14 hours per week to be worked on a flexible basis including some evening and weekend work.	<b>Holidays</b>	25 days per annum plus statutory bank holidays. There are also 5 additional closure days (4 days between Christmas and New Year and 1 day Maundy Thursday). All subject to pro-rata.

**Overview:**

St John's Church, which is in the Diocese of Salford, has been awarded round 2, Delivery phase funding from the NLHF to enable repairs of this Grade II\* Listed Church and a full programme of heritage activities. Funding has been provided by the NLHF, the Diocese of Salford and other large funding organisations.

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.

We are looking to appoint a Heritage Project Manager to lead the various strands of work on this exciting project that has a total value in excess of one million pounds. The building work will be led by our established architect and the heritage activities by our heritage activity and volunteer coordinator who is being appointed.

**Job Purpose:**

To lead and co-ordinate all aspects of the NLHF project for St John's Church by supporting the coordination and delivery of all aspects of the NLHF Delivery stage project.

Please refer our project management structure document enclosed.

## Job Description:

### Key Tasks

- You will be required to manage the Delivery phase timetable, to ensure the project is within time and budget and to the required quality standards
- You will be working closely with members of the Parish Heritage Team, ensuring all actions are documented, coordinated, and followed up
- Your role will see you liaising with the lead architect for the building repair element of the project, Chloe Granger, of [crosbygrangerarchitects.co.uk](http://crosbygrangerarchitects.co.uk) in order that you fully appreciate the whole project, including delivery, timescales and funding
- Completing, in conjunction with the Parish Heritage Team, the quarterly progress reports and payment applications required by the NLHF through to project close-out
- Preparation of monthly progress reports encompassing all aspects of the project for distribution to the Project Board and the NLHF monitor, and administering the meetings
- Managing the volunteer and activity coordinator and overseeing the delivery of the activity plan
- Managing and supporting the work of the two consultants for communications and evaluation
- Maintaining a photographic record of the conservation and heritage activities and ensuring these are displayed throughout the project, including digitally
- Overseeing the ongoing evaluation of the Delivery phase using the project's format for evaluation
- Managing the project budgets and project contingency including establishing and managing the change control process and preparation of monthly project cost reports, ensuring the Project Board is aware of the current position
- Liaising with the diocese as and when required but specifically on finance and building works.

### Other Responsibilities

For the Delivery stage we are using a thematic approach for our community activities:

- opening up
- sharing stories
- hands on Heritage
- public pride and
- digital connections.

Within these themes there are a range of activities including oral histories, a nature project, creating an interactive website to showcase the church heritage, engaging with mosaics, and researching the history of the church within its local and wider community. The volunteer and activity plan coordinator will have responsibility for the delivery of the community activities and for the volunteers who deliver them. You will provide all stakeholders with updated management information, including but not limited to, financial information, progress reports and the risks and opportunities registers, to enable sound decision making.

- Developing and maintaining relationships with key partners, including Rochdale Heritage Action Zone, and to engage with new audiences
- Managing, in conjunction with the architect and the volunteer and activity plan coordinator, the activities of external contractors and volunteers on site for the duration of the project

- Coordinate all project documentation, and maintain a comprehensive project documentation system, including legal contracts and ensure that all information is stored safely and securely and can be accessed by relevant personnel. At present the Parish Heritage Team is using Dropbox for minutes, reports and activity planning
- To work to all relevant diocesan policies and procedures
- To perform any other relevant and reasonable duties appropriate to the role, as required.

**PERSON SPECIFICATION**

	<i>Essential</i>	<i>Desirable</i>
<b>Qualifications and training:</b>	<ul style="list-style-type: none"> <li>• A professional project management qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience of sound financial management of a grant funded budget</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of a significant grant funded project (this could be NLHF - previously HLF - or another project), to ensure that the application supports the delivery of NLHF outcomes</li> <li>• Proven track record in successfully delivering a substantial grant funded project</li> <li>• An appreciation of heritage, how to inspire community engagement and how to manage it for the benefit of the wider community</li> </ul>	<ul style="list-style-type: none"> <li>• Experienced self-starter who can work self-supported</li> <li>• Some knowledge or awareness of other regeneration work in Rochdale</li> </ul>
<b>Knowledge and skills:</b>	<ul style="list-style-type: none"> <li>• Excellent time management and presentation skills with the ability to organise and prioritise the workload to meet deadlines for themselves and others</li> <li>• Excellent IT skills which will include Microsoft Office and social media</li> <li>• Strong interpersonal skills to enable effective communication with a wide variety of people including colleagues, clergy, parishioners, volunteers, and representatives of external organisations</li> </ul>	<ul style="list-style-type: none"> <li>• A flexible, can-do, and proactive approach with the ability to contribute to the development of the project</li> <li>• An efficient approach to delivering tasks with a high level of attention to detail.</li> </ul>

	<ul style="list-style-type: none"> <li>• The ability to manage and to interpret complex information and to offer sound, reliable, professional advice</li> </ul>	
<b>Personal qualities:</b>	<ul style="list-style-type: none"> <li>• The ability to remain motivated and resilient and inspire high levels of motivation in others</li> <li>• The ability to understand different audiences and the need to involve multi-cultural communities in the planning and delivery of projects</li> <li>• Self-motivation and personal drive to develop and complete tasks to required timescales and quality standards</li> </ul>	
<b>Other requirements:</b>	<ul style="list-style-type: none"> <li>• This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service</li> <li>• To undertake the EduCare Training modules (Child protection &amp; Safeguarding Adults)</li> <li>• To undertake safeguarding training modules relating to Safer Recruitment and Creating a Safe Environment</li> <li>• To undertake further training as requested by the Diocese which may include an online safety module</li> <li>• All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups</li> </ul>	
<p>The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the chair of St John's Project Heritage Team.</p>		
<p><b>Other Information:</b></p> <p><b><u>References and Reports</u></b></p> <ul style="list-style-type: none"> <li>• Two professional references will be required.</li> </ul>		

- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and barred list checks will be undertaken for working with children and vulnerable adults.
- All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

**Health and Safety:** All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

**Confidentiality:** During their employment the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.

**Data Protection:** Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.

**Safeguarding:** The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

**Probationary period:** This position is subject to completion of an initial probationary period of six months.

All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

Compiled By:	John McNerney	Date:	November 2021
Reviewed By:	Human Resources	Date:	November 2021

I accept and agree with the details contained in this job description.

Signed by Employee:		Date:	
Signed by Employer:		Date:	

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures: <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

I commit to completing the mandatory EduCare E-Learning modules in relation to safeguarding within my first month of employment.

Print Name:		Date:	
Signature:		Parish:	St John the Baptist RC Church, Rochdale, NLHF Project

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