St John the Baptist Church, Rochdale

NLHF Project Management Structure

Overall description

The Diocese of Salford as the owners of St John's Church are at the top of our governance structure. Information for the diocese and decision making will go to the Diocese property committee from the Project Board.

The project board will comprise of the Parish Priest; The Parish Heritage Team; a representative of Salford Diocese; a leader of the Parish Social and Communications team; 1 member of the parish African community; 1 member of the local Asian community; one of our key partners. This membership represents the project as a whole.

The Parish Leadership team comprises 12 individuals who are leaders and deputies of the parish groups – these are pivotal to the functioning of our church and therefore, will be kept up to date and involved in the project. This is also very important for the legacy of the project and embedding it into Parish life. There will be a two way exchange of information between the project team and the parish leadership team. The Social and Communication Parish Group will be represented on the Project Board to ensure true integration of the NLHF project activities with those of the Parish. .

A project manager will be appointed to run the project. There will be two way communication between the project manager and the board. The project manager will report on all aspects of project work by means of a report which outlines: activity (both capital and heritage activities), communications, evaluation and risks. To facilitate this the following post holders will all report to the board via the Project Manager: Lead Architect, Quantity Surveyor, Evaluation consultant, Communications consultant, and Volunteer and Activity Co-ordinator.

A volunteer and activity co-ordinator will be appointed who will lead on the recruitment and training of volunteers as well as the co-ordination of all aspects of the heritage activities. This will be assisted by volunteer leads from the parish – these are the same people who prepared the NLHF application and who during the delivery phase will each take a lead role in developing and delivering the activities – they will be known as the Parish Heritage Team and also sit on the Project Board.

The Health and Safety advisor, Structural Engineer and Specialist Sub Contractor will all report to the Lead Architect who will report to the Project Board.

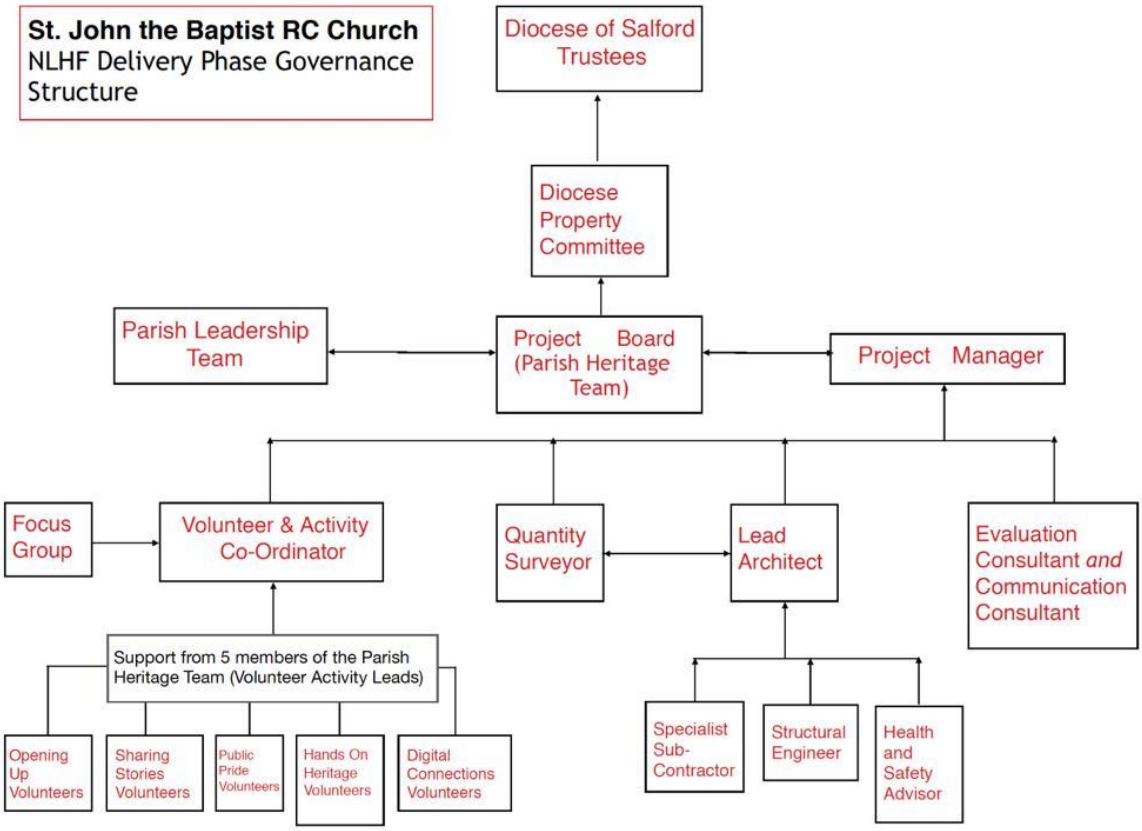
The Quantity Surveyor will be independent but will have a two way communication link with the architect and so with the rest of the capital build team.

The specialist sub-contractor, structural engineer and health and safety advisor will all report to the Lead Architect

Two consultant posts will be appointed – one for communications and one to lead on evaluation. Both of the post holders will liaise with all members of the team and will report to the board via the project manager.

There will be a focus group comprising of our key partners and other members of the wider community. The purpose of this group will be to enable improved implementation of heritage

activities and ability to 'spread the word' widely by dialogue and sharing information across NLHF project sites.



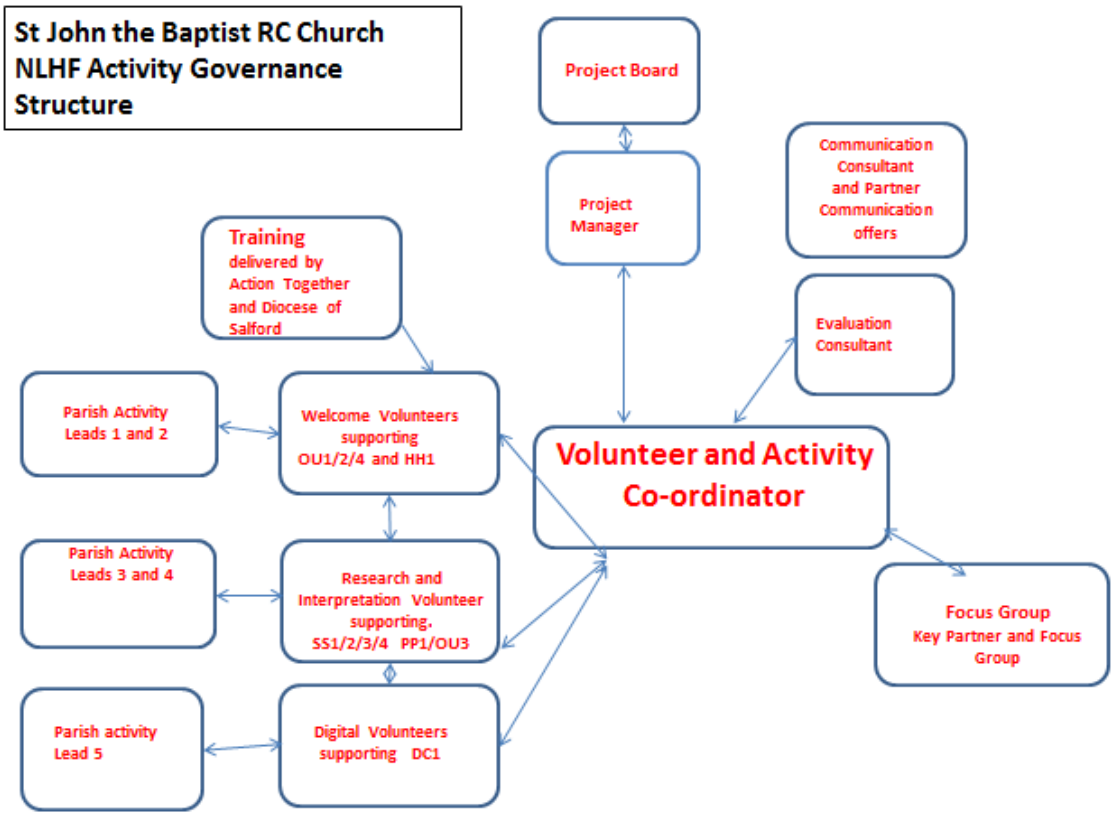
Activity Delivery Team

We recognise that the delivery of our programme of heritage activities and the volunteers we recruit is pivotal to the success of our project and the achievement of the outcome 'more people will engage with your heritage'. We have put a lot of thought into the activity delivery team and the following explains how it will work:

The Volunteer and Activity Co-ordinator will support the recruitment, training and contributions of the volunteers. In addition members of the Parish Heritage Team will each take a lead role in supporting volunteers who work in the specific activity themes. These members of the Project Heritage Team will also lead on specific areas of the activity plan and will support the corresponding volunteers

The support the Parish Heritage Team can give to volunteers will differ from the support the Activity and Volunteer Co-ordinator can give. For example the Parish Project Team know the church, it's parishioners and processes very well, therefore, we can facilitate more immediate access and in some instances we can act as arbiters and mentors as we also understand the whole project and diocesan

processes. In addition the Parish Project Team members have been pivotal in developing some of the activity areas so can give the practical support to volunteers working in these specific areas.

The Activity and Volunteer Co-ordinator will have an oversight of all the volunteer activity and be able to organise volunteers on a day to day basis in liaison with the Parish Heritage Team leads and will report progress and seek support from the Project Manager. The Project Manager will report to the Project Board on delivery of the activity action plan.

We will develop a focus group consisting of members of the community and our key partners. This group will be administered jointly between Project Heritage Team Leads and the Volunteer and Activity Co-ordinator and will ensure links and knowledge across the various activity themes and ensure ongoing links with the wider community.