



## **Diocese of Coventry**

### **Project Manager – Churchyard Biodiversity & Heritage Project**

**35 hours per week - some evening work/weekend work required**

**£37,942 per annum plus 8.5% Employer Pension Contributions**

**Fixed term for 1 year initially for the Development Stage, with the aim of securing 5 years of funding from the National Lottery Heritage Fund for the 5-year Delivery Stage.**

**Contractual Location is the Diocesan Offices in Coventry, with hybrid working available (to be confirmed on appointment).**

#### **The Role of Project Manager**

Are you a dynamic and motivated Project Manager, inspired by the rich biodiversity found in our nation's churchyards and excited by the opportunity to connect communities with these special spaces?

Could you lead on our exciting Churchyard Biodiversity & Heritage Project—an ambitious initiative made possible through nearly £200,000 of Development Stage funding from The National Lottery Heritage Fund? Delivered in partnership with Warwickshire Wildlife Trust and Caring for God's Acre, this six-year project will:

- Empower Anglican churches by supporting church communities in Coventry and Warwickshire unlock their churchyards' potential for biodiversity, heritage, and well-being.
- Engage the wider community by inviting non-churchgoers to be part of the exciting journey of managing and enhancing churchyards
- Promote inclusivity and ensure that under-represented and less-able groups, along with people from all economic and social backgrounds, can access and enjoy these green spaces.
- Contribute to a greater cause by being part of the national dialogue on how local communities and small organisations can respond to the species and climate crisis.

This is a unique opportunity to shape a landmark project that enhances the ecological and historical value of churchyards across the Diocese of Coventry, while building lasting connections with the communities they serve.

#### **The main responsibilities of the Project Manager are:**

- Lead the Development Phase of the project, including preparation of the Heritage Fund Delivery Phase application.
- Act as the project's ambassador, building strong relationships with churches, partners, communities, and stakeholders.

- Line manage the Community Engagement Officer and the Biodiversity & Natural Heritage Officer, supporting their work in developing church management and activity plans, community engagement and project planning.
- Manage budgets, funding applications, and reporting requirements in collaboration with the Church Buildings Funding Support Officer.
- Oversee contractors, consultants, and evaluation activities, ensuring quality delivery and compliance with funder requirements.

**What we are looking for in a Project Manager:**

- Experience of project management and familiarity in delivering community-based or environmental projects, particularly for the Heritage Fund or other major grant-funded projects
- A passion for biodiversity, heritage, and working with faith-based or voluntary organisations.
- Strong communication skills, with the ability to inspire and coordinate diverse stakeholders.
- Confidence in managing budgets and reporting to funders.
- A flexible and proactive approach, with the ability to work independently and as part of a team.

**This post reports to Church Buildings Projects and Development Officer and is based in Coventry**

**Equality, Diversity and Inclusion Statement**

We welcome Diversity at the Diocesan Board of Finance

We are dedicated to employing staff with diverse backgrounds, abilities and working styles.

We understand that a diversity of ability can involve a diversity of needs.

We are committed to actively supporting all staff members to fulfil their potential.

If you have a disability, long-term illness or are neurodivergent, and feel this prevents you from meeting any of the essential criteria, please contact us to discuss the adjustments we can make for you.

All employees undertake equality, diversity and inclusion training.

**For more information....**

Full job description and Person Specification are available from  
<https://coventry.anglican.org/about/vacancies/>

For an informal discussion regarding this role, please contact Andy Duncan to arrange a telephone conversation, [Andy.Duncan@coventry.anglican.org](mailto:Andy.Duncan@coventry.anglican.org)

Closing date for applications: 31<sup>st</sup> July 2025  
 Interviews will take place at the Diocesan office: 26<sup>th</sup> August 2025

Please send completed applications to:  
 Email: [recruitment@coventry.anglican.org](mailto:recruitment@coventry.anglican.org)

Or post to:

Simone Smith, Coventry Diocesan Board of Finance, Diocesan Offices, 7 Priory Row, Coventry, CV1 5EX.