



DIOCESE^{OF}
COVENTRY



Churchyard Biodiversity and Heritage Project – **Project Manager** Candidate Application Pack

Contents

Welcome from our Diocesan Secretary and CEO.....3

Equality, Diversity and Inclusion Statement.....3

The Diocese of Coventry4

Vision and Mission Purpose.....4

Mission Hubs and Church Urban Plants.....5

The Diocesan Board of Finance Office6

Our Values.....6

Role Summary7

Key Responsibilities.....8

Key Contacts.....8

Person Specification10

Salary and Benefits11

Key dates.....12

How to complete our application form12

Information for Clergy moving from Parochial Posts13

Thank you for your interest14

Welcome from our Diocesan Secretary and CEO

Dear Applicant,

I am delighted you are considering a role within the Diocese of Coventry. With 203 parishes and 240 Churches we have a rich and wonderful diversity of communities in rural and urban settings across our churches, schools, chaplaincies and the Cathedral.

The Coventry Diocesan Board of Finance (DBF) exists to serve and support all our parishes in delivering to our vision and mission purpose. We have a dedicated and friendly staff team who, use their gifts and talents to help with safeguarding, finances, housing, ministry, learning and development, human resources, church buildings and communications. Our core values, Christ-like, integrity, community and service, are at the heart of everything that we do, and we strive to live by these in our daily working lives.



Thank you for your interest in this role; you will find everything you need to help you with your application in this pack. This is an exciting time to be joining the Diocese of Coventry. We are working on our shared vision and the changes we want to make to grow the kingdom of God through lives and communities transformed by the abundant life Jesus promises to all ages, backgrounds and ethnicities. You can read more about our work in this pack and on our website.

Jacqueline Ladds

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.

The Diocese of Coventry

The Diocese of Coventry represents the Church of England in Coventry, Warwickshire and part of Solihull. We have a rich variety of people, traditions and organisations united by our shared purpose of worshipping God, making new disciples and transforming communities. The diocese has a total worshipping community of approximately 14,400 with an average weekly attendance of 10,600 with 12% being children. The diocese has 202 licensed or beneficed clergy of whom 106 are stipendiary. And there are 55 non-stipendiary clergy who play a vital role in the mission and ministry of the Diocese. Ministering alongside them are a further 36 Curates, 103 clergy with permission to officiate, as well as around 130 readers and licensed lay ministers. There are also a total of 311 churchwardens and of course innumerable volunteers in each parish who make ministry possible and fruitful. The diocesan office serves and supports the parishes with around 45 people in various full time and part time roles facilitating and supporting the ministry and mission of the diocese.

The Coventry Diocesan Board of Finance Ltd (the "DBF") was formed in 1936 to manage the financial affairs and hold the assets of the Diocese.

- It is a charitable company limited by membership guarantees and is also a registered charity.
- The members of the Bishop's Council are the directors of the company and the trustees of the charity.
- Every member of Diocesan Synod is a member of the DBF for company law purposes.
- The main expense of the DBF is the cost of ongoing ministry.
- The DBF's main income is from Deanery Share. This is the money the Deaneries agree to give to the DBF each year.
- The Coventry Diocesan Board of Finance Ltd (DBF) office is at 7 Priory Row in Coventry, close to the Cathedral Church of Saint Michael.

Vision and Mission Purpose

Our purpose is to "Worship God, make new Disciples and transform Communities".

Alongside this purpose, our Bishop's vision for the Diocese is that our church family will be bearers of life who see restored health, renewed relationships and new growth. How we will begin to achieve this is set out in Our Shared Future, the framework that articulates the key commitments to help us achieve this vision. It continues to develop and evolve as we listen to voices across the Diocese.

At its core is the mission to serve, support and resource our diocesan family in the shared endeavour of making the Good News of Jesus Christ further known across the communities served by our parish churches.

Mission Hubs and Church Urban Plants

Mission Hub Churches are part of our vision of opening 150 new worshipping communities by the end of 2030.

You can read about our Growth Strategy here [Diocesan Growth Strategy - Diocese of Coventry \(anglican.org\)](https://www.anglican.org/diocesan-growth-strategy)

A Mission Hub Church is a parish church or benefice where the leaders and congregation have a developed vision for sharing in mission locally and a clearly expressed desire to resource others in mission, evangelism, and enabling new ways of being Church.

Many of Mission Hub Churches have larger congregations, with people coming from beyond the parish but also willing to help grow the church in the community they live in. The churches partner with smaller churches in their area irrespective of tradition or style of worship.

The Mission Hub Churches offer a gathering point where people can come from local churches. They facilitate learning together (especially for lay leaders/teams), encourage and share good practice, and develop local mentoring between churches. They can be compared to a modern-day version of a minster church, serving and equipping churches around them. The churches enable the development of new congregations, drawing on central resources to support this work.

Any church can work with their nearest Mission Hub Church. Together they can identify what needs the church has to grow and what gifts and experience they could share with others in the hub network. This enables the sharing of our gifts for mission and ministry in new ways between different churches and traditions. A Mission Hub Church can also work with a church in any other part of the diocese that it has a particular relationship with in order to facilitate mission.

We currently have six Mission Hub Churches, they are:

- St Laurence's, Foleshill, Coventry
- The Bridge Mission Hub, Coventry
- St Paul's, Leamington Spa
- Alcester Minster, Alcester
- Bedworth Mission Hub, Bedworth
- St Andrew's, Rugby

Alongside our Mission Hubs, we have 4 church urban plants in Hillfields, Tile Hill, Bedworth and Wyken. The aim is to grow a new congregation in each area, alongside offering pastoral and worship ministry for existing congregations where applicable. Our vision is that these plants will have a generative impact over time, replicating into other estates and urban contexts, providing learning environments for leaders-in-training to gain expertise and confidence for church planting and community engagement.

Our healthy churches and growth work is facilitated through the diocesan office team, St. Marks Resource Church and funded by both the Diocese and from the national church through the Strategic Development Fund for the 4 church urban plants.

The Diocesan Board of Finance Office

There are approximately 45 employees of the Coventry Diocesan Board of Finance who are based at the Diocesan Office, some of which are involved with the Parishes directly and some who support Parishes from the office.

Our Diocesan Secretary and CEO is Jacqueline Ladds.

The areas of work that our employees support the Office and Parishes with are:

- Care of Church Buildings
- Communications
- Finance
- Governance and Grants
- Human Resources
- Information Technology
- Mission and Discipleship
- Operations
- Property
- Safeguarding



Our Values

At the Diocesan Office, we expect our employees to be supportive of and live out our values at work :

Community: To have a sense of togetherness and common purpose, with room for differences

Christ-like: To show humility and love for one another, to be welcoming and to have grace and patience

Integrity: To be genuine, authentic and honest, and value each other

Service: To recognise people's needs, give without expectation and use our gifts for each other

Background

The Diocese of Coventry, in partnership with Warwickshire Wildlife Trust and Caring for God's Acre, have been awarded nearly £200k by The National Lottery Heritage Fund to develop a Churchyard Biodiversity and Heritage Project within Coventry and Warwickshire. This project seeks to protect, enhance and share the treasured green spaces, wildlife and heritage of churchyards within the Diocese, and support local church councils in managing these special places with their local communities.

If you are passionate about safeguarding and increasing natural biodiversity and heritage, whilst encouraging communities to participate in, learn about, and support their care, then this is your opportunity to make a meaningful impact as part of this important and wide-reaching project.

The aims of the Churchyard Biodiversity and Heritage Project are:

- **To empower Anglican churches** by supporting church communities in Coventry and Warwickshire unlock their churchyards' potential for biodiversity, heritage, well-being, and even food security.
- **To engage the wider community** by inviting non-churchgoers to be part of the exciting journey of managing and enhancing churchyards.
- **To 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.
- **To contribute to a greater cause** by being part of the national dialogue on how local communities and small organisations can combat the species and climate crisis.

Seventy church communities across the Diocese of Coventry have already committed to this transformative project, which unfolds in two key phases:

1. Development Phase (1 year):

- Develop a comprehensive 5-year plan for the project.
- Prepare additional funding applications and assemble supporting documents for the Delivery Phase.
- Collaborate with local communities to create churchyard management and activity plans for early implementation.

2. Delivery Phase (5 years following the successful application of the second stage bid):

- Implement the management and activity plans across all participating church communities over five years.

If the Delivery Phase is approved, a Biodiversity and Natural Heritage Officer will be required for the five year Delivery Phase.

Role Summary

70 Coventry and Warwickshire church communities have committed to participating in the Churchyard Biodiversity and Heritage Project. By the end of the 6-year project we expect to have worked at least 50 of them.

The successful candidate will provide leadership, management and oversight for the Project, working with church communities across Coventry and Warwickshire. This role involves guiding the project through the Development Phase ensuring effective planning, consultation and a successful Delivery Phase grant application.

During the Development Phase you will provide leadership to the project staff team comprising a Biodiversity and Natural Heritage Officer and a Community Engagement Officer, and oversee the delivery of consultations and sub-projects, ensuring timely progress and adherence to budget. You will oversee the preparation of the first tranche of management plans and lead on the preparation of the Delivery Phase application to The National Lottery Heritage Fund, compiling key documents such as activity, project, marketing, and interpretation plans.

If the Delivery Phase application is successful, a similar post will be created for another five years to:

- lead and manage the project staff team and trainees;
- oversee the successful execution of sub-projects;
- ensure the project remains on schedule and within budget.

This role will suit someone with experience of managing projects, particularly where funded by The National Lottery Heritage Fund, a passion for nature conservation and/or heritage and a proven track record of delivering time-limited or grant-funded projects. Strong leadership, strategic planning and budget management skills are essential.

Key Responsibilities

Project Management

- Lead the preparation of key project documents to support the Delivery Phase grant application to the Heritage Fund.
- Complete formal reporting to funders, with support from the Church Buildings Funding Support Officer.
- Act as the figurehead for the Churchyard Biodiversity Project, building relationships with partners, churches and stakeholders, including local communities, politicians and media.
- Inspire and support project staff and partners.
- With support from the Buildings team, manage contractors, including the recruitment of sessional specialists.
- Communicate with project partners, Warwickshire Wildlife Trust and Caring for God's Acre to secure project support and endorsement.
- Oversee consultancy contracts and research conducted by Caring for God's Acre.
- Lead on the collection of monitoring data with the evaluation specialist, including surveys of beneficiaries and participants.

Financial Management

- Manage the project budget and monitor income and expenditure.
- Work with the Church Buildings Funding Support Officer to prepare match funding grant applications.
- Ensure any partner grants and match funds are spent according to agreed terms and conditions.
- Prepare and submit periodic reports and claims to the Heritage Fund and other funders.
- Prepare clear briefs and oversee tendering, negotiation, and management of contracts.
- Comply with agreed procurement procedures and the Heritage Fund's Standard Terms of Grant.

Support of Church Communities and Volunteers

- Provide leadership to church communities and volunteers.
- Encourage involvement in planning, organising, and leading project activities.
- Arrange, lead and minute meetings as needed.
- Agree on activity programmes and targets with staff and church communities.

- Where necessary, liaise with church architects and support applications for Faculty and/or Planning consents.

Project Communications

- Develop project branding, website and marketing plans with the Diocese Communications Team.
- Ensure clear and concise project communications that adhere to Diocesan brand and funder guidelines.
- Foster excellent communication with colleagues, partners, churches, and volunteers.

General Responsibilities

- Act as an Ambassador for the project, the Diocese and the partner organisations.
- Actively participate in the Church Buildings team, including attending team meetings as necessary.
- Attend local, regional and national training opportunities where relevant and as required.
- Assist in the preparation of annual budgets, work programmes and reporting requirements for your area of work, as required.
- Perform other duties as needed to fulfil the main purpose of the job.
- Promote the mission and vision of the Diocese and project partners, and comply with the Diocese's policies and procedures, including health and safety and equal opportunities.

Key Contacts

This new post will be based in the Church Buildings Team and will report to the Church Buildings Projects and Development Officer.

You will line manage the Community Engagement Officer, who will lead on building links with local people and groups, and the Biodiversity and Natural Heritage Officer, who will lead on the preparation of management and activity plans.

If funding is secured for the Delivery Phase, a part-time Finance and Administration Officer will join the team, plus up to two trainees on 12-month placements at any one time.

Other key relationships include:

- The Diocesan Church Buildings Team, including the Church Buildings Funding Support Officer and the Church Buildings Development & Projects Officer.
- The Diocesan Director of Finance and the Diocesan Secretary (the Steering Group Chair).
- Project partners, Warwickshire Wildlife Trust, who will provide oversight of the management plans, and Caring for God's Acre, who will lead on research.
- Church members, leaders and local communities.

Person Specification

This section details the attributes which are required in order to undertake the full remit of this post. To be shortlisted an applicant must be able to demonstrate that they have **all the essential requirements**.

AF=Application Form; Int = Interview

Attributes	Essential	Desirable	Means of Assessment
Qualifications			
A relevant degree, professional qualification, or proven practical experience in a related discipline	√		AF/Int
Full driving license and access to own vehicle	√		AF
Experience & knowledge			
Team leadership experience, with the ability to manage and support staff and volunteers.	√		AF/Int
Proven experience in grant funding, budgeting, and financial management .	√		AF/Int
Experience of working with The National Lottery Heritage Fund and/or other grant funded projects		√	AF/Int
Strong background in project planning and management .	√		AF
Experience in building partnerships and collaborative working with multiple stakeholders.	√		AF/Int
Skilled in community outreach and stakeholder engagement	√		AF/Int
Experience in training and supporting volunteers		√	AF
Knowledge of contract management and procurement processes .		√	AF
Experience working with charities, voluntary organisations, or faith-based groups .	√		AF
Understanding of heritage, nature conservation, or environmental initiatives .	√		AF
Experience of designing and delivering community-focused initiatives		√	AF/Int
Strong report preparation and writing for a range of audiences	√		AF
Good level of IT competence, particularly with Microsoft Office.	√		AF/Int
A basic understanding of the working structures of the Church of England.		√	AF/Int
Skills and attributes			
Strong communication skills , both verbal and written, with the ability to engage effectively with diverse audiences.	√		AF/Int

Passionate about heritage and/or nature conservation, with a genuine interest and good understanding of these areas		√	AF/Int
Skilled in negotiation and adept at managing and fostering relationships.	√		AF/Int
Highly competent in administrative tasks and proficient in budgeting.	√		AF/Int
Capable of analysing data and producing insightful reports.	√		AF/Int
Effective problem-solving and decision-making skills.	√		AF/Int
Excellent organisation and time management , with the ability to juggle multiple priorities.	√		AF
Ability to motivate and inspire staff and volunteers .	√		AF/Int
Willingness to travel to various locations across both dioceses as required, including at evenings and weekends.	√		AF/Int
Sympathetic to the role of churches as local centres of Christian worship and mission	√		AF/Int
<p>Able to live out our values at work:</p> <p>Community: a sense of togetherness and common purpose, with room for differences.</p> <p>Christ-like: demonstrate humility grace and patience with colleagues and customers.</p> <p>Integrity: genuine, authentic and honest.</p> <p>Service: able to recognise other people's needs, give without expectation and willingness to use gifts for each other.</p>	√		AF/Int

Salary and Benefits

Employer: Coventry Diocesan Board of Finance

Line Manager: Church Buildings Projects and Development Officer

Direct Reports: Community Engagement Officer and Natural Heritage Officer

Place of Work: Coventry Diocesan Offices with some travel required across Coventry and Warwickshire.
The post holder will need access to their own vehicle.

The post holder will have the option to work partially from home in line with organisational requirements (split of office/home to be confirmed on appointment).

The post holder will be part of a multi-agency team employed by the Anglican Diocese of Coventry based at Hilltop, Coventry.

Salary: £37,942

Working hours and pattern: 35 hours per week. Some evening and weekend working may be required – time off in lieu given for this.

Duration: 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.

Pension: Non-contributory Pension Scheme with 8.5% Employer contributions

Life Assurance: 2 x Salary

Wellbeing Package:

- 25 days annual leave, plus bank holidays and an additional 3 days leave at Christmas
- An annual leave purchasing scheme
- Enhanced Company Sick Pay, Maternity Pay, Paternity Pay and Adoption Pay
- Positive approach to Mental Health and Wellbeing for all employees
- Employee Assistance Programme, Mental Health Support and access to our Diocesan Counsellor
- Eye Care Vouchers
- Pastoral Retreat Grants
- Training & Development
- Free Bible study resources
- Time off each year to volunteer at your chosen Charity
- A day off for your birthday
- Long service awards
- Weekly Tea/Coffee Staff get togethers and other staff events

Key Information

Interview location: Coventry Diocesan Offices, 7 Priory Row, Coventry, CV1 5EX

For an informal discussion about this role, please contact: andy.duncan@coventry.anglican.org

Please send applications and equal opportunities forms to: recruitment@coventry.anglican.org

How to complete our application form

- When completing our application form, please make sure you complete all relevant sections in full.
- Ensure that you check your spelling and that your email address and phone number are correct so that we can contact you.
- Carefully read the Job advert, Job description and Person specification to enable you to answer any questions fully, to show how you meet the criteria for the role.
- Most sections are self-explanatory, however the main sections that you will be scored against are below. (Please complete these in full, with the tasks you undertook, and expand on any tasks that are relevant to the role you are applying for):
 - “Main duties and responsibilities” in the previous employers’ sections.

- “Describe your present employment in terms of responsibilities and relationships”
- “Give reasons why you think you would be suitable for this post giving evidence as to why you meet the criteria detailed in the person specification” (Please consider the tips on the next page with regard to completing this section).
- We understand that no-one is perfect, will meet 100% of the shortlisting criteria or score full points for each item on the essential criteria detailed on the person specification. We offer training and support to all our employees to ensure any gaps of knowledge are addressed so do not worry if there are some criteria that you only have limited experience of. The following points should help guide you when you complete your application form:
 - Don’t assume that we have knowledge of the situation/context that you are writing about.
 - Avoid using acronyms as we may not know what they mean.
 - Essential Criteria are key to the role and show what experience or qualifications you need to have familiarity with, to do the role, so please give as much detail as you can. These are the essential criteria that we use to score your application form, to decide if you will be accepted into the next phase of the recruitment process. Think about relevant examples from either your current job, a previous job, your personal life, community or any voluntary work that you undertake. For each essential criteria, write as much about your experiences as possible.
 - Desirable criteria are experiences/qualifications that are “nice to have” but are things that can be taught “on the job”. We do not usually score against the desirable criteria, unless all of the applicants scores are very close on the essential criteria. We would then use the desirable criteria as a secondary measure. If you do meet any of the desirable criteria, then please address them in the same way that you do for the essential criteria.
 - When addressing each item on the essential criteria, consider laying out your answer using the STAR technique as below:
 - S – Situation – what was the situation you were facing?
 - T – Task – What was it that you needed to do?
 - A – Action – How did you complete the task and why? (highlight only your contribution, not others)
 - R – Result – What was the outcome of your actions, what went well, and what did you learn?

Information for Clergy moving from Parochial Posts

- If you are considering moving from a Parochial post to a post within the DBF, you may have some questions about how the salary and benefits differ from Parochial posts. The following is a run-down of the most common questions and answers:
- There is no house provided for DBF posts, so you will need to find accommodation that suits your needs.
- There is no relocation package, therefore any moving expenses will need to be self-funded (removal firms/solicitors fees etc)
- During your employment with the DBF, any expenses for mileage are only payable for work-related journeys, not commuting to and from work.

- At the Diocesan office, we have a flexible approach to working location, being able to work from the office and from home (pending satisfactory home-based risk assessments). You will not receive an allowance if you choose to work from home, and apart from a laptop and mobile phone, you will be expected to provide your own desk, chair and ergonomic equipment for your home workstation (You will be provided with a fully equipped workstation within the Diocesan office).
- The allocation of parking at the Diocesan office is a discretionary provision and is limited. It is allocated to staff members in accordance with the car parking policy. Should you require parking you can contact the Operations Administrator to book this for you, but typically, you will be expected to park off-site.
- As part of your role, you may be required to or wish to minister in the Diocese. In the former case, your appointment will need to be approved by the Bishop, in the latter you will be able to discuss a General License or PTO with the Bishop.
- You should seek financial advice on the following:
- If you own a house which you rented out but no longer live in accommodation that is tied to your post (Vicarage/Rectory), your primary residence status may lapse, and if so, your home will become liable for Capital Gains Tax on the sale.
- You can choose to join the non-contributory DBF Church workers Pension scheme which pays out 8.5% employer contributions plus gives 2 x salary in the event of death in service. Alternatively, you may choose to remain in the Clergy Pension Scheme. If you do so, your take home salary will be reduced to consider the much higher pension contribution required compared with the Church workers pension Scheme. Due to the way the Clergy Pension Scheme is managed your take home salary may vary if the employer contribution to the scheme varies. This could be both up or down. The revised salary if you choose this option can be provided on request.

Thank you for your interest

Thank you for applying to work for us. If you have any questions, you can contact the HR Officer or Recruiting Manager whose details are written in this pack.

We wish you every success with your application and thank you for your interest in our Diocese.