

## **Together for Change Coventry and Warwickshire**

### **Saints Riley Square and Camphill Project Manager**

**28 hours per week (Monday – Thursday)**

**£28,719 (£33,120 FTE if applicable) per annum plus 9% Employer Pension Contributions. Fixed 2-year contract.**

**Contractual Location is Camp Hill, Nuneaton and 'Riley Square', Coventry and also the Coventry Diocesan Offices at Hill Top.**

#### **The Role of Saints Riley Square and Camphill Project Manager**

The Saints Riley Square and Camphill Project Manager will develop coherent strategy for the development of a new Saints Riley Square project and also the Project Management of Camp Hill Church. This will involve considerable networking with all levels of the voluntary and statutory sector, including with Local Authorities, stakeholder groups, churches and charities, alongside providing practical advice and support to other Saints building projects.

The post holder will be responsible for project managing the new Riley Square Saints project and Camp Hill Church in line with the LInCS Fund terms and conditions, while playing a vital role in the Saints Central team with a particular emphasis on buildings and renovation works within TFC.

#### **The main responsibilities of the Saints Riley Square and Camphill Project Manager are:**

- Being the Project Manager in enabling community transformation work within the new Riley Square Saints project and Camp Hill Church hall on behalf of TFC.
- Project Manage the initial installation of the Saints Riley Square Café, working with builders and contractors.
- Project Manage the renovation of Camp Hill church, working with contractors and the church PCC.
- Networking with key stakeholders in the voluntary and statutory sector, in particular the Local Authorities and their senior officers responsible for regeneration in their areas.
- Developing effective partnerships for appropriate practical responses in order to ensure that the projects are a success, in line with the grant project plan.
- Engage with the Centre Manager, St Laurence's PCC, Saints Riley Square Stakeholder Group and local community to design and implement community programs within the Saints Riley Square project based on local need, helping communities to work toward their goals and aspirations that ultimately relieve poverty.
- Work with the Centre Manager of Saints Nuneaton to ensure branding, communication and strategic direction align with Saints Riley Square.

## **What we are looking for in a Saints Riley Square and Camphill Project Manager:**

- A vibrant, attractive Christian faith, with a positive transformational presence.
- A passion for enabling churches to engage effectively in the transformation of local communities, especially the most deprived.
- A track record in successful and sustainable community transformational projects.
- A commitment to the ethos, vision and values of the Coventry Diocese.
- Ability to win the respect of leaders and people across a diverse geographical area (Coventry and Warwickshire) with the full range of voluntary (faith and non-faith) and statutory agencies, Anglican and other churches.
- A desire and ability to empower others. Coaching and mentoring skills in relation to establishing community projects (including vision building, community cohesion and involvement, networking, partnership working, business planning, funding strategies, etc).
- Experience of project managing significant new programs and overseeing their budgets
- Experience of project managing capital build projects, working with builders, councils and contractors, ensuring all relevant health and safety, fire policies and relevant compliance is adhered to.
- Self-motivated and ability to work on own initiative, as well as collegially as part of a team.
- Able to travel throughout Coventry and Warwickshire.

**This post reports to Jet Jones, CEO of Together for Change and Director of Community Transformation and Regeneration in the Diocese of Coventry.**

### **Diversity, Equity and Inclusion**

In the Diocesan offices we are committed to work with determination towards a fuller representation of the social, cultural and ethnic diversity which accurately reflects the people we serve in the Diocese of Coventry. We expect all employees to promote and model equity, diversity and inclusion in their working practices and relationships and to uphold principles of equality of opportunity in accordance with our legal and theological obligations as written in Galatians 3:28 which says, "There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus".

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

As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

All employees undertake mandatory Diversity, Equity and Inclusion training during their employment with us.

The 'Saints' projects works with an ecumenical group churches, with the Church of England as the lead denomination, and therefore will involve sensitively working on behalf of Christians from all denominations (it is not an inter faith hub.) The post holder will need to have a Christian understanding of what is happening in the building, that the projects are not simply community projects but they have a spiritual dynamic to them. This post holder will also be supporting the revitalisation of a Church of England parish church. It is therefore an Occupational Requirement (Schedule 9 part 1 of the Equality Act 2010) of this post to have a committed Christian faith and a passion for enabling churches to transform their communities.

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

For an informal discussion regarding this role, please contact (Jet Jones, [Jet.Jones@Coventry.Anglican.Org](mailto:Jet.Jones@Coventry.Anglican.Org))

**Closing date for applications: Wednesday 15<sup>th</sup> January 2025**

**Interviews will take place at the Diocesan office: Thursday 23<sup>rd</sup> January 2025**

Please send completed applications to:

Email: [Simone.Smith@Coventry.Anglican.org](mailto:Simone.Smith@Coventry.Anglican.org)

or

Post: Simone Smith, HR Advisor, Cathedral & Diocesan Offices, 1 Hill Top, Coventry CV1 5AB.