

## Saints Riley Square and Camp Hill Project Manager

<b>Location:</b>	Camp Hill, Nuneaton and 'Riley Square', Coventry and also the Coventry Diocesan Offices at Hill Top.
<b>Salary level:</b>	£28,719 per annum (plus 9% pension contribution) fixed 2-year contract (£33,120 f/t equivalent).
<b>Hours:</b>	28 hours per week. (Monday – Thursday).

### Job Description:

The primary focus of this role is to assist Together for Change: Coventry and Warwickshire (TFC) in transforming communities in partnership with the Coventry Diocesan Board of Finance.

The role will involve the support of and the capacity building of churches, people and local community groups (regardless of faith or no faith) who are tackling issues of poverty, deprivation and disadvantage through the work of the 'Saints' projects.

The role will necessitate developing a coherent strategy for the development of a new Saints Riley Square project and also the Project Management of Camp Hill Church, which will involve considerable networking with all levels of the voluntary and statutory sector, including with Local Authorities, 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.

### Diversity Statement

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.

### **Key Relationships:**

- Chair and board of 'Together for Change Coventry and Warwickshire' Charitable Company
- Accountable to and line-managed by the CEO of TFC
- TFC Central Team
- Saints Staff and volunteers (some of whom will be line managed by post holder)
- Voluntary and Statutory Agencies in Coventry and Warwickshire, faith and non-faith based.
- Area Deans and Parishes, especially in the most deprived areas of the Diocese.
- Members of the Mission and Discipleship team and COLT team
- Church Urban Fund and other TFC JV partners (these may change from time to time).
- The LInCS Fund steering group
- St Laurence's Church PCC
- Stakeholder Group for Riley Square
- Camp Hill Church PCC

### **Main Activities and Responsibilities:**

- Lead the implementation of those elements of the 'Our Shared Future' Diocesan strategy that lie within the areas of responsibility for this role especially in relation to the third element of our Diocesan Purpose Statement – Transforming Communities.
- 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.
- Identify and apply for funding, working with the TFC central team to build funding bids across the charity.
- Engage with the Centre Manager, St Laurence's PCC, 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 Finance Manager and CEO to manage the budget for the projects, writing reports and monitoring outcomes, presenting evidence-based data to the CEO and board of trustees.
- Support the TFC Central Team in building funding bids when required.
- Working as part of the TFC central team in advising other Saints projects with practical buildings and renovation support.
- Work with the Centre Manager of Saints Nuneaton to ensure branding, communication and strategic direction align with Saints Riley Square.
- Line manage the Saints Riley Square Centre Manager, working within the TFC policies and procedures, creating new policies and procedures where necessary.
- Oversee the recruitment and training of Saints Riley Square staff and volunteers.
- Work with the safeguarding lead and HR Advisor in order to ensure all related policies and procedures are in place and adhered to.

### Monitoring and Evaluation

The Project Manager of Saints Development will participate in the DBF annual appraisal system

All employees are expected to undertake mandatory training including Equality & Diversity, Unconscious Bias, GDPR, Internet Security, plus other training that is identified during the course of employment.

### 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** for the role.

AF = Application Form; I = Interview; T = Test

Attributes	Essential	Desirable	Means of assessment
<b>Qualifications</b>			
A standard of education and/or qualification commensurate to the role	✓		AF
Ability to use and communicate through basic IT means	✓		AF/I
<b>Experience</b>			
A track record in successful and sustainable community transformational projects		✓	AF/I
Experience of setting up operational and management systems	✓		AF/I
Experience of project managing significant new programs and overseeing their budgets	✓		AF/I
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	✓		AF/I
Experience in recruiting, motivating and training volunteers	✓		AF/I

<b>Skills and Abilities</b>			
Excellent written, listening and communication skills and the ability to engage with a variety of audiences, including stakeholders, partners and volunteers	✓		AF/I/T
Knowledge of X Ledger accounting systems or other relevant invoicing and financial systems		✓	AF/I/T
Leadership skills to create strategy and implement initiatives that support the role		✓	AF/I/T
The ability to be able to relate Christian faith to contemporary culture and society.		✓	AF/I
Ability to work on own initiative and also as part of a variety of teams	✓		AF/I/T
Excellent IT skills including IT management systems -	✓		AF/I/T
<b>Personal qualities</b>			
A passionate Christian faith with a positive transformational presence and desire to work ecumenically with a range of user groups	✓		AF/I
A commitment to 'Our Shared Future' strategy, ethos, vision and values of the Coventry Diocese	✓		AF/I
A passion for enabling churches to engage effectively in the transformation of local communities, especially the most deprived	✓		AF/I
Ability to win the respect of leaders and people across a diverse geographical area (Coventry and Warwickshire) with a full range of voluntary (faith and non-faith) and statutory agencies, Anglican and other churches	✓		AF/I
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 and funding strategies)	✓		AF/I
Culturally sensitive and able to deal with people from many different backgrounds	✓		AF/I
Discreet and trustworthy, able to deal sensitively with private or confidential information	✓		AF/I
Good time management skills	✓		AF/I
Conscientious, diligent and hardworking	✓		AF/I
An organised and clear strategic thinker	✓		AF/I

The post-holder must be able to travel throughout Coventry and Warwickshire.

---

This post is subject to an Enhanced Level DBS Check.

The post holder will need to prove that they have the right to work permanently in the United Kingdom.

Informal conversations welcome. Please contact Jet Jones on 07958 957320 or [jet.jones@coventry.anglican.org](mailto:jet.jones@coventry.anglican.org)