

Saints Bell Green and Camp Hill Project Manager

Location:	Camp Hill, Nuneaton and Bell Green, Coventry and also the Coventry Diocesan Offices at Hill Top.
Salary level:	£28,719 per annum (plus 9% pension contribution) fixed 2-year contract (£33,120 f/t equivalent).
Hours:	28 hours per week. (Monday – Thursday).

Diversity Statement:

We welcome diversity at Together for Change.

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.

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 Bell Green project and also the Project Management of Camp Hill Church Revitalisation, 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 Bell Green Saints project and Camp Hill Church Revitalisation in line with the LInCS Fund terms and conditions, whilst playing a vital role in the Together for Change Central team.

Key Relationships:

- Chair and board of 'Together for Change Coventry and Warwickshire' Charitable Company
- Accountable to and line-managed by the CEO of TFC
- Together for Change Central Team
- Saints Bell Green staff and volunteers
- 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).
- Strategic Missional LInCS Monies Steering Group
- St Laurence's Church PCC
- Stakeholder Group for Riley Square / Bell Green
- 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 Bell Green Saints project and Camp Hill Church Revitalisation on behalf of TFC.
- Project Manage the initial installation of the Saints Bell Green Café, working with builders and contractors.
- Project Manage the renovation of Camp Hill church, working with contractors and the church PCC in line with the Partnership Agreement.
- 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 partnership agreements.
- Identify and apply for funding, working with the TFC central team to build funding bids where required.
- Engage with the Centre Manager, St Laurence's PCC, Riley Square / Bell Green Stakeholder Group and local community to design and implement community programs within the Saints Bell Green 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.
- Work with the TFC Programme Manager to provide project feedback in line with the reporting requirements of the Strategic LInCs Steering Group.
- 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 Central and Saints Bar Pool to ensure branding, communication and strategic direction align with Saints Bell Green.

- Line manage the Saints Bell Green Centre Manager, working within the TFC policies and procedures, creating new policies and procedures where necessary.
- Oversee the recruitment and training of Saints Bell Green 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
Qualifications			
A standard of education and/or qualification commensurate to the role	✓		AF
Ability to use and communicate through basic IT means	✓		AF/I
Experience			
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
Skills and Abilities			
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		✓	AF/I

contemporary culture and society.			
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
Personal qualities			
A passionate Christian faith with a positive transformational presence and desire to work ecumenically with a range of user groups	✓		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
Supportive of the mission and ministry of the Church of England and the Diocese of Coventry mission purpose statement	✓		AF/I
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.	✓		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

Closing date for applications: **Monday 23rd June at 12noon.**
Interview planned to take place on the week commencing Monday 30th June.

Please send completed application forms to
Email – simone.smith@coventry.anglican.org

Post – Simone Smith, Cathedral and Diocesan Offices, 7 Priory Row, Coventry CV1 5EX