

Together for Change Coventry and Warwickshire

Saints Bell Green 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 Bell Green, Coventry and also the Coventry Diocesan Offices on Priory Row.

The Role of Saints Bell Green and Camphill Project Manager

The Saints Bell Green and Camphill Project Manager will develop coherent strategy for the development of a new Saints Bell Green 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 Bell Green 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 Bell Green and Camphill Project Manager are:

- Being the Project Manager in enabling community transformation work within the new Bell Green Saints project and Camp Hill Church hall 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.
- 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.
- 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.
- Working as part of the TFC central team in advising other Saints projects with practical buildings and renovation support.

What we are looking for in a Saints Bell Green and Camphill Project Manager:

- Experience of setting up operational and management systems.
- 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.
- Excellent written, listening and communication skills and the ability to engage with a variety of audiences, including stakeholders, partners and volunteers.
- Ability to work on own initiative and also as part of a variety of teams.
- A passionate Christian faith with a positive transformational presence and desire to work ecumenically with a range of user groups.
- A passion for enabling churches to engage effectively in the transformation of local communities, especially the most deprived.
- 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.
- Supportive of the mission and ministry of the Church of England and the Diocese of Coventry mission purpose statement.

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

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.

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)

Closing date for applications: Monday 23rd June at 12noon.
Interviews will take place on the week commencing 30th June.

Please send completed applications to:
Email: Simone.Smith@Coventry.Anglican.org

or

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