# JOB DESCRIPTION –Project Manager (Buildings)

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| Job profile |  |
| Job title | Project Manager (Buildings) |
| Team | Strategic Programme Team |
| Reports to | Strategic Programme Manager |
| Principle Location | Diocesan office, Peninsular House |
| Travel required | Frequent travel to project locations – initially Paulsgrove and Fareham, subsequently other locations anywhere across the Diocese. |
| Work pattern / hours | Full time role available but hours negotiable with a minimum of 3 days/week.  Usual hours across Monday – Friday. Occasional weekend/evening meetings required |
| DBS check required (Yes/No) | No |
| Special conditions of employment | This role is time-limited for 5 years in the first instance. |
| Date written/updated | December 2024 |
| Start Date | Q1 2025 |

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| Role context |
| The Diocese of Portsmouth is made up of 13,000 or so worshippers in 129 Church of England parishes across south-east Hampshire and the Isle of Wight. The diocese is divided into seven deaneries, each of which co-ordinates the mission and ministry of parishes in their area. Our vision is to be a Church with Jesus Christ at the heart of everything we do, a Church in which we seek God’s Kingdom, and where all are enabled to experience a life-transforming encounter with Jesus Christ in order to become disciples. Our diocesan-level vision and strategy provide a framework for the life and ministry of parishes, chaplaincies, and deaneries of the diocese. It speaks of a diocese longing to be “a rejuvenating community of Jesus-centred, Kingdom-seeking disciples”.  The Diocese works to support church building projects in our 168 Churches and 100 church buildings. Many churches are Victorian, we have 28 Grade 1 listed buildings in mainly rural areas and a small number of modern churches mainly in suburban areas. There has recently been grant sponsored activity in refurbishing a small number of churches, mainly in the city of Portsmouth. The Church of England’s Net Zero Carbon target of 2030 adds significant challenges.  The Diocese of Portsmouth has been awarded £5.3m by the Church of England’s Strategic Mission and Ministry (SMMI) board to support delivery of its rejuvenate strategy. This funding enables the appointment of a Project Manager (Buildings) and provides some of the investment required to make our churches fit for wider mission and ministry. |

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| Role purpose and objectives |
| Manage a caseload of building-specific projects in line with the objectives of the Diocesan strategy. The successful candidate will be responsible for all aspects of the project lifecycle, ensuring projects are completed on time, within budget, and to the highest standards of quality.  Initially, these include the management of two projects in Fareham and Paulsgrove, with further projects to follow. |

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| Key responsibilities |
| * Lead the day-to-day management of repair and reordering projects for our Strategic programme of work. Provide onsite leadership, liaising with local church officers, the local community, architect, contractors and other stakeholders. * Oversight of the plans, timelines and compliance for implementation of capital projects in conjunction with the project architects. * Oversight of project risks and mitigation strategies. * Support the parishes to undertake effective maintenance and appropriate repairs to their buildings. Help parishes to develop maintenance plans and support their implementation. * Understand the Church of England 2030 Net Zero Target and work with parishes to look at ways of achieving this, supporting the work of the Diocesan Environmental team. * Clearly identify processes for communication within the parishes, setting up project teams or working with identified contacts within the parish. Ensure decision making within the parish is effective and streamlined. * Work with the Diocesan Buildings Officers to help parishes in preparing faculty and planning submissions and liaising with external interested consultees. * Ensure projects are documented for evaluation purposes including producing regular reports on work. * Help to identify potential further sources of funding including help with completing applications. Engaging with grant-making bodies and other key stakeholders to support the development of projects. * Empower parishes to develop wider use of church buildings. * Attend (as required) and report back to local Parochial Church Councils regarding ongoing work. * Understand the requirements of any grant funding being used and oversee the budget for the building work in partnership with the parish treasurer and Strategic Programme Manager. * Ensure compliance with all relevant legislation, standards and best practice in heritage conservation. |

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| Essential and desirable skills, knowledge and experience required for the job | | | | |
| **Attributes** | **Essential** | **Desirable** |
| **General** | Sympathetic to the overall Christian mission of the Church of England.  A keen interest in church buildings and their value within local communities.  Ability to influence, through effective communication, negotiation, professionalism, and development of trust.  A strong team player, able to work in the office and from home, as necessary.  Access to a car and a full clean driving license available for business use.  Available for occasional weekend and evening work. | A clear understanding of the buildings challenges facing our worshipping communities. |
| **Qualifi-cations and Training** | Proven experience in any related discipline, such as fundraising, project management, community development, volunteer management or heritage management. | Member of IHBC, or other conservation body.  Relevant project management certification, e.g. Prince2  CSCS Gold or Black card  CIOB membership |
| **Experience** | Experience of working with communities in a charity setting.  A track record of running successful projects, with a significant building element.  Experience of engaging and supporting people to work together to initiate, develop and support activities in local communities.  Experience of organising, planning and prioritising a varied workload.  Experience of collaborative working. | Experience of working with communities of faith.  Experience within a planning, heritage or conservation related role.  Experience of contributing to the development of funding bids or administrating grant schemes.  Experience of interpreting architectural drawings and plans.  Experience in a public-facing role.  Knowledge of the local area. |
| **Knowledge, skills and abilities** | Understanding differing building requirements to support church mission in different contexts.  Excellent planning, time and project management skills.  Strong communication skills, particularly writing letters, reports and papers.  Ability to speak publicly to varied groups of people with confidence.  Strong IT skills including email, databases and a range of Microsoft packages (Word, Excel, Outlook, Teams etc.) and the ability to be administratively self-sufficient. | Understanding of current building conservation philosophy, legislation and policy.  Interest in both secular and ecclesiastical architecture and art history.  Understanding of the structure and processes of the Church of England. |
| **Personal Qualities** | A customer focused, pragmatic approach – using tact, diplomacy and politeness.  A high degree of flexibility, trustworthiness.  Willingness to work pro-actively and take the initiative.  Ability to work independently as well as part of a team.  Willingness to listen to and accumulate knowledge from specialists.  A keen eye for detail.  Ability to explain difficult or complex issues to people of wide-ranging abilities and backgrounds.  Practical problem solver with ‘can do’ attitude.  Friendly / approachable. |  |

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| Organisational structure & Relationships |
| **Reports to:** Strategic Programme Manager  **Key Collaborations:**   * DAC Secretary/Buildings Officers * Archdeacons * Strategic Programme Team * Designated local parishes – parochial church councils and their appointed architects * Building contractors on assigned projects |

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| Remuneration |
| The role is remunerated at around £34,000 - £36,000 p.a.  (full time equivalent, pro-rated for part-time working)  25 days holiday plus bank holidays (full time equivalent, pro-rated for part-time working)  Pension scheme |