**JOB DESCRIPTION**

**Project Delivery Manager**

**Trinity Community Church LEP, Accrington**

 **trinitycc.org.uk**

**Post Title:** Project Delivery Manager

**Post Hours:** 20 hours/week. Some flexibility of hours may be required for the post-holder to attend occasional evening and weekend meetings (time off in lieu given)

**Pay:** £24,000 (FTE £48,000)

**Location:** The post holder will work out of Trinity Community Church (Christ Church), with time at St James Accrington, with some flexibility.

**Responsible to:** Vicar, Trinity Community Church, Accrington.

The post will be subject to a 6-month probationary period, during which supervision/ one-to-one sessions will be held weekly.

The role is subject to external funding and is offered as a fixed term for 2 years.

**Job purpose:** We are looking for a gifted, experienced and skilled project delivery manager to come and join Trinity Community Church, on a part-time basis to support our ministry. The purpose of the role is to ensure the smooth delivery of the St James building project; including but not limited to, seeking and applying for grants, managing budgets, interfacing with the architect and contractors, liaising with the Diocesan Advisory Committee and church faculty process, maintain project objectivity and track project progress, helping to ensure the future viability of St James church by developing links with local community groups whose work will complement the mission of the church. There will also be a need to put in place relevant policies and procedures for use of the building.

This post is key in enabling us to further our mission of Life with Jesus, Life Together, Life for All.

As a faith-based organisation and a place of Christian worship, our beliefs are foundational to everything we do. The post-holder will be expected to be sympathetic to these beliefs and work actively to support our ministry and vision.

This position requires an exceptional degree of professionalism and the ability to work in an ever-changing environment where multi-tasking, sound decision making, self-motivation are essential. The post-holder will need proven organisational, administrative, communication and interpersonal skills.

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| **Key Responsibilities:** |
| **1** | To liaise with the Vicar, architect, church wardens, Diocesan Advisory Committee members and relevant other parties to see that comprehensive plans and quotations are obtained to facilitate redevelopment of church building.  |
| **2** | To liaise with diocesan officers, ecclesiastical planning bodies, statutory planning bodies and other relevant parties to obtain relevant planning consent for the redevelopment work.  |
| **3** | To facilitate community consultation with local residents, community groups and other stakeholders and process data for presentation to PCC and submission with funding and planning applications.  |
| **4** | To research potential grant funding bodies and develop and submit applications for grant funding from same.  |
| **5** | To liaise with contractors, statutory bodies, diocesan officers, senior clergy, architect and all other necessary parties to deliver redevelopment work to church building.  |
| **6** | In liaison with above and relevant church representatives, to source all furniture, fixtures and fittings needed for redevelopment.  |
| **7** | In liaison with the Vicar and relevant church representatives, to plan and implement a timetable of ministry activities that enhance the mission of the church and support the people of Accrington.  |
| **8** | To develop links with local community groups whose work complements the mission of the church and form effective partnerships for use of church building to host their work.  |
| **9** | In conjunction with the Vicar and relevant church representatives, to form and train groups of volunteers to facilitate and deliver the ministry activities. |
| **10** | To perform all administrative tasks necessary to the effective delivery of this work. |
| **11** | To report as required on the progress of the work to the Ecumenical Church Council and any other group or persons as may be appropriate.  |

**Background:** Trinity Community Church is a local ecumenical partnership, made up of two Baptist churches and an Anglican parish. The LEP has recently expanded to include the town centre church of St James, and St Clement’s church at Green Haworth. We currently have 3 Sunday services across the church buildings – 9:15am at St James, 10:45am at Christ Church, and 3pm on the second and fourth Sundays of the month at St Clement’s. We are in the process of a reordering project of the St James building beginning early next year. Trinity also has a community centre in the Woodnook area, which was formally one of the Baptist churches.

At Trinity Community church we long to see more and more people hear the good news of Jesus and come to believe and trust in Him. We have seen growth in the church over the past few years and long to more growth at Trinity, both spiritually and numerically. Our mission statement is, ‘Life with Jesus, Life Together, Life for all.’

**Person specification:**

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| **Criteria** | **Essential (E)/Desirable (D)** | **How this will be assessed?** Application (A) and Interview (I) |
| Training and qualifications |
| Educated to degree level or equivalent work experience | E | A |
| Degree or diploma | D | A |
| Must be sympathetic to the values, aims and objectives of Trinity Community church | E | A & I |
| Experience  |
| Working in a similar role | E | A & I |
| Working in a church ministry setting | D | A & I |
| Experience of premises management | D | A & I |
| General accounting | D | A & I |
| Skills and competencies |
| Excellent planning and organisation skills able to work independently and manage workload | E | A & I |
| Strong project management skills and experience | E | A & I |
| Excellent interpersonal communication skills – written and oral | E | A & I |
| Strong attention to detail  | E | A & I |
| Confident IT skills (Microsoft office etc) | E | A |
| Ability to work flexibly | D | A & I |
| Manage project budgets, schedules, and timelines | E | A & I |
| Proven track record of planning, implementing and completing projects including recording/reporting against progress with key milestones | E | A & I |
| Personal attributes |
| Skilled problem solver able to consider options and make decisions  | E | I |
| Natural networker and motivator | E | A & I |
| People orientated, friendly and a team player, with good interpersonal skills | E | A & I |
| Strong written communication skills able to draft well-presented communications | E | A |
| Motivated to deliver high quality output | E | A |
| Ability to manage the unexpected | E | A & I |
| An eye for detail | E | A & I |
| Ability to work with multiple demands and to set priorities | E | A & I |

**Terms and conditions:**

The role holder will be employed by Trinity Community Church, Accrington. The detailed terms and conditions will be contained in the Contract of Employment.

The role is subject to external funding and is offered as a fixed term for 2 years.

**Salary** – Gross annual salary will be £24,000, paid monthly in arrears by direct transfer.

**Hours** – 20 hours per week. Some flexibility of hours may be required for the post-holder to attend evening and weekend meetings.

**Pension** – Details available on request.

**Probationary period** - The role will be subject to completion of a satisfactory 6-month probationary period, with the first review at 3 months; appraisals will take place annually thereafter.

**Notice period** - During the probationary period two weeks’ notice of termination of employment will be required on either side; thereafter one-months’ notice on either side will be required.

**Annual leave** - Annual paid holiday entitlement is 25 days pro-rata (exclusive of bank holidays). Leave should be arranged in advance with the Vicar.

**DBS** – An Enhanced DBS check is required for this role.

**Safeguarding** – Trinity Community church is committed to Safeguarding and promoting the welfare of children, young people, and vulnerable adults. All post holders and volunteers are expected to share this commitment and undertake the Diocesan Safeguarding training course.

**References** – Appointment to the role will be subject to receipt of two satisfactory references.

**Right to Work checks** – The successful candidate will need to provide documents to show their eligibility to work in the UK.

**Note** - Flexible working arrangements may be considered including occasional working from home. The Vicar will review regularly with the post-holder duties and responsibilities and discuss development, common concerns and opportunities for training. Any overtime needs to be agreed in advance with the Vicar or Churchwardens and will be paid at the hourly rate.

**How to apply:**

Thank you for taking the time to read this job advert.

To apply for this role, please send a CV and covering letter explaining why you have applied and what skills and experience you will bring to the role, to Revd Paul McNally (revd.paul.mcnally@gmail.com).

The **deadline** for applications is **Wednesday 20th December 2023.**

**Interviews** planned for week commencing **8th January 2024.**

If you would like an informal conversation about this post, please contact Revd Paul McNally on 07816491522 or revd.paul.mcnally@gmail.com .