



## THE CHURCHES CONSERVATION TRUST

### Job Description

#### Find a Use Manchester Project Manager

<b>Purpose:</b>	To lead the development of the three year Find a Use Manchester pilot project, to appraise site potential for new use, to develop new local partnerships and greater strategic support.
<b>Responsible to:</b>	Regeneration Manager
<b>Number of hours:</b>	36 hours/week (net)
<b>Length of Contract:</b>	Three years
<b>Job Grade:</b>	4

#### Task Description

Historic England and the Church Commissioners of the Church of England wish to review future use options for a number of historic closed churches within the Diocese of Manchester, Blackburn and Chester. Led by The Churches Conservation Trust, the Find a Use Manchester Project Manager, will work with local businesses and community groups to explore and develop new use proposals for up to eight strategic sites within and around Greater Manchester.

The Find a Use Manchester Project Manager will be instrumental in driving forward the project at a local level to assess, consult, identify and develop new uses for up to 8 churches across the Dioceses.

#### Key Tasks

##### **1. Appraise site potential and develop a preferred option**

With the support of the CCT's Head of Regeneration and Consultancy, CCT Regeneration Manager and the Church Commissioners, the post holder will:

- Develop initial viability reports for the priority sites using the CCT's Business Process
- Develop full options appraisals for key sites
- Consult strategic partners, statutory bodies, business and other interested parties to support options development
- Set up a new online community resource to support project outreach, marketing and consultation
- Identify a preferred option for each site

##### **2. Develop partnership based approach**

The post holder will:

- Establish links with local groups, authorities, amenity societies, business and other interested parties and build support for new use exploration
- Develop and manage a communications management plan, which will act as a tool to collect new intelligence on new use opportunities and wider planning and regeneration opportunities

- Facilitate the development of Partnership Agreements between stakeholders, outlining shared goals and deliverables
- Represent the project at networking events, obtaining professional membership to key networks

### **3. Investment and implementation**

The post holder will:

- Based on the viability report and options appraisal outcomes develop an investment and implementation plan for at least four priority sites
- Set up new tools to fundraise for the project, including professional crowd funding platform
- In partnership with interested parties, explore options to finance site redevelopment and disposal through social investment, grants and loan financing
- Identify and apply for development funding to test new use activities, commission professional service contracts, and/or use as match funding against existing project budgets

### **4. Project management**

The post holder will:

- Manage project development across the three year pilot period, starting from project initiation;
- Oversee project consultants and facilitate local partnership development;
- Be responsible for delivering project KPIs to time and within budget.

### **5. Training and capacity building**

Along with project partners, the post holder will:

- Develop information materials for local groups, interested in taking on asset management and/or ownership
- Co-ordinate and run workshops for local groups on a range of subjects

### **6. Evaluation and Reporting**

The post holder will:

- Manage the project evaluation plan and report against KPIs
- Prepare quarterly progress reports for the project steering group board

## **Additional Information**

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, volunteers and visitors. All staff have a responsibility to manage risk within their sphere of responsibility

All Trust employees are accountable, through the terms and conditions of their employment, and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

## Data Protection

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

## Safeguarding and Equal Opportunities

The Churches Conservation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

## Person Specification

The post holder will be a self-starter with a can-do mentality, able to think and act creatively to create and manage activity and partnership opportunities for the project partnership. The post holder will have:

Requirement		E	D
<b>Qualifications and Training</b>			
1.	A relevant degree or equivalent qualification in a building and/or planning related area		X
2.	Project management qualification	X	
<b>Experience</b>			
3.	Experience of working in economic planning and regeneration	X	
4.	Experience of working on asset transfer schemes		X
5.	Experience of securing development funding from multiple sources	X	
6.	Experience of developing options appraisals and business plans	X	
7.	Experience of developing successful building reuse, commercial, social enterprise or community projects	X	
<b>Knowledge, Skills &amp; Abilities</b>			
8.	A working knowledge of relevant government policy, national planning legislation and policy and current best practice in economic regeneration	X	
9.	Ability to successfully identify and negotiate commercial opportunities	X	
<b>Personal Qualities</b>			
10.	Demonstrable communication skills, both written and oral and an ability to network with people and partners	X	
11.	Able to manage own workload and prioritise conflicting demands	X	

### Job Requirements

- A willingness to travel, using public transport as far as possible, across Greater Manchester and on occasion to CCT offices in Leeds and London
- Excellent ICT skills and ability to be self-sufficient in terms of administration
- Able to work flexibly according to the needs of the project, including occasional work outside core hours

### Key Working Relationships

Working to the line manager, the post holder will also have regular contact with Manchester Diocese, Historic England, Church Commissioners and the project steering group.