

Project Manager (Community Asset Redevelopment) Application Pack

1. Role Summary

The Project Manager will be employed by Community Led Action and Savings Support (CLASS), reporting to the Director.

Duration: 18-month fixed-term contract (*with potential for extension subject to funding*).

Hours: 0.4% FTE (15 hours per week).

Salary: £28,266-£30,095 (depending on experience)

Location: Hybrid-working from home and community venues.

Benefits: 28 days annual leave (pro-rata) plus public holidays; a NEST pension scheme; and flexible working arrangements within the requirements of the role.

Purpose:

The Project Manager will be supporting St Cuthbert's Parochial Church Council (PCC) and Miles Platting Community and Age Friendly Network (MP-CAN) to plan and take forward a community-led redevelopment of the St Cuthbert's Church site in Miles Platting, Manchester.

This role is for someone who is an effective communicator, someone creative, collaborative, and passionate about grass roots projects. The post holder will require a reasonable understanding of the process and stages of developing similar community build projects. The role will require significant fundraising experience to help partners realise their aims and ambitions in the service of their local community.

2. Background to the project

CLASS has been providing development support to Miles Platting Community and Age Friendly Network (MP-CAN) and its member organisations since 2019.

The PCC of St Cuthbert's Church have resolved to work in partnership with MP-CAN on a community-led redevelopment of the St Cuthbert's Church site. The PCC seek to reimagine the site as a place of worship with community facilities and potentially affordable community-led housing in a church-led process in partnership with the community. Together with partners (particularly CLASS and Greater Together Manchester), they are now looking for an experienced individual who can support them in taking their next steps towards this inclusive regeneration.

St Cuthbert's Church is located on Oldham Road in Miles Platting and Newton Heath Ward. In February 2019, St Cuthbert's completed its Mission Action Plan (MAP) in response to the diocesan strategy. The MAP outlines how in the following five years, the PCC aims to grow its congregation, to nurture and support its parishioners and the local community, and to serve the local community especially in matters of social justice and reducing deprivation and exclusion.

Miles Platting has fantastic community spirit and a diverse mix of community initiatives. It is also amongst the 10% most deprived areas in England and as such has significant health, social and economic inequalities which have been exacerbated by the COVID-19 pandemic.

For more information about CLASS please visit: www.communitysavers.net/class.

For more information about Miles Platting Community and Age Friendly Network please visit: www.communitysavers.net/networks.

3. Job Description

During this fixed-term post, it is expected that the Project Manager will support the PCC and MP-CAN to fully navigate RIBA Work Stages 0-2 during the first 12 months, establishing funding and groundwork to enable the project to make some progress through RIBA stage 3 during the remaining 6 months of the contract. For details of the expected outcomes at each RIBA stage please see the RIBA Plan of work template which can be downloaded at [RIBA Plan of Work \(architecture.com\)](http://www.architecture.com)

Deliverables will include establishing a project brief, options appraisal, feasibility study, and developing objectives and outcomes for the next 5 years. Within this 18-month period, the Project Manager is ideally expected to have coordinated the Design Team to resolve one preferred design option, creating a business case that will inform the preparation of a full planning application.

This fixed term post does not entail the management or delivery of the longer-term project, however there is the possibility of the role evolving depending on skills and experience and successful fundraising.

The Project Manager will be line managed by the CLASS Director. Work-planning and review meetings will be carried out jointly with the Chief Executive of Greater Together Manchester and a representative from the PCC. Greater Together Manchester have a background in supporting church-based redevelopment initiatives.

KEY RESPONSIBILITIES

The following does not comprise an exhaustive list of tasks and the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by the partnership.

1. Strategy and Vision

- Establish a project strategy and set project aims for the next five years, building on previous scoping reports and St Cuthbert's Mission Action Plan.
- Organise visits to other similar projects to fact-find and establish support networks.

2. Community and Stakeholder Engagement

- Coordinate the delivery of a series of creative, engagement events:
 - To ascertain the needs of the community
 - To undertake a participatory community-led design process for new facilities and/or site redevelopment
 - To gauge reactions to emerging architectural designs

Coordination may be through direct co-planning and co-delivery with the PCC and MP-CAN or by contracting in external expertise depending on the post-holder's skills and experience in this area.

- Record ideas and views from engagement events and report on how these will inform the project going forwards.

3. Feasibility options

- Lead the project through the feasibility stage using the agreed strategy & vision and building on the outcomes of community and stakeholder consultation activities.
- Work with partners to find and coordinate 'Design Team' members, starting with an Architect (there is an existing budget for architectural services).
- Test concept design options against the emerging project brief, the business case, and Local Authority feedback via a pre-application enquiry.
- Investigate project unknowns and risks through the commissioning of surveys and reports.

4. Business Case

- Create a capital and revenue development plan as a working document.
- Create an action plan against each objective identified.
- Develop an overview of the longer-term objectives and outcomes for the next 5 years.

5. Fundraising and Communications

- Identify and apply for funding from a range of funding sources (government, grants and trusts, corporate foundations) to support the delivery of the project to business case and planning application.
- Develop fundraising strategies and identify possible revenue streams to support implementation of the project at RIBA stages 4 to 7.
- Develop effective approaches for communicating project aims and progress to the community and other stakeholders together with the PCC and MP-CAN, such as through social media and newsletters for example.

6. Management and Organisation

- Lead project planning and monitoring activities.
- Manage project documentation, providing regular reports to stakeholders and partners to allow them to make informed decisions.

4. Person Specification

Essential/Desirable criteria

Quality	Description	E	D
Experience	Experience of working co-productively with communities to develop community owned or managed assets		✓
Experience	Experience of managing renovation or redevelopment projects	✓	
Experience	Experience of effective community engagement and consultation, ideally in relation to urban development projects and community assets.	✓	
Experience	Experience of developing effective partnerships with multiple stakeholders, including funders and/or investors.	✓	
Experience	Experience of obtaining government and philanthropic grants for community led developments	✓	
Experience	Experience of developing alternative fundraising strategies and identifying possible revenue streams		✓
Experience	An understanding of the complexities of land ownership disputes, acquisition, and asset transfer.		✓
Experience	Experience of working with the Church of England and/or organisations with similar areas of focus		✓

Experience	Experience of recruiting, managing and developing volunteers.		✓
Experience	Experience of delivering social or community-led/cooperative housing; including knowledge of Community Land Trust governance models.		✓
Skills	Strong project management skills, with the ability to prioritise and deliver against set targets within the agreed timescales	✓	
Skills	Excellent verbal and written communication skills, including the ability to negotiate effectively, and to convey technical concepts and information to non-technical audiences.	✓	
Skills	Ability to work on own initiative with flexibility, confidence and enthusiasm	✓	
Skills	High level of ICT literacy	✓	
Knowledge	Good knowledge and understanding of the needs and aspirations of the local area or similar areas.		✓
Attitude	A non-judgmental and positive attitude towards people who are in need, and a passion for social action and tackling injustice.	✓	
Attitude	Ability to attend meetings or events on evenings and/or at weekends (by prior arrangement).	✓	

5. How to Apply

To apply for this position please submit an Expression of Interest (2 pages of A4 max.) and a CV, detailing why you are interested in this position and how you meet the criteria set out in the person specification.

Submit your Expression of Interest and CV to recruitment@class-uk.com by 5pm on Friday 15 July 2022. Interviews will take place on either Tuesday 19 or Thursday 21 July 2022.

If you require any additional information to help you apply (including an informal chat about the role), or any reasonable adjustments to any stage of the recruitment and selection process, please do email us at recruitment@class-uk.com. Application information can be made available on request in alternative formats, where reasonable and practical.

We will ask the successful candidate to be screened by the Disclosure and Barring Service. However, a criminal record *will not necessarily be a bar to your being able to take up the job.*

This post is match-funded by The National Lottery Community Fund.

Community Led Action and Savings Support - Registered Charity No. 1188480