**St Cuthbert’s, Darlington Opening Doors Project –**

**Project Manager (client side)**

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| **Job Profile** |
| **Hours** | Up to 20 hours pw |
| **Wage** | £42,000pa pro rata |
| **Term** | Up to 2 years |
| **Timescale**  | Pre building work, 12 months building work, post building work |
| **Key Relationships** | Priest in Charge, St Cuthbert’s PCC, Knox McConnell architects, Pinnacle Conservation, Buildings for Mission Secretary (Diocese of Durham). |

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| **Job Summary** |
| The Project Manager will report to the Parochial Church Council and the Priest in Charge Revd James Harvey. The role of this post is primarily to represent the client (St Cuthbert’s Church) and be face and representative of the church with Knox McConnell architects and Pinnacle Conservation. The Project Manager will ensure the client’s viewpoint is taken into account at all times in the decision making of the project, ensure that the church is kept informed and represented and respond to project variations to ensure a swift response to project queries. They will also fulfil some administrative, communications and financial responsibilities.  |

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| **Background** |
| St Cuthbert’s Parochial Church Council is looking to appoint a Project Manager for its Opening Doors Project: an important development project which will equip St Cuthberts in its role as a Resourcing Church and reimagine and develop its wider social, cultural and heritage role within the Darlington Community.The Opening Doors Project has a capital component of over £2m and its success will depend on the ability to establish the church as an arts, heritage and community venue working alongside its role as a vibrant place of worship giving the church both a pivotal role in modern Darlington and a financially sustainable future. Pinnacle Conservation are the main contractor, however there will be various sub-contractors involved. It is expected that the Project Manager will require to be in post before, during and after the period of the construction which is scheduled as 12 months from January 2026. St Cuthbert’s is open to negotiation around the number of hours in order to secure the right person. During the construction stage St Cuthbert’s wants to achieve rapid responses to emerging issues and problems – to achieve this the Project Manager will work flexibly ensuring a working presence throughout the week. They will also utilise excellent communication skills and be able to both take initiative and know when to defer decisions to the client. After the handover of the building the post will be reviewed to discuss the need for and terms of any ongoing appointment. |
| **Key Duties and Responsibilities** |
| **Liaising, Monitoring and Responding*** Liaise with the architect and contractor to understand and identify project requirements, delivery timelines and costs.
* Monitor and review project plans and progress to guide the PCC, and Project Board and keep these under review. To respond to project variations and advise on contingency measures to be put in place if required.
* Compiling and submitting monthly project status reports to the PCC and Project Board during the construction phase, identifying progress and implications, and anticipating decisions that will need to be made.
* Identify and assess any risks involved in the project that could increase cost or cause delay, their likelihood of occurring and put in place any mitigations. Act as the focal point for issue escalation to the PCC and oversee issue close-out.
* Respond to client orientated technical queries and seek guidance if required.
* Track communications, responses and queries to ensure accountability and a smooth project delivery.

**Advocacy*** Represent St Cuthbert’s at site meetings and liaise with the Architect and site manager and church representative on all day-to-day project issues, taking decisions where appropriate, ensuring the best outcome for the church.
* Understand the weekly operating needs of St Cuthbert’s and allow these to inform decision making when responding to contractors’ queries.
* Suggest tweaks to the design brief to ensure the project is delivered in line with St Cuthbert’s priorities and values.
* Monitor workmanship to ensure quality standards are maintained.

**Administration, Communication and Finances** * Compile customer facing tracking, reports and publicity for all project stakeholders – both internal and external, digital and non-digital.
* Track and monitor the financial (funding and expenditure) position of the project for the client ensuring a cash flow system and the financial resources are in place to ensure construction costs can be met during the build and liaising with grant providers and the Treasurer as necessary.
* Ensure the car park meets both Contractor and St Cuthbert’s needs and is managed well and contextually.
* Enable NHLF engagement projects such as site visits, talks/presentations and community projects to fulfil NHLF grant requirements.
* Close the project in a controlled fashion, including overseeing any construction snagging works, managing the delivery of training to support project handover into the operation phase, complete final accounting activities and ensure all other liabilities are settled in a timely manner.
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| *The above job description is not exhaustive and the post-holder should expect to undertake such tasks as may reasonably be expected within the scope and grading of the post, as required by the Line Manager. If significant additional duties or changes to your job description are required, you will be consulted about any changes before they are changed.* |

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| **Skills and experience** |
| The ideal candidate will have knowledge and experience of implementing projects, planning, managing quality and risk, along with excellent interpersonal skills. They will have:* Experience of the construction industry and project implementation
* Financial understanding and knowledge and a stewardship approach to finances getting the best outcome for clients
* General knowledge of Construction, Health, Safety and Environmental Regulations
* Excellent customer relationship and interpersonal skills
* Excellent communication skills, verbally and in writing.
* Excellent analytical and problem-solving skills
* Relational intelligence combined with ability to take initiative
* Have a consultative approach to communication and decision making
* Ability to influence others and negotiate successful outcomes
* An attention to detail
* Excellent general IT skills in all elements of MS Office

It is essential that the successful candidate is sympathetic to, understands and is supportive of the vision and values of St Cuthbert’s Church. |