**Project and Activity Coordinator**

**St Marylebone Parish Church, London, NW 1 5LT –**

**Church and Project Background**

**St Marylebone Parish Church** is a place of active and engaged Christian witness, set at the very heart of central London. We are also an hospitable venue for education, cultural events of national and international significance and room hire. In all these things we aim to achieve the highest standards of welcome, service and delivery.

More than 60 paid employees work within and out of our church building. At any one time 40 or so of these may be present on site. We host high profile services throughout the year as well as many conferences and meetings. A large number of internationally famous people are welcomed regularly to the church to a variety of events and services.

With a history stretching back more than 800 years, we seek to offer God worship that has long been renowned for its musical and liturgical excellence.

For more than 30 years, located as we are just a few metres from Harley Street, we have pioneered the work of Christian healing and, as well as being home to the internationally respected Healing and Counselling Centre, which offers low-cost psychotherapy and spiritual direction, our Crypt houses an innovative NHS doctor’s surgery with a 10,000 strong patient list. Our healing work is enhanced by our close links with some of medicine’s Royal Colleges and through chaplaincy at The London Clinic and King Edward VII’s Hospital.

We have a flourishing Young Church which complements the work of our two schools: The St Marylebone Church of England School, an Outstanding Academy, National Teaching School and Maths Hub, and The St Marylebone Church of England Bridge School, a Free Special School which works with secondary school age students who have speech, language and communication difficulties. Alongside our two schools we have strong ties to the Royal Academy of Music, the University of Westminster and Regent’s University.

The next stage in the development of St Marylebone Parish Church is a **Heritage Lottery funded project** titled, **St Marylebone: *Changing Lives*.** This project, as well as adding an extensive Crypt redevelopment and building fabric upgrade, will also involve the delivery of a substantial and creative heritage programme involving local communities, businesses and stakeholders. It will showcase and share the story of St Marylebone and the larger Marylebone area, north of Oxford Street, with art, music, cinema, multi-media, heritage craft skills, cookery and much more, by using a thematic prism of ‘Urban Story’, ‘Creative Crucible’ and ‘Healthy City’. Key partners include the Church Army, Vital regeneration and the Building Crafts College. Detailed project information is available on request.

The post of Project and Activity Coordinator is a newly created position.



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| **Project and Activity Coordinator Job Description** |
| **1. Project and Task Description** |
| **The St Marylebone PCC has successfully achieved a Round 1 pass from the Heritage Lottery Fund to develop the church as a heritage and cultural venue. The Project Coordinator will be a proactive role, acting as a key client interface between parish, local community, project partners and the consultant team appointed to deliver the Round 2 HLF bid. They will work closely alongside and be supported by:*** **Key members of the well-established parish staff team (Rector and Operations Director).**
* **Members of the active parish community (Parish Church Council (PCC), Project Steering Committee and congregation).**
* **Project partners as set out in the HLF Round 1 Bid.**
* **Consultant team members appointed to deliver the capital repair and adaptation elements of the bid proposals, the activity and interpretation plan, sustainable business plan and fundraising plan.**

**The Project and Activity Coordinator role will provide day-to-day support to the St Marylebone Operations Director, to ensure there is parish-led oversight to the complete *Changing Lives* project and that all project strands (capital repair & adaptation works, activity & interpretation plan, sustainable business plan and fundraising plan), are brought together in a successful Round 2 bid that will ultimately deliver the full project.****This will mean communicating effectively with all parties and partners to develop ideas, and ensure objectives are aligned. The Project and Activity Coordinator will act as a point of liaison and central co-ordinating contact with the above parties, and as a conduit for exchange between:*** **The consultant Project Director, co-ordinating the work proposals, and through this key members of the consultant team (Architect & Design Team, Activity & Interpretation Planner,**

**Business Planner and Fundraising Consultant).*** **Project partners identified as part of the bid process.**
* **The church community at St Marylebone.**
* **The wider local community of Marylebone.**

**The Project and Activity Coordinator will play a key role in testing and launching the different activities mapped out for the delivery of the project, and co-ordinating the submission of the****Round 2 HLF bid in July 2018.** **A key member of the St Marylebone Team, the Project and Activity Coordinator will also be responsible for building the existing capacity of volunteers, recruiting new volunteers and building on links already made with local community groups and organisations in the area.****The post will also support the Fundraising Consultant in achieving the match funding target.**  |
| **2. Key Tasks** |
| **2.1 Delivery of HLF Round 2 bid*** **Coordinate the writing and online submission of the Round 2 HLF bid, working alongside the consultant Project Director to secure timely input from the consultant team as required, and generating input from project partners and local community as needed.**
* **Coordinate the preparation and submission of all HLF progress reports and payment requests**
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| **2.2 Partnership development and volunteer recruitment*** **Working closely with the Activity Planning consultant to develop and implement a clear engagement strategy that builds on and develops links with potential project partners and other community stakeholders to understand how the St Marylebone *Changing Lives* project can better serve the locality and its needs.**
* **Development a clear Volunteer Strategy, for recruitment and induction of volunteers.**
* **Develop and coordinate volunteer training programmes to ensure volunteers are correctly trained, and have the appropriate skills to engage with the project.**
* **Begin to recruit volunteers to support and test the delivery phase of the project. Review and recruit new volunteers as necessary.**
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| **2.3 Develop user testing/pilot testing of activities to support the development of the Activity Plan, in****partnership with the Activity Plan Consultant.** * **Test and develop activities by engaging and working with local community organisations, supporting the development of the St Marylebone *Changing Lives* Activity Plan.**
* **Coordinate the project team’s engagement with community stakeholders, facilitating ‘co-design’ workshops that focus on the development of the activity, business and design proposals for the site.**
* **Work with the Operations Director on assessing elements of the Business Plan, to help determine the feasibility and sustainability of certain project proposals and their income generating potential.**
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| **2.4 Fundraising*** **Work with the Fundraising Consultant and Operations Director to deliver the project fundraising plan.**
* **Be open to, and pursue potential fundraising opportunities aligned with and emerging from the Activity and Interpretation Plan and Business Plan, acting as a bridge between Fundraising Consultant and potential partners to deliver these concepts and maximise opportunities.**
* **Develop bid applications to relevant funders as and when required.**
* **Support the Fundraising Consultant to set up a Fundraising Board as and when required.**
* **Provide administrative support to the Fundraising Consultant.**
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| **2.5 Project communication** * **Proactively establish the role as a central point of contact for the project, in the local area, and amongst the wider or more geographically dispersed stakeholders.**
* **Communicate and market the ‘St Marylebone *Changing Lives’* project to the locality and beyond.**
* **Update the project website and other social media as required.**
* **Keep the project website up to date and regularly communicate and update (creating profiles where necessary) other social media channels (e.g. Facebook, Twitter), maintaining and developing an online presence and support base, in the wider community.**
* **Undertake any additional delegated tasks and responsibilities from the Rector where appropriate.**
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| **2.6 Act as the conduit or ‘go-to representative’ from St Marylebone, to whom key members of the consultant team can direct queries to the parish and wider community, in the first instance, feeding through to others as necessary, to effectively respond.**  |
| **Personal Attribute Specification****The ideal candidate will:** | **E or D** |
| **Qualifications and Training**  |  |
| A relevant qualification or significant experience in people management and training volunteers/staff members  | E |
| **Experience** |  |
| Experience in setting up and developing new projects and meeting agreed objectives on time in a community, voluntary or social enterprise organisation. | E |
| Experience of effective collaborative working with external partners and stakeholders. | E |
| Experience of preparing funding applications.  | D |
| Experience of working on Heritage Lottery Funded projects. | D |
| Experience of working with a diverse range of people. | E |
| **Knowledge, Skills and Ability** |  |
| An ability to take the initiative, identify priorities, plan activities and balance conflicting demands. | E |
| Excellent interpersonal, networking, communication and presentation skills. | E |
| Good information technology skills and knowledge of data protection issues. | E |
| An understanding of the challenges of working in historic buildings, a passion for creative solutions to these challenges, and specifically a sympathy for working within a church environment.  | D |
| A knowledge of how communities can interact with local heritage and how buildings such as St Marylebone Parish Church can expand their roles as community hubs that increasingly engage communities and stakeholders with local heritage. | E |
| **Personal Qualities** |  |
| An interest in historic buildings and heritage management. | E |
| A willingness to work flexibly according to the needs of St Marylebone Parish Church and the Changing Lives project, which would entail the occasional work outside of core working hours. | E |
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| **Job details** |  |
| **You will work 40 Hours Monday to Friday 9 am – 5 pm to include 1 hour of break time each day. You may be required to work outside these hours, including evening and weekend working, as necessary. Time off for working outside your usual hours will be given in lieu. *There will be some restrictions on when you are able to take holiday leave over the principal religious festivals such as Christmas, Holy Week & Easter.*** |  |
| **Applicants should be aware that this is an 18 month funded position, after which there will be an opportunity, should the Round 2 bid be successful, for the role to continue through for the subsequent years of HLF funding, including a two year capital construction phase with activity delivery alongside project partners embedded in this phase of the project. It is anticipated that that the successful candidate will wish to continue their role through the delivery phase of the project, should that be awarded, however St Marylebone are not currently able to guarantee the role beyond 18 months at this stage.**  |  |
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| **Salary £27,000** |  |
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| **The position also offers membership of the Church Workers Pension Fund, through its Pension Builder Scheme, which currently offers an employee contribution of 8% of annual salary.** |  |
| **DBS Clearance may be required.** |  |
| **Holiday: 20 days per annum, plus 8 days statutory Bank Holidays. NO more than 5 holiday days may be carried forward into the following calendar year. Holiday entitlement period is 1st January to 31st December.** |  |
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| **Neither accommodation nor parking are provided with this post.** |  |
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| **There will be a probationary period of 6 months during which time your contract may be terminated by either side, giving not less than 4 weeks’ notice.** |  |
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| **No alcohol, tobacco or drugs to be consumed on or near the site.** |  |
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| **You may from time to time be required to undertake other duties consistent with your position.** |  |
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| **A minimum of three months’ notice should be given by staff terminating employment.** |  |

**Applications**

Applications should be forwarded to:

Dr Stuart Page

Operations Director

St Marylebone Parish Church

17 Marylebone Road

London

NW1 5LT

ops@stmarylebone.org

Applicants should enclose a full CV (with the names and contacts details of two referees, one of whom MUST be the applicants most recent employer), together with a letter setting out why the applicant feels they are suited to the post and also stating what the applicant thinks s/he can bring to the role.

Closing date for applications is Wednesday 1st February 2017.

Interviews will be held at St Marylebone Parish Church on or before Monday 13th February 2017.