



## **Cascade Project Manager Job Description**

<b>Job Title:</b>	Cascade Project Manager
<b>Responsible to:</b>	St Benedict's Centre Trustees
<b>Salary:</b>	£24,000 (21 hours per week)

### **Overview**

The Project Manager will provide overall leadership for the Cascade project, taking responsibility for setting culture and strategy and vision, developing strong and successful relationships with key external partners, delivering an imaginative programme (in person and online) to support the wellbeing of lay and ordained church leaders (including Headteachers of Church Schools) in the Diocese of Rochester and beyond, and ensuring that there are sufficient resources available for Cascade to flourish.

### **Reporting structure**

The Project Manager reports to the Chair(s) of the Cascade Management Group and is responsible to the St Benedict's Centre Trustees.

### **Place of Work**

The Project Manager will be based in the St Benedict's Centre office

### **Liaison**

The Project Manager will liaise closely with the St Benedict's Centre, in particular the Centre Warden and Operations Manager, as the programme will be substantially delivered from the Centre. On behalf of Cascade, the Project Manager will be responsible for establishing strong and creative relationships with a wide range of individuals and organisations across the Diocese of Rochester and beyond.

### **Support**

The Project Manager will be supported by a Management Group who advise and support all the executive functions of the project.

**Hours:** 21 hours per week

The Project Manager will work flexible hours in order to accommodate the needs of the programme of events, which may include evening and weekend bookings. Working hours will be agreed with the Chair of the Management Group.

Additional hours are accrued as Time Off In Lieu (TOIL) to be taken within a three month period.

### **Job Purpose**

The Project Manager will champion the wellbeing of frontline church leaders, lay and ordained (including Headteachers of Church Schools), in the Diocese of Rochester and beyond. They will be responsible for developing a programme of events and projects which provides effective and demonstrable support to a wide range of leaders in the churches, and establishing Cascade as the 'go-to' place for help and support around issues of wellbeing for leaders across the diocese and beyond.

### **Key Tasks:**

1. Leadership of the Cascade project
  - Work with the Management Group on developing a clear vision and strategy for the project, ensuring that all necessary resources are in place for the project to flourish
  - Set a clear culture for the project by leadership and personal example
  - Be the 'public face' of Cascade to all stakeholders
  
2. Programme
  - Develop and deliver an imaginative and adaptive programme of interventions to support the wellbeing of lay and ordained church leaders, including workshops, peer support, therapy, counselling, one-to-one support, coaching, conferences, retreats, speakers on specific topics, etc
  - Work closely with the St Benedict's Centre Warden to ensure that the programme dovetails appropriately with other aspects of usage at the Centre
  
3. Digital hub
  - Develop and manage a digital wellbeing hub for all groups, providing access to supportive materials, tools, organised events, peer groups, and signposting to specialised or professional services
  
4. External relationships

- Responsible for building strong and effective relationships/partnerships with:
  - The Diocese of Rochester (especially the Diocesan Mission and Ministry Team, and the Safe and Healthy Cultures workstream)
  - Other partner dioceses, eg Canterbury, Chichester, Southwark
  - St Augustine's College of Theology
  - The Abbey community
  - A wide range of potential partners operating in the wellbeing and therapeutic arena

#### 5. Marketing and Publicity

- Responsible for overseeing the marketing and publicity for the Cascade project
  - Oversee the development of a dedicated web presence for Cascade, including appropriate branding, and ensure that it is regularly refreshed
  - Develop an appropriate social media presence for the project
  - Ensure that appropriate marketing and publicity materials are produced on a regular basis and published in good time

#### 6. Finance and Fundraising

- Manage the Cascade budgets efficiently and effectively
- Liaise with the St Benedict's Centre Operations Manager to ensure accurate financial reporting
- Put in place funding processes for specific wellbeing interventions and events within the programme
- Work with the Management Group to develop an effective fundraising strategy for the period beyond the current funding
- Deliver the fundraising strategy

#### 7. Safeguarding

- Oversee appropriate safeguarding policy and procedures
- Liaise appropriately with the Head of Safeguarding for the Diocese of Rochester

#### 8. Communication and reporting

- Produce regular reports for the Management Group and Diocesan Called Together Project Board (as required)
- Develop an effective communication strategy for those who are on the project's database

#### 9. Other tasks

- Undertake any other tasks which may be reasonably asked from time to time in order for the smooth running of the project

### **Person Specification**

- Committed to the values, vision and ethos of the St Benedict's Centre
- Good understanding of the structures and cultures of the Church of England
- A good track-record of project management
- Understanding and experience of wellbeing issues for frontline workers
- Knowledge and experience of therapeutic processes and interventions
- Excellent relational skills, and the ability to relate across social and cultural boundaries
- Excellent oral and written communication skills
- Good working knowledge of IT, websites, and social media
- The ability to think strategically and 'make things happen'
- Able to work flexibly
- A well-motivated self-starter

This post is subject to DBS clearance. The successful candidate will be expected to complete safeguarding training provided by Rochester Diocese.