



Project Manager – All Saints Isleworth Drawn Together

Employer: All Saints Isleworth PCC

Contract: Freelance

Duration: Approximately 12 months [November 2026 – November 2027]

Time commitment: Approximately 4–6 days per month, varying across the project cycle

Fee: £18,186

Location: Hybrid, with regular presence at All Saints Isleworth for initial weekly onsite meetings and key activities

Reporting to: All Saints Isleworth PCC

About the Project

All Saints Isleworth PCC is seeking an experienced and well-organised Project Manager to lead the delivery of a 12-month resilience and development project supported by 'The National Lottery Heritage Fund'.

All Saints Isleworth is a Grade II* listed parish church with a long history as a place of Christian worship and community life. The project is a preparatory phase for a future capital repair and renewal programme and includes:

- Urgent holding works to stabilise areas of the building at immediate risk
- Surveys, feasibility and planning work for a future capital phase
- Strengthening organisational governance and delivery capacity
- Community and heritage engagement involving the church and churchyard

The Project Manager will coordinate these workstreams, ensuring that the project is delivered effectively, meets funder requirements and provides a strong foundation for the next phase of investment.

Key Responsibilities

- Coordinate delivery across the project's workstreams, including building works, surveys, engagement and organizational development
- Manage project scheduling, budgets, risk and reporting in line with agreed plans and funder requirements
- Prepare clear and accurate project, monitoring and evaluation reports for the PCC and funder
- Liaise with the PCC, clergy, Diocese, consultants, contractors, volunteers and other delivery partners



- Manage procurement and contracting of consultants and suppliers, including briefs, deliverables and timelines
- Maintain key project documentation, including the project plan, risk register, financial records and reporting
- Ensure appropriate permissions, safeguarding, health & safety and data protection requirements are addressed
- Provide regular progress updates to the PCC and support effective decision-making
- Coordinate the work of professional advisers and delivery partners, recognizing and respecting their specialist and technical responsibilities

Person Specification

Essential

- Demonstrable experience of managing projects involving multiple workstreams and stakeholders
- Strong organizational, planning and budget management skills
- Ability to manage risks, deadlines, procurement and project documentation
- Strong written and verbal communication skills, including the ability to produce clear, accurate project and evaluation reports
- Experience of working with a range of stakeholders, consultants, contractors and/or community partners
- Ability to work independently while reporting effectively to a governing body
- Understanding of the importance of governance, accountability and compliance when managing grant-funded projects
- An understanding of and respect for the role of All Saints Isleworth as a place of Christian worship, heritage and community engagement, and an ability to work constructively within that context

Desirable

- Experience of 'The National Lottery Heritage Fund' projects or other grant-funded programmes
- Experience working with listed or heritage buildings
- Experience of capital works, conservation, planning or professional building advisers
- Experience of community engagement and/or volunteer coordination
- Experience within a Church of England or other faith-based organization
- Relevant project management, heritage or other professional qualification



Personal Attributes

We are looking for someone who is:

- Organized, reliable and proactive
- Comfortable managing competing priorities
- A clear and confident communicator
- Collaborative and able to build effective working relationships
- Practical and solutions-focused
- Sensitive to the heritage, worship and community context of the church
- Able to work within agreed governance and delegated authority

Authority and Accountability

The Project Manager will manage the day-to-day delivery of the project within the authority agreed by the PCC.

The PCC retains overall responsibility for the project, grant compliance, significant financial decisions, major changes to scope and other matters requiring PCC approval.

The Project Manager will coordinate professional advisers and contractors but will not replace their specialist technical, architectural, conservation or statutory responsibilities.

Terms

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Reporting: Reports to All Saints Isleworth PCC

If you wish to apply, please send your cover letter and your CV to office@allsaints-isleworth.org no later than 5:00pm on October 23, 2026.