

Project Manager

20-month fixed-term, part-time contract

Application Pack

Please email applications (no CVs) to: info@teWKesburyabbey.org.uk

Deadline for Applications: 12 noon Monday 3rd March

Interviews: 18th and 19th March



*“Tewkesbury Abbey is one of England’s most beautiful and majestic Churches...
one of our most extraordinary architectural jewels.”*



Message from the Vicar

For over 900 years Tewkesbury Abbey has been at the heart of the community – as a place of gathering, worship, celebration and remembrance. Down the centuries we have been a Benedictine Abbey, a parish church and a place of refuge in times of flood and war. Today the Abbey is a thriving parish church with hundreds coming here to worship each week, drawn by our commitment to daily prayer and our traditional choral worship. We are a ‘Major Church’ within the Church of England, and we are larger than fourteen of our country’s cathedrals. We are also a venue for concerts, large civic events, fairs and festivals working in partnership with colleagues throughout the region. In the past year we have also hosted a number of installations, exhibitions and events, a schools programme, concerts and talks in addition to our usual packed programme of worship and festive services.

Like many heritage assets within the UK, COVID and lockdown presented us with serious challenges to our financial sustainability. We are now responding to those challenges with ambitious plans to double our visitor income and numbers within five years. These plans have been agreed and funded by our Parochial Church Council and are being overseen by our trading arm Tewkesbury Abbey Limited.

We are delighted to have received a £250,000 development grant from the National Lottery Heritage Fund towards our *Tewkesbury Abbey Welcoming All project*, a wide-ranging programme of works to increase our visitor engagement, including the appointment of new staff, surveys to scope future capital development plans, and testing new commercial activities including entry by donation. We hope that this will lead to one or more larger-scale capital bids which could result in a longer-term funding relationship to secure the Abbey as a thriving venue, unique heritage asset and national visitor destination.

As Project Manager for the *Tewkesbury Abbey Welcoming All project*, you will play a pivotal role in coordinating all the activities within it, shaping and delivering the future plans and development of the Abbey. You will ensure that timescales and budgets are kept to, that the Abbey’s committed team of staff, volunteers and clergy play their part in it, and oversee the recruitment and training of the new team members as we deliver the project. You will be the primary point of contact with the National Lottery Heritage Fund, ensuring that the Fund’s reporting and promotional requirements are fulfilled, and that accurate financial records are kept. The successful candidate will be an experienced project manager and a flexible team player who is looking for an exciting new challenge and the opportunity to shape the next chapter in the life of the Abbey.

Revd Canon Nick Davies
Vicar of Tewkesbury



Job description

Job title	Project Manager
Salary grade	£25,000 per annum
Line manager	Chief Operating Officer
Reporting to job holder	None
Days and hours	20 hours per week, generally Monday-Friday but with occasional weekend work. 20-month fixed term contract
Place of work	Tewkesbury Abbey, Church Street, Tewkesbury, Gloucestershire GL20 5RZ
Date of issue	January 2025

Overall purpose of Job

As Project Manager you will work in partnership with other members of the senior management team to ensure the successful delivery of all Heritage Fund requirements over the next 20 months. These will include delivery of fabric reports, liaising with our fundraising consultants, scoping and progressing future capital aspirations with stakeholders, fulfilling all Heritage Fund reporting requirements and being a hands-on member of the team.

Key responsibilities:

- Oversee delivery of *Tewkesbury Abbey Welcoming All* project.
- To work in partnership with colleagues to ensure delivery of project objectives.
- Project timescale and deadline monitoring and management.
- Budgetary and financial control and reporting.
- Liaison with and reporting for Heritage Fund.
- To manage consultation with a wide range of internal and external stakeholders in order to scope and develop plans for the project and for the Abbey's future.
- Stakeholder consultation & engagement programme.
- Scoping of future capital plans.
- Completion of project evaluation report.
- To liaise with our fundraising consultants delivering significant new income for the Abbey in 2025/2026 and identifying potential sources of funding for future capital works.
- To be a hands-on member of the team working in partnership with colleagues, volunteers and members of the congregation for the flourishing of the Abbey as a spiritual, cultural and heritage resource to the town, region and nation.

Responsibilities and accountabilities	Nature and scope of role
<p>To liaise in partnership with colleagues to ensure delivery of Heritage Fund objectives.</p>	<ul style="list-style-type: none"> • To liaise with our Estates Manager to ensure the successful delivery of Heritage Fund fabric investigations and the installation of a visitor counting system. • To liaise with the Operations Manager to ensure the delivery of the entry by donation scheme and the recruitment of a volunteer officer. • To liaise with the Head of Marketing to recruit a Marketing Assistant and the develop heritage interpretation.
<p>To liaise with our fundraising consultants delivering significant new income for the Abbey in 2025/2026 and identifying potential sources of funding for future capital works.</p>	<ul style="list-style-type: none"> • To work with Abbey colleagues to identify activities and budgets which could be supported by voluntary income. • To work in partnership with the Friends and Foundation to ensure coordinated fundraising activities. • To work with our fundraising consultants to identify major donors and grant making bodies which might fund future capital works. • To work with our fundraising consultants in order to develop a 2025-2030 fundraising strategy for the Abbey.
<p>To consult with a wide range of internal and external stakeholders in order to scope and develop our future capital aspirations.</p>	<ul style="list-style-type: none"> • To audit and assess recent capital plans by the Friends, Foundation and PCC, identifying plans which have the potential to secure organisational sustainability and grow visitor income. • To work in partnership with the Head of Operations to identify best practice amongst UK cathedrals and Major Churches in interpretation and visitor experience. • To convene a project group including members of the senior management team, Fabric committee, Foundation and Friends of the Abbey tasked with scoping and prioritising future capital developments, particularly exploring the possibility of a new visitor interpretation hub. • To work with the Estates Manager to secure professional advice from architects, quantity surveyors and structural engineers as required. In partnership with the Estates Manager to liaise with ecclesiastical and secular planning authorities, Town and Borough Council and national bodies including the Church Building Council to ensure alignment of any plans with legal and statutory frameworks. • Providing detailed, evidence-led reports to the PCC for strategic decision making. • In partnership with the Head of Marketing, to provide regular communication to internal and external stakeholders on the progress of development work, gaining buy in and tangible support.

Responsibilities and accountabilities	Nature and scope of role
<p>To fulfil all Heritage Fund reporting requirements.</p>	<ul style="list-style-type: none"> • To provide timely reports to the Heritage Fund on the delivery of the funded programme of work. • To work with Senior Management Team colleagues to develop the sustainable business plan for the Abbey. • To develop a close working partnership with senior Heritage Fund staff, keeping them up to date with developments on the ground. • Staying up to date with Heritage funding priorities and guidance. • Ensuring that the Abbey is developing plans in line with heritage funding investment principals.
<p>To be a hands-on member of the team working in partnership with colleagues, volunteers and members of the congregation for the flourishing of the Abbey as a spiritual, cultural and heritage resource to the town, region and nation.</p>	<ul style="list-style-type: none"> • To work occasional weekends and evening leading and supporting fundraising and other events. • To be prepared to 'go the extra mile' during busy periods supporting the wider staff and volunteer team in the delivery of our plans. • To encourage and enable a learning culture where we invest in our staff and learn together as we increase effectiveness.

Generic Responsibilities

- The role will require the post-holder to do occasional work outside normal office hours (e.g. occasional attendance at evening meetings with trustees or occasional Abbey events or services at a weekend). Time off in lieu will be given for any additional hours worked.
- To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately.
- To undertake when requested other duties as may reasonably be expected.

Person specification

Attributes	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Educated to degree level or equivalent. 	<ul style="list-style-type: none"> • Qualification in project management.
Experience	<ul style="list-style-type: none"> • Proven ability to deliver on complex change management processes, with competing stakeholders at a senior level. • Experience of managing budgets. • Experience of working in a small, multi-functional organisation. • Experience of working in partnership with senior volunteers or trustees. 	<ul style="list-style-type: none"> • Experience in heritage, tourism or not for profit sector. • Experience of working on projects funded by the National Heritage Memorial Fund. • Experience in fundraising, marketing, communications or public relations. • Experience of line management and leading a team.
Knowledge, skills and abilities	<ul style="list-style-type: none"> • Persistence and drive to ensure achievement of timelines. • Excellent listening and communication skills to enable negotiation and consensus building. • Good report-writing skills with attention to detail and an ability to write a convincing case for support. • Numerate and able to provide accurate financial reports. • Ability to lead and motivate teams of staff and volunteers. 	<ul style="list-style-type: none"> • Knowledge of effective marketing and communications strategies. • An understanding of the ministry and mission of the Church of England and the liturgical, civic and heritage role of major churches.

Continued overleaf

Attributes	Essential	Desirable
<p>Personal qualities</p>	<ul style="list-style-type: none"> • A commitment to reflect the inclusive, Christian ethos of Tewkesbury Abbey in all dealings with colleagues, volunteers, congregation members and visitors. • Collaborative working style and a good influencer. • Able to quickly form positive relationships with a range of people and stakeholders. • Able to balance numerous responsibilities at the same time and prioritise effectively. • Ability to work occasional weekends and evenings, providing hands on support to major events. • Enthusiasm and passion for the job role and ability to motivate others. • Emotional intelligence and diplomacy. 	

Safeguarding

Tewkesbury Abbey is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment, to work within the policy and procedures of the relevant safeguarding policy and are required to attend all relevant safeguarding training. Appointment will be made under CofE safer recruitment framework.

Further details can be found here:

www.tewkesburyabbey.org.uk/safeguarding

Application

Please apply using the application form attached and emailing it to coo@tewkesburyabbey.org.uk. In section four please outline why you are applying for this role and **please use the person specification above to tell us why you are the person best suited for this job**. Please note we do not interview based on CVs only.

We also welcome applications from candidates who may be interested in a part-time, job-sharing role.



Tewkesbury Abbey Welcoming All is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we have been able to develop a range of activities to welcome more visitors to the Abbey and plan the future needs of our building.