

Application pack

Project Manager

*The Abbey of St Edmund:
A Millennium of English History in West Suffolk*



St Edmundsbury
Cathedral



West Suffolk
Council





Welcome

The Abbey of St Edmund: A Millennium of English History in West Suffolk is made possible with The National Lottery Heritage Fund (the Heritage Fund). Thanks to National Lottery players, St Edmundsbury Cathedral (the Cathedral) has received a Development Phase grant.

The Cathedral has come together with English Heritage and West Suffolk Council, as members of The Abbey of St Edmund Heritage Partnership, to develop and deliver this project and has secured the Heritage Fund Development Stage grant to: conserve the Abbey of St Edmund ruins, deliver universal access through a network of footpaths, and build a heritage welcome centre within a line of listed buildings facing the town's public space. This will be supported by inspirational interpretation and an activity plan designed to engage the local community and visitors from further afield.

We are seeking a Project Manager to coordinate and assist in the management of the Development Phase of the project, working closely with the Project Board, overseeing the lead consultant and design team, co-ordinating the work of other consultants (including evaluation and activity planning), and volunteers, and fully engaging with local and wider stakeholders. The Project Manager will coordinate all the work required to prepare and submit the Delivery Stage application to The National Lottery Heritage Fund.

You will need to be on site at least two days a week. In the first instance, the post is until June 2026. If we are successful in securing a delivery grant (we will know at the end of May 2026), the role will continue for a further 3 years.

Thank you for thinking of applying for the role of Project Manager for *The Abbey of St Edmund: A Millennium of English History in Suffolk*. We hope, after reading this application pack, you will decide to apply.

Joe Hawes, Dean of St Edmundsbury



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Who are we?

St Edmundsbury Cathedral, West Suffolk Council and English Heritage are working in partnership (as key members of the Abbey of St Edmund Heritage Partnership) to develop and deliver this project, to manage it post project completion, and to ensure it has an enduring legacy. We are undertaking this in our capacity as the three statutory organisations responsible for different parts of the Abbey area.

St Edmundsbury Cathedral is the lead applicant. We are open for visitors and worshippers seven days a week, all year, providing a sacred space for reflection, prayer and sanctuary. We have a learning hub for schools and community groups, several choirs and numerous musical events throughout the year. More than 250 volunteers tend the gardens, assist in the learning programmes and community programmes, and welcome visitors. We have a gift shop, a café and restaurant, tourist information point and an ancient library. We offer 900 services a year and around 100 special services. The Chapter of St Edmundsbury Cathedral owns and manages the listed buildings which will be restored and repurposed and extended to become the visitor centre.

West Suffolk Council owns and manages the wider Abbey area and Abbey Gardens, and is responsible for the day-to-day management of the Abbey site, as well as minor conservation works. The Council has certain riparian responsibilities for maintaining the sections of the River Lark which flow through the project area and its Park Services maintain the verges of the footpaths.

English Heritage. The Abbey is part of the National Heritage Collection, a portfolio of over 400 historic sites owned by the DCMS for the benefit of the public, cared for and managed under the Historic Properties License by English Heritage.



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About The Abbey of St Edmund

Historically, the international and national heritage significance of the site was as the location of the shrine of St Edmund, the focal point for pilgrims across western Christendom. Today, the site's international and national heritage significance arguably arises from its being the place where the Magna Carta, which established important principles of English law and so law across the world, was incubated. Nationally, the project area is significant as a rare assemblage of monastic remains in an urban location which still demonstrates in its layout the symbiotic relationship between the Abbey and the town. The site further illustrates not only the tremendous destruction that accompanied the Dissolution but the underlying purpose of the Dissolution to crush rival sources of power to the Crown, thus making it a nationally significant example. Locally, the Abbey site is woven into the lives of the community, as it has been for centuries in different ways. Many of the later uses continued or continue aspects of the framework of community life and provision previously supplied by the Abbey and so create parallels across the centuries. The heritage values for the project area as a whole are all high. (Source: 2018 Conservation Plan's Statement of Significance).

St Edmundsbury Cathedral, previously St James's Parish Church, was rebuilt in the 16th century (a church has stood on the site of the Cathedral since 1065). The Cathedral is one of the most iconic buildings in West Suffolk, representing a continuity with Christian heritage established with the foundation of the Abbey one thousand years ago. Its ancient library contains 550 books from the 16th and 17th centuries.

The Abbey site is a principal visitor attraction for the city and county. In 2022 Abbey Gardens, wherein the ruins are situated, welcomed 1.37m free-to-enter visitors.

The Abbey of St Edmund Heritage Partnership which was formed in 2016 bringing together nearly 30 organisations to work on the care, conservation and enhancement of the abbey. Membership includes the project partners, as well as Suffolk County Council, Bury St Edmunds Town Council, The Bury St Edmunds Society, Bury St Edmunds Town Trust, Bury St Edmunds Town Guides, Bury St Edmunds and Beyond, Our Bury St Edmunds, St Mary's Church, St Edmund's Roman Catholic Church, Historic England, University of East Anglia, Suffolk Archives, Bury Past and Present Society, Abbey Gardens Friends, Bury Water Meadows Group, River Lark Catchment Partnership.

Many nationally respected academics have given talks or have written books about the Abbey and St Edmund including Prof Sarah Foot, Regius Professor of Ecclesiastical History at University of Oxford; Prof Mark Bailey University of East Anglia and President Suffolk Institute of Archaeology and History; Dr Francis Young, author of first complete history of the Abbey of Bury St Edmunds; Prof Anthony Bale, Birkbeck University of London, has written on pilgrimage and edited a book on St Edmund.

M R James published a two-part volume 'On the Abbey of St Edmund at Bury' and his research led to 1902-03 excavations which in the chapter house revealing the graves of six abbots, five of which can still be seen today.



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Key Responsibilities

Management and Leadership

- Lead, manage, and coordinate the project team, including the Architect, consultants and some staff members.
- Help to plan and support the development of the project and ensure that timescales and deliverables are achieved.

Co-ordination

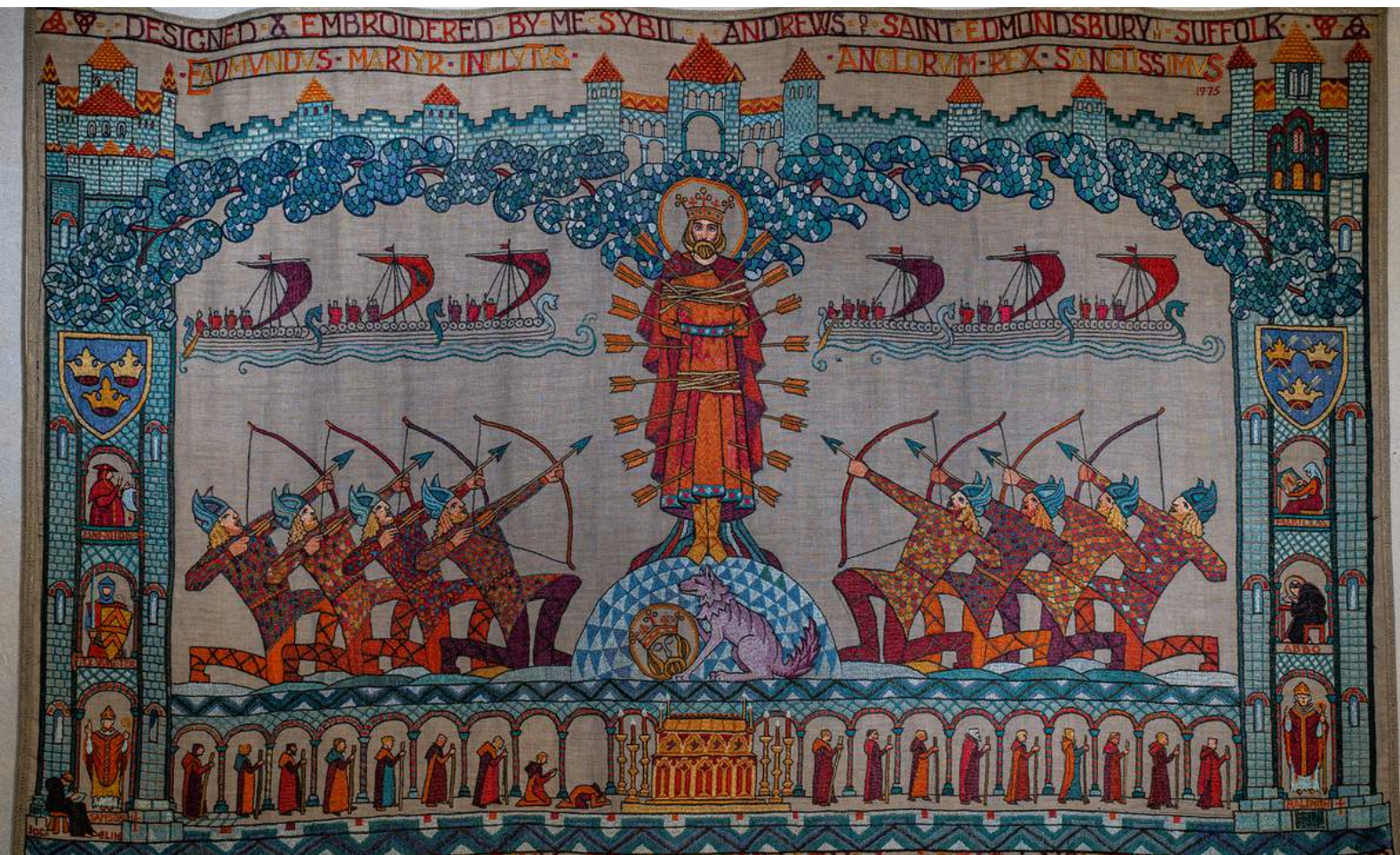
- Mobilise and co-ordinate resources.
- Ensure compliance with requirements of funding bodies.

Administration

- Be a principal point of contact with the Heritage Fund, providing progress reports and submitting grant claims and ensuring compliance with all the agreed purposes of the grant
- Coordinate periodic review meetings with the Heritage Fund and their project monitor, preparing monitoring reports
- Monitor project progress and provide regular formal update reports to the Project Board.
- Support the recruitment, appointment and evaluation of consultants and contractors.
- Support the evaluation consultant through the monitoring and evaluation of the project in the Development Phase.

Delivery Phase Application

- Coordinate the production of all materials for the Delivery Phase application to the Heritage Fund including the Activity Plan, the Interpretation Plan, the Business Plan and the Visitor Development Plan.
- Prepare and write the Delivery Phase Application to the Heritage Fund.





Person Specification

Experience/Knowledge

- Similar project management experience, at a comparable level of cost and complexity, especially working on Heritage Fund projects.
- Experience of working on projects with complex structures (we have three project partners: St Edmundsbury Cathedral, English Heritage and West Suffolk Council).
- A good understanding of audiences for heritage to enable activity planning and audience development to take place alongside the capital and design works.

Attributes

- Highly numerate and good IT skills
- Evidence of leadership and management of a project team.
- Ability to work with, support, and coordinate a range of people.
- Evidence of ability to work on own initiative within stated guidelines, manage own workload and prioritise effectively in order to meet deadlines and manage multiple priorities.

To Apply

Please send a CV (2 pages at most) and covering letter to HR@stedscathedral.org

Closing Date: Friday 19 July 2024 12 noon

Please note: agencies need not apply although we welcome applications both from individuals who wish to work as part of the staff structure and from freelancers.

Please state in which capacity you are applying.



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Terms and Conditions

Job Title: Project Manager

Hours of work: Flexible working, but must be on site at least 2 days a week

Line Manager: Dean of St Edmundsbury

Accountable to: The Project Board, which is a sub-committee of the Chapter (governing trustees) of St Edmundsbury Cathedral

Salary: £50,000 per annum

Probationary and notice period

In accordance with current Chapter Policy, the post is subject to a 12 week probationary period. After completion of the probationary period the notice period is one month.

Policies and Procedures

To be familiar and comply with Cathedral Policies where applicable but in particular the Health & Safety Policy, the Safeguarding Policy and the Cathedral's Social Media Policy.

Other terms and conditions

This is only a summary of the terms and conditions offered and does not replace the wording of the Standard Terms and Conditions which will form the contract between the successful candidate and the Chapter.

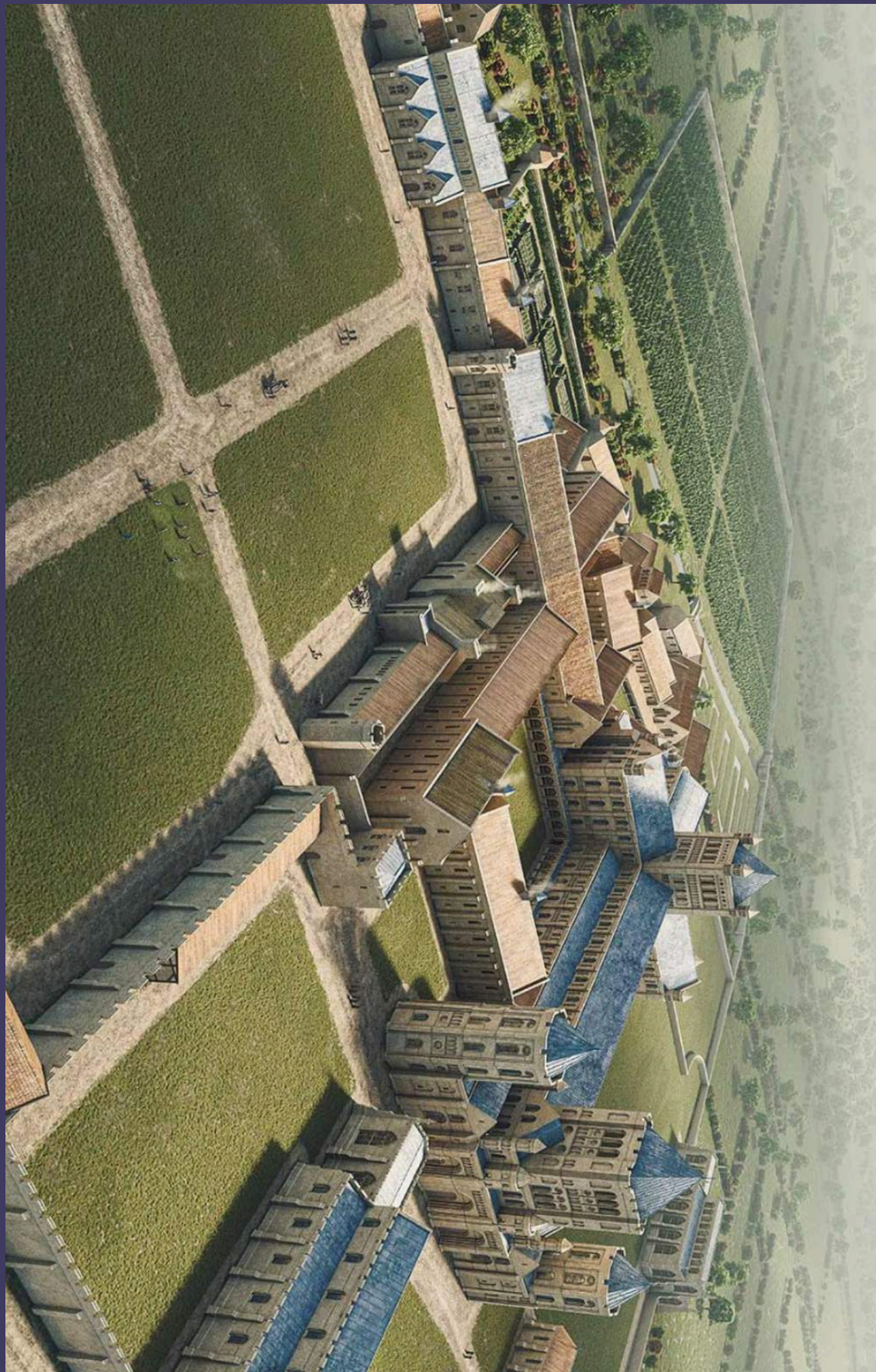


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ENGLISH
HERITAGE



Digital reconstruction of what the Abbey precinct may have looked like in around 1400 CE. Artwork by S. Brindle, C. Lemos and B. Marshall. © Historic England/English Heritage Trust



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