



Project Manager **Full time**

Overall purpose of the Job

Chester Cathedral is seeking an organised and proactive **Project Manager** to support project delivery across multiple cathedral departments.

This is an exciting opportunity to join one of the country's leading cathedrals. We have an ambitious plan of activity developed within our Strategic Plan 2025-30, including externally funded projects and vital internal projects that will support the heritage of our building and estates.

Reporting to the **Executive Director**, the project manager will develop and oversee project plans, coordinating activity across teams, functions, and seniority levels to ensure progress is effectively tracked and barriers are addressed. The Project Manager will identify emerging risks, opportunities, and dependencies, escalating issues appropriately and facilitating timely decision-making. Working closely with the senior leadership team, the project manager will provide high-quality reporting, insights, and project management support to drive successful delivery of programme objectives.

You will be highly proficient in Microsoft Office tools and skilled at building and maintaining project plans, governance processes, and documentation, including risk, issue, and decision logs.

Key responsibilities will include

- Lead planning and day to day delivery of assigned projects against agreed KPIs (time, scope, cost, quality) and milestones.
- Facilitate project meetings and workshops, ensuring appropriate notes taken, with actions logged and assigned.
- Ensure that project documentation (e.g. PIDs, project plans) is kept up to date.
- Develop and maintain RAID logs for each project and ensure integration into wider cathedral risk management reporting.
- Provide regular, accurate progress and status updates to internal and where relevant external stakeholders.

Capabilities and Skills

Essential

- Prince2 Foundation or equivalent
- Proven experience managing and coordinating complex projects or programmes, delivering outcomes to agreed timescales and priorities.
- Strong project planning and governance skills, including maintaining project plans, risk, issue, action and decision logs.

- Excellent stakeholder management skills, with the ability to coordinate activity across teams, functions and organisational levels.
- Able to facilitate workshops and work independently.
- Strong analytical and communication skills.

Desirable

- Prince2 Practitioner or equivalent
- Experience of delivering donor-funded projects (e.g. National Lottery)

Learning and Safeguarding

You will be willing to:

- Attend training courses and meetings as required, staying informed of legislative changes, best practice and opportunities for personal development.
- Complete essential Safeguarding and Action Counter Terrorism training.

Culture

Chester Cathedral is a place for everyone. We aspire to welcome and reflect the diverse community we serve, building a culture rooted in **Love, Grace, and Welcome**. We aim to create an environment where staff are empowered, engaged, and able to contribute to the Cathedral's growth and evolution.

We are committed to **equality, diversity, and inclusion** for all staff and volunteers. We celebrate difference and encourage everyone to be themselves at work.

The safety and care of all who come into contact with the Cathedral is central to our values. The protection of young people and adults at risk is integral to everything we do and is a priority for all roles within the Cathedral.

We follow safer recruitment practices. All staff and volunteers must complete mandatory safeguarding training, with enhanced DBS checks required for those working with children and/or adults at risk.

Working Pattern

This is a **full time** role.

Hours: 37.5 per week

Remuneration

- **Salary:** £45,000
- **Holidays:** 28 days including bank holidays (pro rata for part time)
- **Birthday leave:** Have your birthday off on us
- **Pension:** 5% matched contribution plus an additional 5% non-contributory

This job description does not form part of your contract of employment.

