



Job Description (2026)

Part-Time Project Manager – Heritage Project Development Phase PCC of Cowley St John, Oxford

Introduction

The PCC of Cowley St John seeks to appoint a part-time Project Manager to lead the Development Phase of an ambitious National Lottery Heritage Fund (NLHF) project at St Mary & St John Church, Cowley Road, Oxford.

This project will secure the long-term future of a significant Grade II listed Victorian church through a programme of capital repairs, improved accessibility, and an expanded programme of community heritage engagement.

Scope of the Project

Capital Works (anticipated Delivery Phase):

- Structural repairs to the historic tower and fabric
- Installation of an accessible WC
- Creation of a new servery/kitchen to support community use
- Improved access (entrances, level flooring, signage)
- Lighting and environmental improvements

Environmental Ambitions:

- Sustainable building use and reduced energy consumption
- Integration of environmentally responsible systems
- Churchyard conservation and biodiversity enhancement

Engagement & Heritage Programme:

- Development of an Interpretation Plan (heritage displays, digital content)
- Oral history and storytelling project
- Schools resource packs and education programme
- Partnerships with local cultural and heritage organisations
- Volunteer training and skills development
- A heritage festival and public engagement events

Key Audiences and Partners

The project will engage:

- Local schools and young people
- Care homes and older residents
- Local community groups and families
- Visitors to East Oxford

Key partners include:

- Museum of Oxford
- Oxfordshire History Centre
- Local schools and education partners

- Community and voluntary organisations
- Heritage specialists and consultants

Project Value and Programme

- **Development Phase budget:** approx. £350,000
- **Delivery Phase (estimated):** c. £750,000 – £1 million

Development Phase Estimated Timeline: May 2026 – February 2027

Key milestones include:

- Appointment of professional team (RIBA stages)
- Development of Conservation, Interpretation, and Business Plans
- NLHF Development Review (estimated January 2027)
- Submission of Delivery Phase application (estimated January 2027)

The Role

We are seeking a part-time Project Manager (approx. 15 hours/week) to lead the Development Phase. The successful candidate will work closely with:

- The Vicar and PCC (client body)
- Professional advisers (architect, quantity surveyor, structural engineer, heritage consultants)
- Community partners and stakeholders

The Project Manager will be responsible for ensuring the project is delivered on time, within budget, and in accordance with NLHF requirements, conservation best practice, and community engagement goals.

The Project Manager will report to the Vicar and PCC and act as the central coordinating role across various strands of the project.

Main Duties and Responsibilities

Project Leadership & Coordination

- Lead day-to-day project management and establish clear reporting structures
- Prepare and maintain a detailed Project Execution Plan and programme
- Manage interdependencies between capital works, engagement activities, and ongoing church use
- Act as the point of contact between Vicar and PCC, professional team, and stakeholders
- Convene and service regular project meetings

Procurement & Professional Team Management

- Lead procurement of consultants in line with NLHF guidance (architect to lead on building works)
- Oversee appointments and manage performance of the professional team (architect to lead on all building works)
- Issue instructions on behalf of the Vicar and PCC in line with agreed contracts

Financial & Administrative Oversight

- Work with the Vicar, Bookkeeper/ local accountants and auditors Wenn Townsend to manage budgets, cashflow, and grant drawdowns
- Ensure compliance with NLHF financial and procurement requirements
- Monitor expenditure, approve invoices, and maintain financial records
- Prepare regular financial and progress reports

Governance & Compliance

- Maintain risk register and proactively manage risks

- Ensure compliance with heritage, statutory, diocesan, safeguarding, and health & safety requirements
- Maintain clear documentation and audit trail

Partnerships & Community Engagement

- Coordinate delivery of the Activity and Interpretation Plans
- Liaise with partners (charities, schools, community groups)
- Support volunteer recruitment, training, and participation

Monitoring & Evaluation

- Support independent evaluation processes
- Collect data, feedback, and case studies
- Ensure legacy outcomes and sustainability

Person Specification (Summary)

Essential:

- Proven project management experience (heritage/community context desirable)
- Strong reporting skills
- Excellent communication and stakeholder management
- Ability to manage complex, multi-strand projects

Desirable:

- Experience with NLHF projects
- Knowledge of conservation and listed buildings
- Understanding of church/parish context
- Strong financial skills

Summary Timeline

Stage	Date
Advert live	7 April 2026
Closing date	27 April 2026
Interviews	Week of 27 April
Appointment	Early May 2026
Start date	May 2026 (subject to satisfactory checks)