

Job Description

Location: Holy Innocents South Norwood/ St Edmund the King and Martyr EC3V 9EA

EMPLOYER:	IMPRINT Charity
JOB TITLE:	Project Manager
RESPONSIBLE TO:	Benita Daniel
SALARY & CONTRACT:	£43,000 FTE (paid pro rata: £4730/pa), fixed-term 1-year contract
WORK PATTERN:	0.5dpw preferable Thursdays on site (3pm-5pm), 2 hours from home Can be flexible part-time role if negotiated Preferably Thursday afternoons in the office for in person meetings
HOURS:	4hpw, Thursdays 3pm-5pm (on site), 2 hours from home Alternatively 1 hour online meeting weekly, 3 hours from home
RESPONSIBLE FOR:	Project Management of Events, Grants and Proposals, Buildings, Discipleship

Note: This job description does not form part of the employment contract but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time.

Job Summary

IMPRINT Croydon is seeking a highly skilled and experienced Project Manager to join our team. As the Project Manager, you will play a pivotal role in facilitating and coordinating the various aspects of key projects within the ministry of IMPRINT Croydon. Working closely with Benita Daniel, the operations manager and the leadership team of IMPRINT Church, you will ensure the successful implementation of these projects and help bring the vision to life. Your primary focus will be to help project manage large events (e.g. Showcase, Christmas), projects liaising with the diocese, impactful creative evangelistic events to engage the community of South Norwood, and potentially project manage the start of an internship programme in IMPRINT Croydon.

Principal Duties of the role

Support the Minister in Charge (Benita Daniel) with the project management of events (such as Christmas, Easter, Showcase), or grant proposals liaising with the Diocese and adhering to their guidelines and procedures, or supporting ministries and discipleship (pioneering a Creative Academy or an Internship programme), or evangelism and comms (comms strategy, press releases, social media plans).

The Project Manager will focus on one project at a time, liaising with the Minister in Charge weekly. E.g. one month might be on a grant proposal for the Diocese, another month may be on pioneering a new project (e.g. an internship programme) and communicating the plan and way of working effectively with the ministry lead, another month may be project managing the lead up to large event (e.g. evangelistic exhibition or showcase in Croydon), another month may be improving comms and the discipleship pathway and liaising with the various leads. We are looking for a dynamic project manager that would be able to use their limited time most effectively and proactively, moving effectively between different projects, providing innovative strategy and ideas for a wide range of projects.

Evangelism:

- Collaborate closely with the creative team to develop impactful outreach programs, including Gospel musicals, as part of the evangelism efforts.
- Assist in the development of creative compelling programs and activities that capture the attention and hearts of individuals, providing opportunities for transformative encounters with the gospel.
- Support in project managing various projects including Christmas, Easter and other opportunities to share the gospel
- Help plan and execute evangelistic initiatives that effectively communicate the message of Jesus in relevant and impactful ways, aiming to reach the city with the transformative power of Christ e.g. an art program at Pentecost etc.
- Support the Comms team in getting the vision and message out to the Press, those that live in South Norwood - Christians and non Christians
- Thinking through and mapping a journey to faith or discipleship pathway and how this can be improved in the church - thinking about the journey between different discipleship ministries/ accessibility of the website/ comms strategy etc and improving the outward facing comms of IMPRINT Croydon

Leaders Development

- Help support the Project Management and implementation of an internship programme or Creative Academy in South Norwood - thinking through the pastoral needs of this

group, how these programmes may develop over the year, opportunities for mission or alternative contexts, speakers, timings, application, safer recruitment etc

- Contribute to the cultivation of leaders within the church community.
- Catalyse and prepare young adults for vocational ministry through the internship program and collaboration with the Peter Stream.
- Focus on developing lay ministers who can lead services, worship, and provide Bible teaching.
- Support the growth and development of the Creative Academy by identifying and recruiting talented individuals, coordinating workshops, training sessions, and events.

Communication and relationship management

- Clear, friendly and effective communication, with clear strategies for the team to follow
 - the closest Operations team members such as Minister in Charge, Operations Manager
 - Attend weekly meetings with the Minister in Charge, providing updates on progress and liaising on each project decision
 - Coordinate repairs around others impacted by it.
 - Manage the duties and responsibilities of the Verger by
 - Meeting weekly to plan the work required
 - Conduct annual performance reviews
 - Ensure the wellbeing and safety of this staff member
 - The closest ministry team members such as the Minister in Charge, Project Manager
 - Ensure leaders are included in project plans and their execution
 - Department ministry leaders.
 - Liaising with ministry leads around new projects and initiatives how giving feedback and insight on the best way to go about these projects - giving them practical deadlines, timelines, forms, ways of working
 - Be part of Core team meetings on Monday evenings.
 - External stakeholders such as the diocese, venue hirers, insurers and service providers, grant committees etc.

Plans and documents produced:

- Work proactively and independently during times outside of the office, following up on actions raised in meetings, proactively creating plans and frameworks that adapt to the vision and spirit of the project
- Plans and frameworks produced should be clear and easy to understand for all members of team, adapting to team needs

Discipleship and Growth

- Collaborate with the pastoral team to analyse existing programs and identify areas for expansion and improvement
- Being open to new projects that arise and thinking creatively and strategically on how these programs can run in a healthy, sustainable and impactful way

Grants, Applications and Proposals

- Working with the Minister in Charge for grants, proposals and applications with external stakeholders like Grant Committees to fund ministry or building repairs etc
- Helping to articulate the vision of IMPRINT Croydon and therefore strategy to external stakeholders and helping to envision and articulate 3 year, 5 year plans
- Completing and writing grant applications adhering to stakeholder guidelines to an excellent standard
- Support the Operations Manager with Buildings applications if required
- Develop a detailed understanding of the legal requirements around Grade 2* listed buildings and the Church of England Faculty Process.
- Support or Lead on Faculty applications: Prepare and submit documentation needed to apply for permission to proceed with works, liaising both with the DAC, the Registrar and the Chancellor's office.
 - Draft proposals to the DAC
 - Statement of Significance
 - Statement of Need
 - Consult the Diocesan Advisory Committee
 - Consult Heritage bodies
 - Petitions for Faculty including Public Notice
 - Submitting faculty application to the Registrar for Chancellor's decision
- Initiate and oversee redevelopment work to the Parish properties, including representing the Parish and working with the Diocese, building project managers, funders, contractors and other stakeholders on hundred thousand pounds building projects

Being part of the team

- Working in the office on Thursdays 3-5pm alongside Minister in Charge, Operations Manager and other staff members
- Coming to weekly IMPRINT team meetings along with volunteers to get a understanding of the team leads and mission of IMPRINT (unpaid)

General Administration:

- Provide ideas on how the team could work more effectively together, booking systems, website, forms, comms, social media etc

Person Specification

This role would suit a friendly and flexible multi-tasker and enthusiastic team player who enjoys a variety of duties, a completer/finisher who is able to plan, prioritise and execute their work and meet deadlines under changing conditions independently as well as part of a team. This person will wholeheartedly support the ministry and vision of IMPRINT Croydon. This person should be able to communicate effectively and clearly so others can take on plans proposed easily.

Experience, knowledge, training and qualifications

- Bachelor's degree in a relevant field (Divinity, Ministry, Business Administration, or related disciplines) preferred.
- Proven Experience of successful and effective complex project management , preferably in a church or nonprofit organisation.
- Strong organisational and coordination skills, with the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills to work effectively with diverse teams and stakeholders.
- Experience of working with a wide variety of professionals
- Familiarity with the restrictions around listed buildings and an understanding of and experience working under strict legal frameworks.
- Understanding of the value of the 'Parish story' when relating to funders and supporting the application for grants.
- Familiarity with the Church of England building regulations.
- Experience with writing and adapting different policies
- Familiarity with the Church of England and empathetic to the aims and values of the Parish and identification with the mission of IMPRINT church.
- Demonstrated passion for discipleship, evangelism, and leadership development.
- Ability to think strategically, provide guidance, and contribute to the achievement of organisational goals.
- Familiarity with church operations, worship experiences, and creative expression is desirable.
- As the role would represent the Parish and ministry of IMPRINT Croydon, familiarity and affinity with the ministry and its values.

Aptitudes and abilities

- Organisational skills to handle multiple tasks, prioritise effectively, and meet strict deadlines.
- Able to produce clear and easy to understand reports and ways of working for ministry leads

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- Genuine interest in helping enable the extraordinary ministry of IMPRINT Croydon.
- Possess good communication and interpersonal skills to liaise with colleagues across the Diocese, including senior budget holders, and suppliers, and to work collaboratively with team members
- Ability to keep information confidential, complying with departmental and GDPR policies and procedures.
- Ability to work successfully as part of a small team
- Problem-solving skill set
- A strong passion for worship and evangelism and a deep understanding of its significance in a faith community.
- Proficiency in administrative tasks, including calendar management and event coordination.
- Ability to integrate new team members into the worship community with empathy and support.
- Discretion and ability to handle confidential information with professionalism and integrity.
- Flexibility to adapt to changing needs and demands within a worship environment.

Personal attributes

- Efficient
- Aptitude for writing professional applications and reports
- Reliable/dependable/responsible
- Self-motivated
- Quick learner
- Adaptable and willing to get involved
- Project orientated/methodical with a flair for procedures and paperwork
- Proactive mindset with the ability to initiate and implement improvements.
- Attention to detail
- Completer finisher
- Sound judgement and decision-making ability
- Problem solving skill set
- Enthusiasm for a high-paced environment, entrepreneurial, team-oriented environment
- Willingness to get involved
- Good communicator
- Great interpersonal skills
- Team player
- Initiative and curiosity
- Positive, kind, warm

General Conditions

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the global church
- fosters a climate of creativity and encouragement that will help all staff to develop to their full potential.
- We expect all of our employees to be treated and to treat others with respect.
- Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity.

Equal treatment amongst differing people from diverse backgrounds is one of the central precepts of the Church of England's mission and theology. The Church of England values the richness which this equal treatment brings to the workplace. The Diocese of Southwark is therefore concerned to avoid discriminating against any person.

Faith

- This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010.
- The role holder would need to be willing to worship with IMPRINT Croydon
- Holds a high regard for the Bible as trustworthy for faith and conduct
- Prioritises the ministry in the power of the Holy Spirit
- Participates in the mission of Jesus
- Dedicated to equipping the church in the area of worship

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church, representatives of the ministry of IMPRINT London and as professionals, whatever their job.

As this role would involve representing the ministry of IMPRINT Church in the Parish in a senior capacity both internally and externally it has an Occupational Requirement to be a Christian, as

permitted under Schedule 9, Part 1, of the Equality Act 2010. The role holder would be part of the staff team and would need to be willing to worship with IMPRINT Church London.

Health and Safety Responsibilities

All Parish staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act and not endanger themselves or others by any act or omission on their part and by the Management of Health and Safety at Work Regulations, to cooperate with colleagues and management in the control of health and safety at work.

Therefore, staff are required to:

- Read, understand and abide by the Parish policies and procedures;
- make themselves familiar with accident and emergency procedures for their site;
- inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- set a good personal example in respect of health and safety.

Confidentiality

Staff must not pass on to unauthorised persons any information obtained in the course of their duties without the permission of the Parish Manager.

Terms of Employment

Location: Holy Innocents South Norwood SE25 6XX/ St Edmund the King and Martyr, 59 Lombard Street EC3V 9EA

Employer: IMPRINT Charity

Hours: 0.5 days/week; 4 hours a week; 3:00pm-5:00pm on site for meetings (St Edmund the King and Martyr) and 2 hours from home. Some flexibility around working from home.

Salary: at £43,000 FTE (pro rata: £4730 per annum)

Pension: The successful candidate will be enrolled in a pension scheme when eligible.

Probationary period: 3 months.

Holiday: Pro-rata based on the statutory entitlement of 28 DPY (including Bank Holidays).

Contract: This post is offered on an annual 1 year fixed term contract with 1 month notice period and is subject to ongoing funding.