



## **Role Description: Volunteer Project Manager (part-time)**

### **1. Background**

We need an experienced person to help us to project manage the development of a Business Case and Plan for the redevelopment of the St Michael's church building in Sheerwater, Woking. This role is now required after the move of our current project manager to Bath. He is still available for an 'handover' until June 2020.

St Michael's is an Anglican/Methodist shared church and the Priest-in-Charge, Reverend Gillaine Holland, is the leader of a Bishop's Mission Order which began in 2016. We are a small, but growing, church family who are actively seeking new ways of being 'Feeding Faith + Growing Community'. This is a time of change for the whole of Sheerwater as a massive regeneration project gets underway in the community. It is an exciting period in the church's life as new dreams emerge and we have an ambitious growth plan created in partnership with the whole church.

We have started discussions with the Woking Borough Council and other partners to transform the church building into a Community Hub which caters for the needs of the Sheerwater community and serves as a base for the church community of St Michael's. This is an integral part of our broader Church Development Plan and we believe such a facility will have a positive impact on the community.

The Business Case should set out the assumptions, high-level plan, timetable, costs, benefits, and risks for such a building redevelopment. It should show both the cost of change, the cost/resources required for managing the project to delivery and how it is proposed that the future facility will be operationally and financially sustainable.

### **2. The Role**

The main responsibilities are to support the Priest with the business case, drive and facilitate meetings with stakeholders to redevelop the current church building and, to the extent agreed with her, act to shield her from managing the detail of the project so that she can focus on the task of leading St Michael's Church.

It is very much one of being flexible to handle the matters arising, but the following have currently been identified and give an idea of what will be involved.

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St Michael's Church, Dartmouth Avenue, Sheerwater, Woking, Surrey, GU21 5PH

- Prepare the business case and other materials needed to obtain the necessary approval and funding to redevelop the St Michael's site and to update those with an interest in the project. These will need to be approved by the Priest, and other relevant governance bodies, before being issued. It is currently assumed that a provision is made for a Building Project Delivery Manager who (subject to the contract) is expected to take primary responsibility for liaison with planners, builders, etc.
- Liaise with a variety of key stakeholders from:
  - the Diocese of Guildford, Church of England
  - St Michael's church
  - Methodist circuit
  - Architect
  - Woking Borough Council
- Be the first point of contact for the Architect and Project Delivery Manager (who may be the same person) on any issues requiring decision during the building process.

All our staff and volunteer are required to comply with the Church of England's General Data Protection Regulation, Safeguarding policies, and Confidentiality agreements applicable to the specific role.

### **3. Skills and Experience**

No specific technical property development skills are essential to undertake this role. It requires however:

- ability to liaise with a wide variety of people principally those referred to above,
- organisational, cost/benefit modelling, communication, and presentational competences,
- proficiency with email, MS Office software,
- knowledge of project management would be useful, and
- common sense and commitment.

Previous experience in developing business cases and plans is required and will be valuable to explain and present the recommendations (including benefits and costings).

### **4. Anticipated time commitment**

Involvement from the current project manager has usually been a few hours at a time and has never totalled much more than 1 day a week. Looking ahead and assuming the various agreements are obtained, the periods of inactivity are likely to reduce but 1 day a week remains the best current estimate of the maximum regular commitment (accepting of course that it may ebb and flow at certain times). Ideally the person should live within reasonable travelling distance of Sheerwater.

## 5. Contacts for further information

Please contact Rev Gillaine Holland, St Michael's Church, Sheerwater at 07969 067116 or email: [rev.gillaine.holland@stmichaelssheerwater.org.uk](mailto:rev.gillaine.holland@stmichaelssheerwater.org.uk)