



# PROJECT MANAGER

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**Based at:** Home Working

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**Salary:** £ 41,921 pa (Grade G)

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**Reporting to:** Director of Mission

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Esgobaeth Abertawe ac Aberhonddu  
The Diocese of Swansea and Brecon

## **JOB DESCRIPTION: KEY FACTS**

**Job title:** Diocesan Project Manager

**Grade:** G

**Post status:** Permanent

**Hours of work:** 35 hours per week, including some evening and weekend working

**Responsible to:** Director of Mission

**Location of work:** Home Working

**Purpose:** Growth is a priority for our diocese and the Project Manager will work with our Bishop, the Director of Mission, Ministry Areas & Diocesan Office teams to help achieve our goals.

**Main working contacts:** Diocesan Bishop, Director of Mission, Diocesan Secretary, Finance Manager, Church Growth Fund Project Leads, Ministry Area Leaders / MACs.

**Application process:** Please complete an application form, and return by email to [diocese.swanbrec@cinw.org.uk](mailto:diocese.swanbrec@cinw.org.uk) before the application deadline of 12 noon on Friday 31st January 2025. CVs alone will not be accepted.

## WHO WE ARE LOOKING FOR:

We are looking for an experienced project manager, who can rely on their expertise while tailoring their approach to the context of the Church in Wales.

You should be a self-starter – someone who can combine their creative and time-management skills to motivate and organise local church teams to embrace new initiatives, develop new, innovative projects, and see these through to completion. The ability to communicate well, both verbally and in writing, will be key to success.

You should have experience of reporting on project progress to diverse audiences. Reporting and accountability are key in this role; to support this, you will have direct access to meet with the Bishop, as project sponsor. You will be expected to meet regularly - both individually, and together with other project managers across the province - with the nominated officer of the Representative Body, as funder.

You will have experience of working with finance colleagues to ensure that accurate and detailed income and expenditure records are being kept for the project and summarised as part of the regular project reporting.

## MAIN TASKS AND RESPONSIBILITIES:

To help achieve our goals, we need to embed project-management methodology to plan, deliver and monitor all our growth projects. We need an ambitious and organised project manager to support local teams to successfully deliver these projects, and enable us to monitor, evaluate and report regularly and accurately on progress made.

### KEY DUTIES ARE AS FOLLOWS:

- Work with the Diocesan Project Oversight team to identify project requirements, delivery timelines and costs.
- Develop detailed project plans to guide project teams and revise these based on changing needs and requirements.
- Identify and assign project tasks based on the skill sets, experience and strengths of team members.
- Monitor project performance to ensure timely delivery and adherence to budget and intended quality outcomes.
- Conduct regular lessons-learned sessions and exemplify a culture of continuous improvement.
- Compile and submit project status reports to management, the Diocesan Oversight group and other key stakeholders.
- Work effectively with all relevant stakeholders to support efficient project implementation. This will include adapting own working style to fit the context of the Church in Wales.
- Develop excellent leadership and communication skills to liaise effectively with project stakeholders at all levels of seniority.

COMPETENCY	ESSENTIAL	DESIRABLE
Criteria	Able to articulate a strong empathy with the role of the Church in Wales in the 21st century	A practising Christian with a vibrant faith
Qualifications	University Degree or equivalent  Recognised Project Management Qualification	
Experience and Job Knowledge	Proven track record of successful project management  Experience of leading and managing people  Evidence of continued professional development	
Strategic leadership, knowledge and understanding	The ability to translate strategy and vision into operational planning, projects and evaluation of performance, outcomes and impact  Capacity to navigate complex organisational dynamics and to inspire change  Ability to recognise opportunities for growth and future sustainability  Ability to use statistical and data analysis tools and critical thinking to inform planning, support, and challenge  Financial literacy with the ability to take responsibility for budget and resources	Understanding of governance relating to Church in Wales Ministry Areas  Understanding of diocesan structures and local Ministry Areas

## COMPETENCY

## ESSENTIAL

## DESIRABLE

### Skills and Personal Qualities

Willingness to take the initiative in relation to new opportunities with the ability to respond creatively and successfully

Ability to motivate Ministry Area teams, recognising their strengths and empowering people to respond positively to change

Demonstrate excellent skills in communication Ability to speak and write in English fluently and accurately

Ability to articulate knowledge and understanding in ways relevant to a range of audiences with the confidence and expertise to lead training

Ability to build strong and effective working relationships

Competence in use of a range of IT programs and ability to embrace new technologies to improve efficiency and effectiveness

Ability to speak and write in Welsh fluently and accurately

### Special Circumstances (if any)

Holder of a current driving licence, with the ability to travel independently across the Diocese.

The ability and willingness to work outside of normal working hours, as occasional extended or weekend working may be required.

Satisfactory DBS check

# DETAILS OF EMPLOYMENT

## 1. Application process

Applicants are required to complete a Diocesan job application form for this position. CV's alone will not be accepted. Completed applications should be returned electronically by email to [diocese.swanbrec@cinw.org.uk](mailto:diocese.swanbrec@cinw.org.uk) before the deadline of 12 noon on Friday, 31st January 2025

## 2. Interview

Applicants who satisfy the essential criteria within their application form will be invited to interview for the post.

Interviews for this post are scheduled to take place on Wednesday 19th February 2025, at Swansea & Brecon Diocesan Centre, Unit 11 Pen y Fan Business Park, Ffrwdgrech Industrial Estate, Brecon, LD3 8LA.

## 3. Appointment

The post is offered on a permanent contract and will be offered subject to satisfactory references and a favourable assessment from the medical consultant appointed by The Swansea & Brecon Diocesan Board of Finance.

The successful candidate will be required to produce documentation to comply with the law on preventing illegal working.

The contract of employment will be issued by The Swansea and Brecon Diocesan Board of Finance and is subject to confirmation after six months' service.

## 4. Remuneration

The salary offered is £ 41,921 p.a., which is a Grade G on our salary scale.

## 5. Expenses

In accordance with the expenses policy reasonable, approved expenses will be reimbursed.

## **DETAILS OF EMPLOYMENT**

### **6. Hours of work**

This post is offered as a full-time contact of 35 hours per week. Normal office hours are 9.00 am to 5.00 pm, Monday to Friday although the post holder will be expected to be available evenings and weekends as necessary

### **7. Holiday Entitlement**

In addition to bank holidays there is an entitlement to 23 working days paid holiday in each calendar year of employment. These will increase by one additional day up to a maximum of 28 days for each complete year of service. Of which, 3 days leave must be reserved each year for the Christmas period as directed.

### **8. Location of work**

Home working

### **9. Pension**

Swansea and Brecon Diocesan Board of Finance has a company personal pension scheme which is designed to automatically enrol.

Contribution rates for the company personal pension scheme are:

- Employers' contribution: 15% of total earnings
- Employees compulsory minimum contribution: 5% net of total earnings

### **10. Notice Requirement**

Three months.



# Project Manager



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Growth is a priority for our diocese and the Project Manager will work with our Bishop, the Director of Mission, Ministry Areas & Diocesan Office teams to help achieve our goals.

You should be a self-starter – someone who can combine their creative and time-management skills to motivate and organise local church teams to embrace new initiatives, develop new, innovative projects, and see these through to completion.

- **35 hours per week**
- **£ 41,921 p.a.**
- **15% employer's contribution**
- **Permanent**
- **Home working**

Please complete an application form, and return by email to [diocese.swanbrec@cinw.org.uk](mailto:diocese.swanbrec@cinw.org.uk) before the application deadline of noon on Friday 31st January 2025. CVs alone will not be accepted.

For more information and to apply, visit

<https://swanseaandbrecon.churchinwales.org.uk/en/work-us/>