



SALISBURY DIOCESAN BOARD OF FINANCE

Job Description and Person Specification

JOB TITLE:	Project Manager Anglican Heritage Salisbury (AHS)
TEAM:	Mission, Ministry & Buildings Team
DURATION	20-month fixed term post
LINE MANAGER:	Deputy Diocesan Secretary
RESPONSIBLE FOR:	Research Officer AHS

JOB PURPOSE

The vision of the Diocese of Salisbury is *"To make Jesus Christ known in every place, so that all might flourish and grow, seeking His Kingdom here and now."*

The vision to Make Jesus Known is supported by five strategic priorities:

- Creative Partnerships in Local Mission
- Courageous Christian Leadership
- Working for Justice
- Championing Climate Justice
- Financing the Future

Church buildings are at the heart of our mission and our communities. Their preservation, maintenance and sustainability are essential to enabling worship, witness, and service.

The Anglican Heritage Salisbury Project Manager will lead the creation of a new charitable trust to safeguard fragile and vulnerable Anglican church buildings across the diocese. This will include overseeing research, developing a governance and operational framework, building partnerships, securing funding, and establishing the trust as a sustainable and impactful body.

Working closely with the Bishop's Leadership Team, Diocesan Board of Finance, heritage professionals, legal experts, local clergy, and community stakeholders, the postholder will ensure that the trust aligns with diocesan priorities, responds to heritage challenges, and enables local communities to flourish.



DUTIES AND RESPONSIBILITIES

Strategic Leadership & Vision

- Lead the development of the Salisbury Anglican Heritage project from concept to operational launch, ensuring it is aligned with diocesan vision and national heritage priorities.
- Shape and articulate a clear vision for the trust, securing buy-in from stakeholders and promoting its value within the Church and wider society.

Research & Analysis

- Oversee the Research Officer in analysing quinquennial inspection data to produce a comprehensive picture of the condition of fragile Anglican church buildings in the Diocese.
- Review existing heritage building trusts nationally to identify governance models, operational structures, and funding strategies that deliver long-term sustainability.

Partnership & Stakeholder Engagement

- Build and maintain relationships with national heritage bodies, funders, local authorities, and community partners.
- Act as the primary liaison for the trust during its development, fostering collaboration and consensus across diverse stakeholders.

Governance & Operational Design

- Work with legal advisors, the Church Buildings Team, and diocesan leadership to produce a governance framework and constitution for the trust.
- Scope the operational structure, staffing, and budget for the trust, ensuring a robust, scalable, and sustainable model.

Funding & Sustainability

- Identify and cultivate relationships with grant-making bodies, including the National Lottery Heritage Fund.
- Lead the preparation of a major funding application to secure resources for the trust's establishment and initial programme of work.



- Develop income generation and fundraising strategies to ensure the trust's long-term viability.

Community Engagement & Advocacy

- Engage with parishes, incumbents, and community groups to explore creative, sustainable uses of heritage buildings.
- Promote the cultural, historical, and missional significance of church buildings within the diocese and beyond.

Project Management & Reporting

- Develop and deliver a detailed project plan with clear milestones, budgets, risk assessments, and success measures.
- Report progress regularly to the line manager, Church Buildings Working Group, Bishop's Leadership Team, and Bishop's Council at agreed points.
- Monitor and evaluate interventions in fragile church situations, embedding learning into ongoing heritage strategy.

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

ADDITIONAL INFORMATION

The role requires a high level of confidentiality and will involve dealing with sensitive data which at times has the potential of having an emotive impact on the reader.

The post holder must always undertake activities in accordance with legislative and regulatory requirements.

The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a "time off in lieu" basis.



Person Specification

Attributes	Essential	Desirable
Qualifications & Training	- A degree in heritage management, public administration, law, business administration, or a related field. OR - A proven track record of work within the field of church building management. - Advanced degrees or certifications in project management or nonprofit governance are a plus.	Understanding of the Church of England, its governance systems and the wider organisation of the Diocese.
Experience	- Demonstrable experience of project management skills, research expertise, and a strong understanding of governance models, with an emphasis on the specific challenges and requirements related to the preservation of historic buildings - Familiarity with legal and regulatory frameworks related to heritage conservation and charitable trusts. - Highly organised and able to manage competing priorities effectively. - Experience working with diverse stakeholder groups, including board members, heritage professionals, and government bodies. - Experience of line management, mentoring and coaching.	- Experience in architecture, history, planning, surveying, heritage, or conservation related subject is highly desirable, but training may be provided for the right candidate. - An understanding of the context of church buildings, their history and development. - An understanding of built environment/historic buildings/conservation sector
Competencies & Behavioural requirements	- Strong analytical and research skills, with the ability to synthesize complex information and produce clear, actionable recommendations. - Project management proficiency, with experience managing multiple tasks	



	and meeting deadlines in a fast-paced environment. • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and project management tools (e.g., MS Project, Trello, Asana). • Strong attention to detail and a commitment to high-quality work. • Ability to think strategically and creatively while balancing practical considerations. • Collaborative, team-oriented approach with strong interpersonal skills. • Willingness to travel regularly, widely, and flexibly in both the rural and the urban parts of the diocese. • Willingness to work outside normal office hours, as some work in the evenings will be core to the effectiveness of the role. • A passion for heritage conservation and supporting the long-term viability of historic sites	
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Employee Name:

Line Manager Name:

Signature:

Signature: