

JOB APPLICATION PACK

Project Manager for Anglican Heritage Salisbury

APPLICATION DEADLINE

20 October 2025



**Diocese
of Salisbury**
Making
Jesus Known



Hello and welcome!

Dear Heritage Colleague,

Thank you for your interest in our role – Project Manager for Anglican Heritage Salisbury: an innovative two-year initiative to research and prepare interventions for churches at risk of closure in the Anglican Diocese of Salisbury.

This project is the fruit of much hope and hard work by our diocesan Church Buildings Committee, who have been considering how best to support our most ‘fragile’ church buildings. Often (though by no means always) these are in small rural communities, where a combination of factors – including declining resources and maintenance challenges – mean additional help is needed to bring these extraordinary assets a hopeful future.

We are looking for a project lead who will combine a love for historic churches and an understanding of their deep significance with the professional energy and expertise to start, progress and complete a viable project within a relatively short timeframe. The appointed Project Manager will be gathering the data needed to assess the scale of

our challenge and refining this into recommendations and foundations for our medium-to-long term response – possibly through the establishment of a diocesan heritage trust.

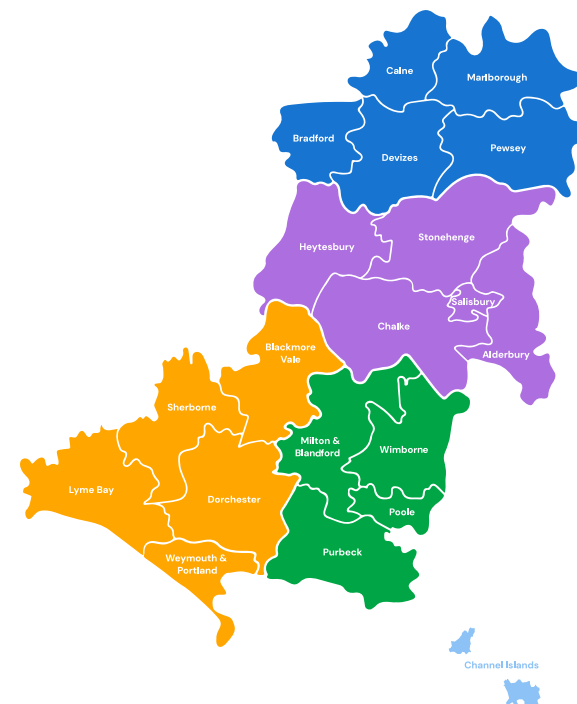
Across the sector, there is recognition that the future of our historic church buildings is the most substantial heritage challenge of the decade. Working with partners in other agencies, the appointed project lead will have a unique opportunity to make a vital difference in this field: one that we hope will lead to conclusions that can be shared and replicated across the country.

I look forward to hearing from you!

With sincere regards,



The Right Revd Andrew Rumsey
Bishop of Ramsbury



Our vision and priorities

The Diocese of Salisbury (a geographical area under the pastoral care of a bishop) is a Christian community of churches, schools and chaplaincies serving more than one million people. For more than 900 years we have been a regional presence of the Church of England, with a history of serving our communities. Today, as always, we are committed to encouraging people to explore their faith in Jesus Christ and discover how God's love can transform lives. We hope that you will join us in this important conversation.

Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now.

We pledge ourselves to action through:

- Creative partnerships in local mission
- Courageous Christian leadership
- Working for justice
- Climate action
- Financing the future sustainably

As a result we will be more relevant, valued and successful; working hard to meet real needs with compassion and simplicity.



Background Information

The role

Salisbury Diocese is responsible for 519 historic church buildings of national significance – 60% of our churches are listed as Grade I or II*. A proportion of these churches are identified as fragile, at risk of closure, for reasons including the need for significant repairs to the historic fabric with aging and or dwindling congregations without the time, energy or skills needed to undertake fundraising to pay for building repairs.

Churches are often the oldest and most valued buildings in our communities but many of them are increasingly fragile, socially and materially. An escalation in church closures and backlogs of extensive and urgent buildings work has increased the threat to our churches, which risk being lost to their communities unless a new approach to their care is found.

Anglican Heritage Salisbury (AHS) will establish new forms of support for At Risk churches by exploring the best model for a heritage trust. Fragile and at risk churches could then be taken into the care of the AHS, which will focus on returning them to

good condition and working with the community to identify sustainable uses that meet their needs.

This project will act as a pilot and develop replica models for use in other dioceses.

The role

The role is offered as a fixed term contract with for a period of 20 months by grant funding. We provide a supportive workplace culture, are committed sustainable work/life balance, and offer opportunities for flexible and remote working.

What we offer

We offer competitive and attractive compensation and benefit package. In addition, we provide a non-contributory pension scheme of 10% pension contribution (comprising 9.5% pension; 0.5% death in service cover); and which may rise by a further 3% if matched by a 3% contribution from the employee. Our family friendly policies create an environment where our employees are fully engaged and thriving in their responsibilities.

We offer 28 days paid annual leave,

which is inclusive of 4 days office closure during Easter and Christmas. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

Job role: Project Manager, Anglican Heritage Salisbury

Hours: 35 hours p/w

Duration: Fixed Term Contract – 20 months

Salary: £50,290 pa (Grade 2A)

Team: Mission, Ministry and Buildings Team

Candidates will need to have a full driving licence and have access to a vehicle to carry out their role, an expense process is available.

Job Description

Job Purpose

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 Salisbury Anglican Heritage Trust Project Manager will lead the creation of a new charitable trust to safeguard fragile and vulnerable Anglican (Church of England) 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 works in partnership with local church communities to help enable them to flourish.

Roles & Responsibilities

Strategic Leadership & Vision

- Lead the development of Anglican Heritage Salisbury (AHS) from concept to operational launch (whether as a trust or some other form of assistance), ensuring it is aligned with diocesan vision and national heritage priorities

Research & Analysis

- Oversee the Research Officer in analysing quinquennial inspection and other data to produce a comprehensive picture of the condition of 'fragile' Anglican church buildings in the Diocese.

Partnership & Stakeholder Engagement

- Build and maintain relationships with national heritage bodies, funders, local authorities, and community partners.

Governance & Operational Design

- Work with legal advisors, the Church Buildings Team, and

diocesan leadership to produce a governance framework and constitution for AHS.

Funding & Sustainability

- Identify and cultivate relationships with grant-making bodies, including the National Lottery Heritage Fund.

Community Engagement & Advocacy

- Engage with parishes, incumbents, and community groups to explore creative, sustainable uses of heritage buildings.

Project Management & Reporting

- Develop and deliver a detailed project plan with clear milestones, budgets, risk assessments, and success measures.

Personal specification

Qualifications & training required:

- 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.

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

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.

[Full job description and person specification here.](#)

Application process

As part of your application please submit the following:

Part 1 – Complete an [Application Form](#).

Part 2 – A Covering Letter of no more than two sides of A4, telling us about yourself, your motivation for applying for the role, and the skills, knowledge and understanding based on your experience you will be bringing to the role. Please use the job description and person specification as your reference.

Part 3 – A current CV

Closing date Monday 20 October 2025 at 9am

Shortlisting Thursday 23 October 2025

Interviews: Friday 7th November 2025 at Emmaus House, The Avenue, Wilton, SP2 0AG

The interview process will be in two parts:

1. A task to be issued to those invited to interview and presented to main panel
2. A stakeholder panel session
3. A panel interview

Please return applications with supporting documentation by email to:
hradmin@salisbury.anglican.org

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role, please contact the HR team on hradmin@salisbury.anglican.org

To ensure the fairness of the selection process, shortlisting will be based upon the information you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

A copy of our privacy policy for job applicants can be viewed here: [Privacy Notice](#)

We are committed to the safeguarding and protection of everyone within our community.

Whilst this role does not require you to be a practicing Christian, we would request you to be in sympathy with and be comfortable with the aims and ethos of the Church of England, and a basic knowledge of its structures would be desirable, but not critical.



"The Spirit of the Lord is on me, because
he has anointed me to proclaim good news
to the poor. He has sent me to proclaim
freedom for the prisoners and recovery of
sight for the blind, to set the oppressed free,
to proclaim the year
of the Lord's favour."

LUKE 4: 18 — 19

www.salisbury.anglican.org
hadmin@salisbury.anglican.org
01722 438650