



## Project Manager – All Saints Haggerston Heritage Project

### Overview of the Role

We are seeking an experienced and well-organised **Project Manager** (part-time) to lead the strategic delivery and coordination of *A Living Heritage of Welcome*—a one-year resilience project supported by The National Lottery Heritage Fund. This is a delivery-focused, freelance role with a focus on heritage and building regeneration at All Saints Church in Hackney.

The Project Manager will oversee all elements of the delivery programme, working closely with the Parochial Church Council at All Saints Church Haggerston, clergy, consultants and delivery partners to ensure that project milestones, budgets, governance, and reporting requirements are met.

The role offers a unique opportunity to support a faith-rooted, community-facing project that integrates tangible and intangible heritage, creative co-production, and long-term sustainability planning for a Grade II listed church in Hackney.

### About the Project

Running from the start of 2026 for 12 months, *A Living Heritage of Welcome* is the development phase of a larger capital renewal programme. Phase 1 includes essential fabric works, architectural feasibility, a Net Zero plan, and a pilot engagement programme celebrating the diverse heritage of All Saints and the Haggerston community.

The project celebrates heritage as both lived and built, with a special focus on Hackney's carnival culture and migrant faith traditions. Community-led storytelling, creative workshops, and intergenerational participation are central to the approach. The project also lays the groundwork for long-term change: a capital transformation

(Phase 2), governance strengthening, income diversification, and deeper community connections.

The Project Manager will be responsible for managing this complexity and ensuring the project stays on track, delivers meaningful impact, and meets the Heritage Fund's four investment principles of; saving heritage, protecting the environment, inclusion access and participation, and organisational sustainability.

### **Key Responsibilities (duties include, but are not limited to)**

- Coordinate the overall delivery of the project across all workstreams: capital, engagement, evaluation, and business planning
- Lead on scheduling, budget management, reporting and risk management in line with the Heritage Fund's requirements
- Liaise with the Parochial Church Council at All Saints Church (PCC), clergy, architect, contractors, artists, consultants, volunteers and funders
- Manage procurement (including a competitive procurement process for all pieces of work over £10,000), consultants and suppliers, ensuring appropriate briefings and deliverables to schedule
- Maintain project documentation, including reports, minutes, expenditure logs, and monitoring data, making use of project management software to monitor and communicate progress.
- Ensure activities align with the project's environmental and inclusion commitments and the Diocese of London's strategy for mission, community and sustainability.
- Lead quarterly steering group meetings and report to the PCC
- Support the Heritage Engagement Officer and Artist in Residence with logistical planning and delivery oversight
- Ensure all activities are delivered with appropriate safeguarding, health & safety and data protection compliance

### **Person Specification**

We are looking for someone who is:

- Experienced in managing multi-strand projects in a heritage, cultural, or community development setting
- Highly organised, with excellent time management and reporting skills

- An excellent communicator with experience interacting with a range of audiences
- Confident managing budgets, contractors, and governance structures
- Skilled in stakeholder engagement and collaborative working, especially with churches / small charities and volunteer management
- Skilled in project reporting and evaluation for a range of stakeholders
- Committed to principles of inclusion, access, environmental sustainability and social justice
- Familiar with The National Lottery Heritage Fund processes and reporting expectations

#### Desirable:

- Knowledge of working with listed buildings and within church governance structures, or parish-based project delivery
- Experience working in Hackney or East London

#### Terms

- **Contract:** Freelance
- **Duration:** Approx. 11 months (February 2026 to December 2026)
- **Time commitment:** Part-time / flexible (estimated 4–6 days per month; may vary across the project cycle)
- **Fee:** £16,800
- **Location:** Hybrid working (site presence at All Saints Haggerston required for meetings and key events)
- **Reporting:** Reports to the PCC; supports oversight of delivery partners and consultants

If you would like to apply please email your CV with covering letter to [vicar@trinitysaintsunity.co.uk](mailto:vicar@trinitysaintsunity.co.uk). The covering letter should be no more than 3 sides of A4 and should address the personal specification, ideally using the CAR or STAR method. It should reference include one or two relevant case studies where you managed similar projects.

**Closing date for applications 5<sup>th</sup> Jan 2026.**

Interviews 13<sup>th</sup> and 14<sup>th</sup> Jan 2026 (in person at All Saints Haggerston)

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