



Diocese of Westminster

Job Profile	Project Manager – Education
Department / Parish / Agency	Property
Reporting to	Director of Property and Head of Surveying
Employer	The Diocese of Westminster
Cost Centre	160
Location / Address	Hendon Property Office
Management of	n/a
Contract type	Permanent
Hours	35 hours per week (<i>Monday-Friday, with some evening work required – time off in lieu</i>)
Salary	£55k
Job Reference	766-160

Job Purpose:

You will be part of an exciting property team delivering capital projects across the Diocese of Westminster education estate, within voluntary aided schools and supporting Academy Trust schemes.

Your role will be to monitor the delivery of the capital works programme.

You will be required to engage with a wide range of stakeholders, to ensure the vision of evolving education estate is delivered and managing expectations.

Principle duties and responsibilities

All tasks below relate predominantly to the education estate, as follows:

1. Provide traditional project management duties.
2. Liaise with all team members to ensure that projects are delivered from inception to completion, on time, within budget and on scope.
3. To have knowledge of the duties applicable under the Construction (Design and Management) Regulations 2015.
4. To have knowledge of the Building Regulations and an overview of the Department for Education Output specification requirements.
5. Engaging regularly with Diocese approved retained consultants, to assist monitoring the capital works programme.
6. Assist with reviewing the condition need priority items across the voluntary aided school estate.
7. Attending meetings and reviewing documentation in support of large government capital investment projects.
8. Attending committee meetings to discuss the progress of capital projects.
9. You will need to have a good working knowledge of statutory processes.
10. Liaise with the Diocese Estate Surveyor, negotiate, prepare and issuing of licenses and leases as required for building works to diocese owned property, including Title Deed investigation.
11. Identify and mitigate project risks.
12. Produce committee update reports and maintain an overall monitoring programme.
13. Overseeing work on site, contract administrator, specification writing, tendering/procurement procedures, working knowledge of JCT forms of Contract.
14. Monitoring insurance claims across the educational estate and liaising with Loss Adjusters.
15. Reviewing condition need capital programmes submitted by Academy Trusts.
16. Inspect works during the project and after completion.
17. Undertake inspections to determine trespass, nuisance and other legal injuries impacting on church land.
18. Supporting Academy Trust CEOs, School Governors and Trustees with legal and technical property guidance.

19. Develop a working relationship with Diocese Education colleagues.

20. Use Statlog property management database to assist with monitoring the performance of all capital school projects.

Our Values

Catholic social teaching covers all aspects of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

We are person-centered and so we place human dignity at the heart of all that we do. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance and Love.**

Competence

We strive for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

Reliability

We deliver consistent, high-quality service and can be trusted to fulfill our commitments, making a meaningful difference to those we serve.

Honesty

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

Perseverance

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

Love

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

Competencies	Essential/ Desirable
<i>Excellent Communication Skills:</i> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
<i>Excellent Organisational Skills:</i> able to manage multiple deadlines and maintain attention to detail	E
<i>Collaborative Teamwork:</i> Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
<i>Problem Solving:</i> able to approach challenges creatively and make informed decisions under pressure	E
<i>Adaptability and Flexibility-</i> comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Working knowledge of projects working with Listed Buildings.	E
Strong technical and systems aptitude and willingness to learn and share learned knowledge.	E
Carry out asset/condition surveys on diocesan properties.	E

Maintain and update the Parish Manual – (Construction related)	E
Experience	
Relevant experience in a similar role	E
Experience of Building surveying and project management and monitoring construction and refurbishment projects from inception to completion including writing specifications and preparing drawings agreeing final account on projects from £1.00 up to and around £5m, (or on rare occasions larger value) reporting on progress in terms of programme, scope, finance timescales and identifying risk factors and their mitigation.	E
Experience of working directly with consultants on a variety of works including refurbishment and new build.	E
Experience of appointing, managing professional advisers/Consultants and reporting in written and verbal formats on programme, cost and quality to variety of Committees and audiences.	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Technical Skills	
Due to the nature of the role, regular travel across the diocese will be required. The post holder must have access to a car (car mileage allowance paid).	E
Chartered Surveyor (Building/Quantity Surveying) (MRICS) or Chartered Builder (MCIOB) or Chartered Association of Building Engineers (CABE) or Equivalent, OR substantial Project Management/Building/Quantity surveying experience.	E
Working knowledge of Statutory legislation, building regulations and Town Planning legislation and administration including completion of application forms.	E
Knowledge of Health and Safety legislation and its application to construction through the CDM 2015 regulations together with an appreciation of the impact of various H & S regulations within small local semi-autonomous groups.	E
Familiarity with Microsoft products and confidence with Excel. Knowledge of Microsoft Project an advantage.	E
Other Requirements	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties.