

Project Manager Brief for St Mary's Hanwell

Role Overview, Responsibilities, and Deliverables

Introduction

The PCC of St Mary's Church in Hanwell, W7 seek a highly organised, resourceful, and visionary Project Manager to enable the successful delivery of the project. The brief outlines the core aspects of the Project Manager's role, the expected deliverables, and key competencies required.

Project Context and Objectives

The National Lottery Heritage Fund Project aims to address the following outcomes:

Capital works

Urgent work to the unstable flint cladding the Grade II* listed church.

Restoring full access and securing the fabric of this iconic local building.

The role will primarily require liaison with the Contract Administrator and the Conservation Architect, both of which will be appointed shortly.

Following an inspection by Historic England on 3rd September 2025, the church has been added to the Historic England At-Risk Register.

development stage-with the aim of making a further and more substantial bid in due course for further capital works

- **Preparation of a schedule of further repairs to future proof the structure and a statement of needs and costed design for improved community facilities.** *To provide an inclusive, accessible resource for regular and sustainable wider community use in the future.*
- **Preparation of a proposal to significantly reduce our carbon footprint, including replacing the heating.** *Our role as custodians is reflected in future environmental benefits of value to all.*
- **A costed digital plan to bring the story of our Parish, church, graves and stones into wider circulation.** *Preserves and makes accessible historical information.*

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access and participation -*ensuring these issues are at the centre of each outcome*

- **Completion of urgent works**-*will restore access to the main church door and regain wheelchair access via Parish Room door*
- **Future proofing plans**-*will include proposing improvements to access through the main church doorways and the outcomes from the access audit.*
- **Improving our community facilities**-*ensuring future plans take full account of the wide-ranging consultation with existing users and potential target audiences.*
- **Stories behind the stones**-*ensuring the plans take account of the needs of those less able to access all areas of the church and bringing the stories to as wide a target audience as possible.*

engagement, consultation and target audiences-*ensuring future plans are based upon effective engagement, the community audit, wide ranging consultation, workshops and reaching out to potential target groups*

- **engagement**-*seeking out expertise and experience of identified groups/individuals whose inputs will add value and credibility to future plans*
- **consultation**-*ensuring that a wide-ranging consultation is undertaken to gather the views of users both internal and external which can be used when making future plans*
- **Target audiences**-*demonstrating a willingness to think ahead and engage with potential users and accommodate their needs*

The Project Manager will play a central role in guiding the project towards achieving the outcomes, ensuring compliance with funding requirements and delivering lasting benefits to current and future generations.

The Project Manager will be able to draw upon support from the inhouse core steering group.

We are a thriving Christian church with a growing all-age congregation, including many young families. Our vision is “*to be transformed by Jesus and to transform the world with Jesus,*” with a strong emphasis on loving our neighbours. We seek to support our local community through practical service, financial giving, and sharing our spaces as community resources.

Children are a vital part of our thriving community. St Mary's has been blessed with a growing number of families, yet our facilities currently limit the scope of our work with children. This project will seek to develop dedicated, flexible space to expand our children's programmes and provide a more welcoming environment for local schools and visiting groups.

The church building is Grade II* listed, (entry 179453, 24 February 1950), stands prominently above the Brent River valley and is visible from miles around, including from Brunel's Wharncliffe Viaduct. Worship has been recorded here since 958AD. The current church, seating 350, was built in 1841 by George Gilbert Scott.

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The church's overall structure is good, but the iconic flint cladding, vital to its historic character, has deteriorated recently and is now dangerously unstable, presenting significant risk to public safety and ultimately the church structure itself.

The heritage is of local, national, and global interest: artistically, architecturally, and socially. The history of those buried in the churchyard connects a small rural parish to major historical changes, making it uniquely valuable to social history experts.

Main Responsibilities

The Project Manager will be responsible for overseeing all project strands, from award to completion. Key responsibilities include (*but are not limited to*):

- **Project Planning:** Deliver the overall project plan, ensuring timelines and milestones are met and resources allocated. Work closely with the in-house core steering group to refine project aims and ensure alignment with Heritage Fund expectations as set out in the grant contract
- **Project Oversight:** oversee all project strands, including the contract for the urgent works, liaising as required with the professional team and contractor. Ensure all work collaboratively, organising monthly progress meetings.
- **Budget Management:** Manage the project budget, ensuring all expenditures are tracked and justified. Monitor financial performance and produce reports for internal and external stakeholders, including the lottery funding body as required.
- **Stakeholder and user Engagement:** Build and maintain relationships as necessary with a wide range of stakeholders, such as local authorities, heritage professionals, community groups, educational institutions, and volunteers.
- **Consultation and target groups:** ensure the project plans are developed from wide ranging consultation, community audit and that potential target groups are identified and their needs incorporated
- **Plan and lead regular coordination** meetings and ensure communication is clear, inclusive, transparent, fully recorded and circulated as necessary.
- **Risk Management:** monitor and assess potential risks (*financial, operational, reputational*) and implement appropriate mitigation strategies. Maintain the comprehensive risk register.
- **Compliance and Reporting:** Ensure all project activities comply with relevant laws, heritage protection standards, and funding guidelines. Prepare and submit regular progress and financial reports to the Heritage Fund and other stakeholders as required.
- **Team Leadership:** Motivate, support and facilitate the multidisciplinary project teams. Foster a positive, collaborative, and inclusive environment focused on achieving shared objectives.

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- **Procurement and Supplier Management:** Oversee procurement processes, ensuring best value and adherence to procurement guidelines as set out by the Heritage Fund. Ensure contracts and relationships with suppliers, contractors, and service providers in respect of urgent works are effectively managed.
- **Quality Assurance:** Set and uphold high standards for project outputs. Where appropriate, implement quality assurance processes to monitor progress and ensure deliverables meet agreed specifications.
- **Legacy Planning:** Ensure the project's outcomes are sustainable, create enduring benefits and empower volunteers. Develop strategies for ongoing community engagement, future funding, and long-term maintenance of heritage assets. Liaise closely with the consultant preparing the longer-term business plan to ensure this meets agreed criteria.
- **Liaise with the project evaluator,** ensuring all necessary information is made available to the Evaluator. Responding to concerns raised and where necessary ensuring appropriate remedial actions are taken.
- **Grant Administration:** submit progress reports and invoices to the Heritage Fund as required to draw down the grant; liaise and agree any variations in project spend or delivery.

Key Deliverables

The Project Manager will be expected to deliver:

- The project outcomes in accordance with the detailed project plan and the Heritage Fund grant contract, with clear timelines, deliverables, and measurable outcomes.
- Comprehensive stakeholder engagement, consultation and target group identification evidence, including consultation records and feedback analysis.
- Regular and transparent reports for funders, project partners, and the community.
- Completed conservation or heritage works that meet agreed quality standards.
- A final report detailing project impact, lessons learned, and recommendations for developing the stage 2 bid.
- Legacy materials or plans supporting the ongoing care and appreciation of heritage assets post-project.

Person Specification

The ideal candidate for the Project Manager role will demonstrate:

- **Experience in managing Heritage Fund projects** is highly desirable- both construction and activity-based projects
- **A proven track record** of projects involving construction works to a listed church building.
- **Experience of working with PCC's** or charitable trusts is highly desirable.

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- **Qualifications:** Relevant degree or equivalent experience in heritage management, project management, cultural studies, or related disciplines.
- **Experience:** Proven track record in managing complex projects, within the heritage, culture, or not-for-profit sectors.
- **Skills:** Strong leadership, organisational, and project management skills; excellent verbal and written communication abilities; financial acumen; stakeholder engagement expertise; and proficiency in risk and compliance management.
- **Personal Qualities:** Vision, creativity, resilience, and a passion for heritage. Ability to inspire and mobilise diverse teams and communities.
- **Additional Requirements:** Understanding of heritage legislation, safeguarding, and equality and diversity principles.

Project Structure and Governance

The Project Manager will report to the in-house core steering group and PCC.

Close liaison will be necessary with the professionals undertaking the urgent works to ensure these are delivered in timely manner and to budget.

Where appropriate maintain liaison with the Heritage Fund, heritage organisations, Diocese and community stakeholders. The Project Manager will be responsible for ensuring regular updates are made to the PCC, seeking approvals for major decisions, and ensuring the project upholds its agreed vision and values.

Timeline and Milestones

The timeline for the Project includes:

Bringing urgent capital works to delivery and completion- *the primary responsibility of the Contract Administrator and Conservation Architect.*

- Months 1 to 3 confirming appointments of professionals, submission and receipt of tender documents, issuing JCT minor works contracts.
- Months 4 to 6 undertaking the urgent works
- Month 7 works complete
- Month 8 final report issued

Bringing other sub projects to the conclusion of the development stage

- Months 1 to 4 confirming appointments of professionals. Meeting to agree deliverables, timing and programs. Oversee the planning of the consultation process and scope of the consultations.
- Months 5-7 consultations and engagement
- Months 8-16 ongoing delivery, monitoring, and adjustment of project activities; regular reporting and stakeholder engagement.
- Month 17 Final report for PCC and NLHF.

Performance Indicators

Success for the Lottery Heritage Project will be measured through:

- Completion of the urgent works on time and within budget
- Achievement of other project milestones on time and within budget
- Stakeholder satisfaction and high levels of engagement on consultation
- Positive feedback from participants and end-users
- Quality and sustainability of heritage conservation outcomes
- Demonstrable legacy and ongoing benefit to the community

Risks and Mitigations

Potential challenges include:

- Delays due to unforeseen circumstances (e.g. adverse weather, structural issues previously unknown or regulatory changes-such as VAT)
- Budget overruns or funding shortfalls
- Quality or compliance failures

Risk mitigation strategies will involve robust planning, continuous monitoring, contingency reserves, transparent communication, and adaptive management.

Conclusion

The Project Manager will be at the forefront of delivering the Project vision into a tangible, positive, and lasting reality. This is a unique opportunity for a dynamic professional to lead an impactful initiative, working collaboratively with partners and the broader community to celebrate and protect our shared heritage for generations to come.

There is a budget of £17,500 plus VAT for the role.

For more information, or to discuss the role further, please contact the Project inhouse core steering group.

TENDER SUBMISSIONS

A maximum of 3 sides of A4 covering:

- A summary methodology and Project Plan for carrying out the brief
- Two or three case studies of similar work undertaken previously
- Fee proposal, including a lump sum covering all professional fees and expenses
- Breakdown of number of days and day rate for each member of the team

PROCUREMENT & TIMESCALES

Please email submissions to chris@stmaryshanwell.org.uk by 28 February 2026.

Interviews are scheduled for Thursday 12 March 2026.