



**S**AINT  
**G**EOURGE  
**T**HE  
**M**ARTYR



# St George the Martyr

*Securing the legacy – celebrating 300 years of St George the Martyr parish church,  
Queen Square – meeting the needs of mind, body and soul in the heart of London*

**Client Project Manager**

## Role Description

**Reports to:** The Rector of Saint George the Martyr Church

**Contract length:** Fixed term contract initially for two years (with potential to extend depending on the outcome of the Heritage Fund Delivery Stage funding application) until May 2027

**Hours:** Full-time (35 hours per week)

**Location:** Hybrid / based in St George the Martyr 3 days per week

**Salary:** £50,000 p.a.

**Annual leave allowance:** 25 days of annual leave per year, plus public holidays

**Pension Contribution:** Employer's contribution of 3%

## The Project

Situated on Queen Square, Bloomsbury, St George the Martyr is an architecturally significant Grade II\* listed church and an important part of London's Georgian and Victorian heritage. The church is associated with two significant architects, Nicholas Hawksmoor and Samuel Sanders Teulon.

The church's original structure was built in 1706 by Arthur Tooley. It was first a chapel of ease for St Andrew's, Holborn, becoming a parish church for what was emerging as an increasingly affluent London neighbourhood in 1723.

In 1719 it was enhanced, including notable works to the interior, strongly attributed to and carried out under the supervision of Nicholas Hawksmoor in his capacity as Surveyor to the Commissioners for Fifty New Churches.

In the nineteenth century, the church was substantially remodelled by Samuel Sanders Teulon in 1869 when the bell tower and frontages were added as well as a new chancel and sanctuary within the church.

After participating in the National Lottery Heritage Fund-funded (Heritage Fund) Camden 4 Project (NM-21-00156) and the broader South Camden Strategic Review (NM-22-00338), the Parochial Church Council (PCC) is ready to deliver its vision for the future of St George the Martyr, including saving its architecturally significant Grade II\* listed church. Situated on Queen Square, Bloomsbury, this important part of London's Georgian heritage is at significant risk following the partial collapse of its important Hawksmoor ceiling in 2018 and its temporary repair in 2019. The permanent restoration of the decorated ceiling will be catalyst for a wider Project of renewal and public engagement, which will secure the church's future.

The PCC has outlined capital development plans addressing urgent repairs to the ceiling, enhancing the public spaces, creating new facilities, and widening audiences. This will be achieved during a proposed 24-month development phase which includes development of capital and interpretation plans, and activity and business planning.

The Project will:

- Enable urgent repairs to the ceiling.
- Address issues with the historic fabric identified in the condition report.
- Enhance the church's facilities, enabling greater community and commercial use.

- Deliver an Activity Plan to widen engagement and access, enabling the church to develop more cultural and heritage partnership working in the area.
- Implement the recommendations of an environmental audit carried out in 2024, minimising the church's environmental impact.
- Develop skills and capacity to secure the church's long-term sustainability.

The aims of the Project are to:

- Safeguard the heritage and integrity of this historically significant church, including its important Hawksmoor ceiling, for future generations, enabling its removal from Historic England's Heritage at Risk Register.
- Combine the church's architectural and social heritage with twenty-first-century values of community, and environmental / economic sustainability to create a welcoming, active and inclusive church that engages people traditionally under-served by heritage.
- Animate the church to develop it as a resource for residents and workforce, users of local health institutions, as well as visitors to the area.
- Provide appropriate contemporary additions which are sustainable and compatible with the character of the building, can accommodate more diversified use and generate a wider range of income.
- Establish a sustainable business model.

#### **Activities to increase access, engagement, inclusion and participation**

A central element of the Project is to create a welcoming, active and inclusive church that engages people traditionally under-served by heritage. The church's outline Activity Plan has identified a diverse range of audience needs that the Project will prioritise:

- Local residents, including those in lower socio-economic groups and those with other or non-faith backgrounds (notably those in the local Muslim populations).
- Local visitors to Great Ormond Street Hospital, the National Neurology Hospital and other local healthcare institutions with wellbeing needs.
- Children and families, especially those with wellbeing needs.
- Local young people aged 16-25, including international students that may be at risk of isolation.

The outline Activity Plan proposes a range of activities to increase inclusion, access and participation across four areas: heritage, community, wellbeing and inter-faith engagement. Provisional activities include:

- Community Heritage connectors: a group of residents who the church will work with to develop partnerships and community engagement.
- Key Stage 1 and 2 schools heritage and literacy project co-created and rolled out with local primary schools and heritage partners.
- Co-creation of approaches to interpretation in the Development and Delivery Phases with priority audiences.
- Work with communities to develop and improve our programme of heritage activities.
- Growing the church's role and presence in local cultural networks and events targeting identified priority audiences.

## Capacity and Sustainability

The Project will enable the church to develop as an organisation, growing income from a range of sources, including through hiring its spaces, and adopting a strategic approach to individual giving. It will develop the skills and capacity of the team and volunteers and explore sharing resources with other churches and local organisations to ensure a sustainable and well-resourced future.

## Procurement and timetable of work

The anticipated Project programme up to The National Lottery Heritage Fund Delivery Phase Permission to Start is as follows:

Date	Activity
December 2024 April 2025	Round 1 Award from National Lottery Heritage Fund Permission to Start
June to August 2025	Tendering of professional team – Design Team, Project Manager, Fundraiser, QS, Business Planner, Evaluation, Activity Planner and Interpretation Planner.
August 2025 to March 2026	Commissioning of surveys & RIBA 2 Design (capital and interpretation)
September - October 2026	Mid Development Review, National Lottery Heritage Fund
March 2026 to February 2027	RIBA 3 Design
October to November 2026	Submit Planning and Listed Building Consent applications
February 2027	Submit NLHF Round 2 application
March to June 2027	Review of NLHF Round 2 application (professional team step down/pause)
June to August 2027	Round 2 Award from NLHF & Permission to Start

## Purpose of the Role

- To oversee and manage the development of the St George the Martyr (the Client) capital Project following a successful bid for Development Stage funding from the Heritage Fund.
- To provide effective leadership to both the internal and external project team, motivate and develop skills and understanding. Identify when deviations need to be addressed and proactively manage any actions required to continue effective working relationships.
- To ensure that the St George the Martyr's interests are properly represented and correctly managed throughout the duration of the Project.
- To oversee, on behalf of the Rector, the work of the multi-disciplinary Project team on the St George the Martyr Project.
- To lead and manage the commissioning of professional services within the internal project team that are required to carry out the client-side work to successfully deliver the Project.
- To oversee the procurement of professional services for design and construction works and ensure compliance with funders' procurement guidelines.
- To ensure the efficient financial management of capital income and expenditure budget.
- To ensure adequate arrangements are in place to manage risk and provide Project assurance to the Project Board.
- To manage information flow between Project stakeholders and implement adequate procedures and processes to facilitate progress against Project timeline and milestones.
- To facilitate Client input on the design following the appointment of the Design Team to ensure consistency and coordination of Client's requirements.
- To raise the profile of the Project through active engagement and management of Project

- stakeholders and partners.
- To establish effective Project communications and act as an advocate for the Project.

## **Main Activities/Responsibilities**

### **General**

- Overseeing the Project Programme of Works and establishing the tools and processes to ensure timely delivery of the Programme and monitoring progress against the Project timeline and milestones.
- Liaising with the PCC, the Project Board, and the Rector on all general Project matters, including appointments, design, construction programme, cost and quality, procurement, ensuring Client's needs are met and its interests are properly represented.
- Maintaining the client risk register and reporting on risk to the Project Board.
- Attending Design Team briefing sessions to ensure consistent client input in the design process.
- Work closely in partnership with the Senior Project Manager to provide ongoing support to the Design Team and wider Project Team.

### **Procurement of professional services and recruitment of new staff**

- Managing the procurement process and lead on confirming the appointment for Interpretation Consultant, Activity Planning Consultant, Business Planning Consultant, Evaluation Consultant and Fundraiser.
- Managing the procurement process of the Project team – Architect, Structural Engineer, M&E Engineer, Cost Consultant, Senior Project Manager.
- Managing the recruitment process and appointment of the Community Engagement Lead.
- Taking up the necessary references for each appointment and writing the Tender Reports for submission to the PCC and National Lottery Heritage Fund.

### **Financial Management**

- Monitoring the capital project income and expenditure with assistance from Quantity Surveyor and Senior Project Manager.
- Managing the Client Cost Budget and monitoring cash flow, including relating to the Heritage Fund and other funders.
- Liaising with the Treasurer and Operations Director regarding Project invoicing.
- Updating the Project cash flow for the quarterly Project Board meetings.

### **Funder reporting and stewardship**

- Submitting Heritage Fund Progress Reports and Grant Drawdown submissions gathering all information needed to ensure both capital and activity strands of the Project are reported on. Drawdowns are expected to be quarterly during the first year of the Development Stage and monthly thereafter.
- Acting as the principal point of contact for Project funders and ensuring funders are informed of the Project progress in a timely manner.
- Producing regular reports to the funding bodies and ensuring compliance with live funding agreements.
- Managing capital grants cash flow.
- Assisting the Fundraising Consultant and Rector, where required, by providing supporting

documents relating to the Project for funding bids.

- Leading on The National Lottery Heritage Fund Mid-Stage Development Review, coordinating all presentations and documents to be submitted.
- Coordinating and overseeing all the work to be undertaken by all the Project Team to deliver the required documents for the Delivery Phase application.
- Supporting the Fundraising Consultant with the preparation of the Delivery Phase application to the NLHF where required.

### **Stakeholder management and Advocacy and Communications**

- Managing relationships and liaising with key stakeholders and partners on all aspects of the Project.
- Ensuring that all design and building information is provided to all Project stakeholders as and when required.
- Arranging and managing all progress update meetings with partners and stakeholders.
- Acting as the principal point of contact for Project funders and other partners.
- Establishing good communication and information flow with all parts of the Project delivery partners and Project stakeholders to ensure a successful Project outcome.
- Liaising with the Rector on advocacy and communications matters to ensure all information required or provided is current and accurate.
- Overseeing external Project communications, co-ordinating Project updates on the church's website and social media.
- Presenting to and leading site tours for external visitors, partners and stakeholders when required.

### **Project Governance**

- Managing and developing as necessary Project administrative systems and processes to facilitate progress and efficient retrieval of information.
- Managing the Project Board meetings; scheduling meetings, drafting and circulating papers, liaising with Project Board members.
- Producing quarterly reports to PCC and updating them on the progress of the Project at meetings.

### **Required Experience and Skills**

- **Project Management:** You will have a degree or equivalent experience (a relevant master's degree is desirable), a recognised project management qualification (e.g., APM, RICS, PRINCE2), and excellent project management skills, with the ability to manage multiple project elements simultaneously.
- **Heritage Capital Projects:** You will have demonstrable experience of managing heritage-focused capital projects with budgets over £3m that have been funded by the Heritage Fund, as well as a working knowledge of methods of investigation and specialist conservation work and maintenance. Experience of working with statutory bodies and National Amenity Societies such as Historic England, the Victorian Society and the Georgian Group, is desirable. You will have a good understanding of procurement processes including the production of Invitations to Tender; review, scoring and contract appointment processes; and be skilled in writing tender reports.
- **Heritage and Faith Sectors:** Knowledge of and passion for London's heritage with at least a working knowledge of the Church of England and its role in London's faith landscape.

- **Facilitation:** Strong facilitation skills, with experience in leading workshops and co-creation sessions.
- **Diversity and Inclusion:** Demonstrable commitment to diversity and inclusion, with experience working with individuals from diverse backgrounds.
- **Communication:** Outstanding communication and interpersonal skills, with the ability to engage and inspire a wide range of stakeholders.
- **Desirable:** procurement of Project Team: demonstrable experience and knowledge of procurement of professional services for projects of similar scale, with focus on capital Project team including architects, engineers, and cost consultants.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation.

### **How to Apply**

To make an application, please send a CV and covering letter of no more than two pages outlining what skills and experience you'd bring to this project and why you'd excel at this role.

Counterculture will be managing the recruitment process. Please email applications to: [magda@counterculturellp.com](mailto:magda@counterculturellp.com)

The deadline for applications is 5pm on Tuesday 6 May.

*First stage interviews will take place online and second stage interviews will be held in person at the church.*

Saint George the Martyr is committed to creating a diverse environment and is proud to be an equal opportunity employer. We are committed to inclusive recruitment and welcome applications in written, audio, or video format.

As part of our inclusive recruitment practice, we use a blind shortlisting process, where personal details are removed from applications before they are reviewed.

Reasonable adjustments will be considered throughout the recruitment process and in the role, where required. Please note that there is limited access to the upstairs office, but we are happy to agree flexible and reasonable arrangements with input from candidates. For example, on-site work can be scheduled on days when the church is closed to support access needs.

This post is subject to an enhanced DBS check to ensure the safeguarding and welfare of children and vulnerable adults in line with our commitment to safer recruitment practices.

We look forward to receiving your application and exploring how you can contribute to our mission to meet the needs of mind, body and soul in the heart of London through securing the legacy and future of this beautiful Grade II\* listed building.

If you have any enquires, questions or require adjustments please contact: [magda@counterculturellp.com](mailto:magda@counterculturellp.com)