

# St Peter's Church, Colchester

## Development Director (Part-time, 3-year fixed-term)

### Background

St Peter's is a thriving, evangelical, town-centre Church of England parish in Colchester. Our buildings comprise a large church (parts dating back to the 13<sup>th</sup> century, although mostly Georgian), and a separate church hall, rebuilt in 1979 on the site of an earlier hall. We have embarked on a project to improve the facilities and appearance of the church, and phase 1 of this (improvements to our main entrance) is complete. The next phase is to improve facilities internally, which involves rebuilding our existing porches.

Our buildings also need ongoing maintenance and repairs, particularly the hall, which may require a replacement of the main roof. A complete rebuild may also be an option.

We are looking for a suitably-qualified and experienced Development Director to start as soon as possible. They will oversee the development and maintenance of our buildings, both strategically and practically, and work with the Vicar and PCC to plan and deliver this development over the next few years.

### Duties and responsibilities

- Familiarisation with the current buildings at St Peter's, the plans for development and the maintenance needs.
- Develop an action plan for the church hall.
- Instigate the next phase of development in the church building.
- Chair the Development Committee.
- To develop partnerships with: our architects, Colchester Borough Council, the Diocesan Advisory Committee, the Diocesan Registrar's department, suppliers and solicitors.
- Provide technical information for the application for grants.
- Be the main point of contact for all queries regarding the buildings.
- Attend PCC and other meetings (some of which may be in evenings or Saturday morning).
- To act professionally when acting as a representative of the church in all their contacts and communication.

### Skills and Experience required

#### Essential

- Extensive practical knowledge of building construction
- Successful delivery of building projects within timescale and budget
- Good IT skills - particularly spreadsheets and email
- Good communication skills - both oral and written.

#### Desirable

- Experience of construction projects in a church environment
- Involvement with the application for funding from grant-making bodies.

## **Terms and Conditions**

This is a part-time vacancy: Hours are by negotiation, up to a maximum of 60 hours per month.  
Working hours are flexible: attendance at some evening or Saturday morning meetings may be required.  
The initial appointment will be for 3 years.

The FTE salary is £40,000 - £42,000 per annum (based on a 37.5 hour week)

Holidays: The equivalent of 5 weeks per year.

Pension: St Peter's operate a scheme in conjunction with Nest Pensions.

Reporting to: The Vicar and PCC

The director will probably work mainly from home; there are only limited facilities in the parish office within the church hall.

They will need to be on site from time to time so should have good access to central Colchester.

The successful applicant will be expected to support, and be in sympathy with, the aims of St Peter's Church

## **Applications**

Applicants should submit a written application, ensuring that they highlight their relevant skills and experience, and their availability, and enclose their c.v. At least two references should be provided.

Please email your application to [stpetersdevcom@gmail.com](mailto:stpetersdevcom@gmail.com).

The closing date for applications is 28th February 2019

Initial interviews will take place on 9<sup>th</sup> March 2019 in Colchester.

There will be a second round of interviews for short-listed applicants in early April.

If you have any questions regarding this position, please email [stpetersdevcom@gmail.com](mailto:stpetersdevcom@gmail.com)

## **General**

St Peter's PCC is a registered charity, number 1163262

You can find out more about the church on our website <http://www.stpeterscolchester.org>