

JOB DESCRIPTION - DIRECTOR FOR THE ST JAMES'S CHANGEMAKERS (SJC)

27 May 2025

Job title	Director
Unit	Changemakers Team
Location	St James's Piccadilly, 197 Piccadilly, London W1J 9LL with UK travel necessary on occasion
Remuneration	£60,000pa FTE (0.3 pro rata - £18,000pa) 7.5% pension contribution by St James's with 0.5% contribution by the employee
Hours	0.3 FTE (1.5 days per week) between Monday and Friday, 9.30am – 5.30pm, with out of hours and weekend work expected when necessary
Contract Type	Three-Year Employment Contract with renewal subject to funding (6 month probation period)
Reporting to	The Rector, Rev'd Lucy Winkett
Additional Information	Hybrid working is available with a minimum of 1 day a week in the office Work laptop and phone provided This vacancy requires an enhanced DBS check

www.sjp.org.uk

The opportunity

St James's Church, Piccadilly, is a historic landmark located in the heart of London, celebrated for its architectural and cultural significance. Designed by Sir Christopher Wren and completed in 1684, this Grade I listed building stands as a testament to the city's rich heritage. The Wren Project is a £20 million capital

campaign for the comprehensive restoration and rejuvenation of the historic church and its surroundings to improve and extend services to the community.

The Wren Project is about building a better future for the community. It includes the:

- Restoration of 1684 Wren church for the 21st century
- Investment in social justice, mission and outreach: counselling, incarceration reform, asylum and refugee work, interfaith and community
- An innovative young leaders' programme (SJC).

Overview of St James's and the Wren Project

St James's Piccadilly is not just a building. It's an idea and an invitation. The idea behind the Changemakers Programme is that creative leadership is urgently needed in society today; and that it's a matter for the soul too. The invitation is to be part of the change that such leadership can bring.

The vision: By 2035, 50 changemakers, aged between 22-34, will be innovating, inspiring, and creating other changemakers in society, rooted in the character, values and vision of St James's Piccadilly.

It was in our church that the poet William Blake was baptised in 1757. It was in the same font, carved in marble by Grinling Gibbons, in 1773 that Quobna Ottobah Cugoano, enslaved on the Caribbean nation of Grenada and then free, was also baptised. An active and vocal abolitionist, Cugoano detailed his experiences and those of others in his influential book, 'Thoughts and Sentiments on the Evil of Slavery' (1787), which is still in print today. 2023 marked the 250th anniversary of his baptism at St James's Church, a place that is still a bold presence, advocating for social justice and empowering communities.

So many individuals associated with St James's have imagined the world to be different and worked to make it so. The St James's Changemaker Programme is born out of this history of resistance, restoration, and reimagining. Our programme is intentional in its vision and purpose, open to people of all faiths and none. It is an organic development rooted in and growing from a place in London that has always given space to protagonists for, and leaders of, change throughout our history.

The Changemakers Programme and the role

This is not a leadership programme for the church, but for society and the programme is open to young people from all faiths and none. A pluralist approach across different disciplines ensures an embedded focus on diversity in all its forms, widening access and opportunity to the sectors that underpin each strand. It is intentionally bringing together young leaders from its five programme strands: Social Justice, Arts and Heritage, Music, Environment, Business.

Rooted in a holistic understanding of human beings, and convinced of the need to recognise interdependence and inter-connectedness as prerequisites for the flourishing of society, the programme aims to:

- **Empower** young leaders to imagine the world to be different and act to make it so
- **Equip** these leaders to be change agents through values-led leadership
- **Develop** their skills and network so that they can make greater impact in their field/sector
- **Deepen** their understanding of how our interconnectedness can facilitate societal change
- **Prepare** young leaders to understand and bear the cost of being change agents with others.

The Director, reporting to and working closely with the Co-Founders of the Changemakers Programme, has the responsibility for the promotion, implementation/delivery, sustainability of, and reporting for the programme. The Director will develop the established programme design, bringing the programme to life in line with funding deliverables, outputs, and outcomes.

The Director will line-manage the Programme Manager who will lead and support the recruitment of the first cohort of ten Changemakers and the subsequent years. As Director, the role involves being visible and having a proactive approach to the building of partnerships, development of supporters, the creation of digital and print assets for the programme. The Director is the programmes greatest champion and advocate. Supporting the Programme Manager with implementing the recruitment cycle, from application to interviews and onboarding, the Director will sit on the interview panel to select the cohorts of Changemakers across three years. With the programme start date as January 2026, this is a vital role in proactively building and managing internal and external stakeholder relationships. The role of Director leads the Changemakers Team, which has three members in total, including the Programme Manager and Administrator. This team sits within the wider structure of St James's comprising 24+ staff.

Responsibilities

Strategy

1. Develop the cultivation and engagement plans for new and existing supporters of the new Changemakers Programme in line with its vision and the broader strategy of the Wren Project.
2. Support the programme's annual calendar of activity in line with the funding deliverables, outputs, and outcomes.
3. Be the ambassador for the Changemakers Programme to internal and external stakeholders, and to the American Friends of St James primarily based in the United States.

Programme and People Management

4. Recruit mentors and masterclass facilitators and draft engagement contracts.

5. Attend events across the city and UK to promote the programme's annual cohort across its five strands.
6. Line-manage the Programme Manager, Administrator and support their work.
7. Oversee the annual cycle from advertising the programme to notification and onboarding of successful candidates.
8. Sit on the interview panels and support the work of the advisory board contributing to the Awards programmes, including providing briefings/training, and news updates.
9. Proofread and approve digital and print documents and correspondence relating to selection and interview, and correspond with candidates and their referees.
10. Research and support in the delivery of the programme's two residencies, two masterclasses, two dinners, and the internship placements for the Changemakers with the active support of colleagues.
11. Source locations/venues for the annual calendar of programme activity.
12. Develop and maintain a reporting framework, providing monthly, quarterly and ad-hoc reports to fit specific needs of internal and external stakeholders.
13. Coordinate and liaise with colleagues and partners to ensure the effective implementation of the programme activity plan, including compliance in relation to Safeguarding, health and safety, legal, GDPR, and programme-related consent forms.
14. Oversee and develop programme policies and procedures in line with the St James's guidelines and its mission, aims and objectives.
15. Identify, review, and manage risks, providing mitigation actions and regular updates.
16. Develop and monitor KPIs and KPMs to capture and measure the impact and outcomes of the programme.
17. Develop and maintain effective review, monitoring and evaluation frameworks and processes throughout the full programme cycle, facilitating internal and external evaluation of impact of all programmes in line with annual reporting requirements.

Finance

18. Manage the budgets for the Changemakers Programme, ensuring accurate and detailed reporting of income and expenditure.
19. Investigate and explore potential new funding streams, developing funding proposals in conjunction with the Programme Manager for the Changemakers Programme.

Stakeholder Management and Networking

20. Actively build effective working relationships with internal and external programme stakeholders including senior leaders across the five programme strands and members of different faith communities across the UK.
21. Establish new and maintain existing partnerships to ensure the sustainability of the programme into years two and three.

22. Coordinate with internal stakeholders to ensure the internal visibility of the Changemakers Programme.
23. Engage and manage the supporters and champions of the programme, ensuring effective and up-to-date communication with these stakeholders in the lead up to January 2026 and beyond.

Communications

24. Oversee and develop key messaging and content of all programme-related communications, with appropriate language and tone for the designated target audience.
25. Guide and encourage the work of the Comms Intern and their relationship with external partners (e.g. photographers and videographers).
26. Present to, engage with, and be an active presence in networks and fora that promote innovative practice in leadership programmes and inclusive youth engagement.
27. Undertake any reasonable responsibilities from time to time as required by the Rector and PCC to reflect the changing needs of the programme, the Wren Project or St James's.

Person Specification

	Essential	Desirable
Experience and qualifications <ul style="list-style-type: none"> • Educated to degree level or equivalent. • At least ten years' experience delivering complex projects on time and on budget. • Extensive operational programme and line management experience within the education or charitable sector. • Evidence of strategic thinking and business planning. • Evidence of delivering and or managing the delivery of events. • Experience managing the development of digital content, digital programming, and the creation of print/digital assets for programmes. 	✓ ✓ ✓ ✓ ✓	✓
Knowledge <ul style="list-style-type: none"> • IT literate with experience of using MS Office and social media channels. • Excellent knowledge of techniques for planning, monitoring and evaluating programmes. • Deep knowledge of current educational landscape and or leadership programmes and charitable outreach. • Understanding of how to develop funding proposals and business cases with evidence-based recommendations. • Extensive knowledge of techniques for planning, managing, monitoring and evaluating programmes, including risk management, regular reporting, budget and resource allocation procedures. • Experience of line-managing a team. • Experience of managing a medium-large budget. • Extensive knowledge of the development and delivery of leadership programmes focused on young people. • Understanding of inclusive practices to connect with diverse 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓

communities and encourage participation.		
Skills <ul style="list-style-type: none"> • Leadership of organisation with an education, charitable or community setting. • Excellent communication skills, especially writing, editing and proofreading, with ability to write for, and make presentations to, a range of audiences. • Excellent organisational skills with the ability to prioritise work in order to meet competing deadlines. • Excellent interpersonal skills, with the ability to manage and liaise with internal and external stakeholders. • Excellent attention to detail. • The ability to build and maintain strong relationships with a range of key individuals and partner organisations, manage expectations effectively, and the ability to respond to differing needs. • Excellent planning skills to ensure effective use of resources and budget. • Project Management Qualification. • Strong analytical and data analysis skills. 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
Attributes <ul style="list-style-type: none"> • People-orientated with an enthusiasm for supporting and nurturing others. • In sympathy with and proactively supportive of the ethos, values, vision, aims and objectives of St James's and the programme. • Self-motivated and proactive with a passion to work with, and for, young people to inspire and encourage learning. • Ability to work independently when required and find innovative ways of solving and or anticipating problems. • A flexible and adaptable approach to work. • Positive attitude and approach to teamwork, collaborative working and inclusivity. • Keen willingness to learn and invest in Continuing Professional Development (CPD). • Evidenced commitment to equality and diversity. 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
Other <ul style="list-style-type: none"> • Ability to satisfy an enhanced DBS check. • Deep interest in, and knowledge of, the current issues surrounding outreach and community engagement. 	✓	✓

Equity, inclusion and diversity at St James's

It is important that we are representative of London's people and communities. We actively welcome applications from people currently under-represented in our staff and community including people with global majority heritage, people with lived experience of poverty and people who identify as LGBTQ+.

Safeguarding

St James's is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment.

Application Process

Please send full CV with a covering letter outlining your interest in the post and forward to Jane Gray, HR Advisor hrjobs@sjp.org.uk by midday Monday 16 June 2025.

If you are interested in having a conversation about the role this is by arrangement with David Hamilton-Peters at the Parish Office 0207 734 4511 or email administrator@sjp.org.uk between 27 May and 2 June or 9 June – 16 June.

Role description on the website www.sjp.org.uk/jobs Shortlisted candidates will also be asked to fill in an application form in due course.

Initial interviews are planned for Tuesday 24 June 2025. Start date as soon as possible.