

23 June 2026

Heritage Programme Manager

Values: **Contemplation, Action, Adventure, Courage, Kindness**

Website: www.sjp.org.uk

Introduction

St James's Piccadilly is a historic church in the heart of London's West End with a rich legacy spanning five centuries. Established following King Charles II's 1662 charter, the church was designed by Sir Christopher Wren and consecrated in 1684. It has a spacious, light interior and rich art collection, including Grinling Gibbons' carvings. The church suffered severe damage during the Blitz in 1940 and was subsequently restored, including a garden which today acts as a place of calm and biodiversity. Throughout its history, St James's has drawn creative and progressive thinkers, with associated figures including William Blake, Isaac Newton, Mary Beale, and abolitionists Quobna Ottobah Cugoana and Olaudah Equiano. Today it holds a proudly and committedly activist and inclusive spirit, including active participation and leadership amongst and with LGBTQ+ communities and delivering social and earth justice projects

Wren Project

The Wren Project, made possible by generous funding from the National Lottery Heritage Fund, will be transformational for St James's. It will enable greater physical access, rejuvenate external spaces, rejuvenate the interior and create better facilities for community work. Aligned to St James's ethos of 'radical welcome', it will offer new and unexpected ways to engage a range of diverse audiences within a Grade I listed building with a rich heritage.

The project will:

- Upgrade the site to be **fully accessible and well-equipped** for current and future uses.
- Support St James's ambition to **grow and diversify its visitor base**, offering inclusive ways to connect with people of all faiths and none.
- Strengthen the voice of St James's as a 'provocateur for good', augmenting its **earth and social justice** practice, including through volunteering and partnership working.
- Build St James's reputation as a space for **high-quality cultural, creative and heritage activities**.

- Shine a light on compelling and **diverse stories of the site**, including contested heritage
- Increase **organisational resilience and financial sustainability**

Wren Project NLHF Activity Plan

The Activity Plan will ensure that the upgrades to the building are delivered in tandem with a first-class heritage learning and participation programme. It will be impactful, inclusive and sustainable, delivering outcomes for the community, the heritage and the organisation. This will be achieved by:

Driving and deepening relationships with audiences:

- Spark discovery and participation with an appealing range of activities
- Provide ways for new audiences to hear about and connect with St James's
- Offer opportunities for existing audiences to engage with the site in new ways

Decreasing barriers to access:

- Ensure activities are suited to target groups through co-creative design
- Reduce financial barriers through offering free and low cost activities, and providing expenses for target audiences to participate
- Embed disability access, including offering activities specifically for D/deaf, disabled and neurodivergent audiences

Uplifting the heritage story:

- Develop the organisation's confidence and knowledge in telling its heritage story, creating new ways in for (particularly secular) audiences to engage
- Increase understanding of the heritage, particularly of diverse stories, through community research and storytelling
- Further understanding around telling contested heritage within a place of worship, supporting thought leadership in the heritage sector

Increase organisational resilience:

- Support St James's long-term strategy and business plan, with result that staff resources (and therefore activity levels) can be maintained beyond the life of the funded project
- Increase the robustness of the organisation's understanding of its audiences, visitor experience and impact
- Increase the number and diversity of St James's volunteer body

Support individual and community wellbeing needs:

- Bolster St James's ability to provide space for calm and reflection, in among one of the busiest streets in the country
- Work with groups in acute need in the local area, including refugees and asylum seekers and people experiencing homelessness
- Build participants' skills and confidence, particularly around creating positive community change

- Offer a vital non-partisan space for convening diverse and imaginative gatherings, critical thinking, discovery and debate

Support local economic needs:

- Develop employment potential through youth skills development and work experience programmes
- Extend the local heritage tourist offer, including encouraging heritage exploration around the local area

Promoting environmental sustainability and climate action:

- Increase visitor understanding of and connection with biodiversity of the outdoor spaces
- Deliver participatory and skills development programmes around climate change and action

Job Description follows below.

JOB DESCRIPTION

1 JOB DETAILS

Role Title:	Heritage Programme Manager (full time)
Hours of work:	5 days a week; 7 hours per day, excluding an hour for lunch
Employment Contract:	Full-time (5 days per week) fixed term until March 2030 (further details on last page)

2 JOB SUMMARY

The core of this post at St James's is:

1. Having overall responsibility for delivering, evaluating, and reporting on the Wren Project Activity Plan.
2. Acting as a 'heritage practitioner in residence', supporting other St James's team members to include heritage within their work.
3. Collaborating with existing and new staff and volunteer delivery teams, communications teams, and external partners.
4. Supporting delivery of the Changemakers and Earth Scholars programme.

The Heritage Programme Manager is a role which is designed to ensure the smooth delivery of the Wren Project Activity Plan. The role is being recruited from project inception. The post-holder will lay the groundwork for developing and managing activities and relationships, including delivering an audience development and data infrastructure project. As the project progresses, the post-holder will help recruit the wider project team: a Heritage Engagement Co-ordinator, Data and Impact Co-ordinator, and Communications Assistant (mid-2027).

3 DIMENSIONS

Line manager is Nick Thasarathar who is the COO at St James's Church and Wren Project Sponsor.

To line manage two part-time (0.8 FTE) staff: the Heritage Engagement Co-ordinator and the Data and Impact Co-ordinator (both roles to be recruited - externally funded)

To have a dotted line to a part-time (0.8 FTE) role: the Communications Assistant (who will be directly line managed by the Communications Manager) – both roles to be recruited – externally funded as communications to do with the Wren Project.

There is a close working relationship with post-holders across St James's including . the various coordinators for St James's different volunteer groups, and the Clergy Team.

4 KEY RESULT AREAS

The following are Key Results and are not an exhaustive list. This is a new role, and the successful candidate is expected to contribute to their development and progression.

- i) To take overall responsibility for delivering, evaluating, and reporting on the Wren Project Activity Plan.
- ii) To act as a 'heritage practitioner in residence', supporting other St James's team members to include heritage within their work.
- iii) To ensure audience data and qualitative and quantitative impacts are collected consistently across the project and reported to the National Lottery Heritage Fund, working in collaboration with the external Project Evaluator and Data and Impact Co-ordinator.
- iv) To collaborate with existing and new staff and volunteer delivery teams, communications teams, and external partners.
- v) To develop and manage relationships with external partners.
- vi) To work with the Director and the Deputy Director of the Changemakers Programme to support delivery of the Changemakers programme.
- vii) To recruit and oversee freelancers and consultants who work on the Wren Project.
- viii) To work with the HR Advisor to recruit and line manage two part-time staff.
- ix) To support the recruitment of the part-time Communications Assistant in 2027.
- x) To work with the HR Advisor in ensuring that referencing, DBS checks, and other essential training are implemented for project-related posts.
- xi) To champion and advocate for the Wren Project internally and externally.
- xii) To be the first point of contact for all Wren Project enquiries.
- xiii) From time to time to undertake additional or other duties as necessary as commensurate with the role, including some out-of-working-hours events.

5 REQUIREMENTS FOR THE ROLE

Essential criteria

- a) Experience of leading heritage engagement activities.
- b) Experience of working with diverse audiences and a commitment to providing inclusive, accessible activities and experiences that widen access to heritage; spark discovery and participation; and increase understanding of diverse histories and heritage.
- c) Proven experience in heritage project or programme management.
- d) Understanding of National Lottery Heritage Fund projects and reporting requirements.
- e) Demonstrable experience as a specialist heritage practitioner, with the ability to support non-heritage specialists to include heritage in

- their work.
- f) Proven line management skills, with the ability to inspire and motivate others.
 - g) Experience of collecting and analysing qualitative and quantitative data and preparing reports.
 - h) Proven budget management and monitoring skills.
 - i) Excellent communicator with good interpersonal and advocacy skills and the ability to build excellent working relationships with a diverse range of staff, volunteers and external stakeholders in a dynamic and evolving setting.
 - j) Experience of working well in teams, with a genuine interest in people and working collaboratively.
 - k) Ability and aptitude to manage a varied workload, including being proactive at prioritising and problem-solving.
 - l) Flexibility and ability to thrive in changing environments.
 - m) Able to take initiative and work proactively and independently.
 - n) Exceptional planning and organisational skills and able to work to deadlines.
 - o) Excellent computer literacy, including confidence in using Office 365.
 - p) Experience of and demonstrable commitment to promoting and championing equity, diversity, inclusion, hospitality, and belonging.
 - q) Flexibility with working hours from time to time (to be planned and agreed in advance).
- Desirable criteria
- r) Understanding and appreciation of the Church of England and Christianity.

Equity, Inclusion and Diversity at St James's

St James's strives to be representative of people and communities from across all backgrounds and identities. We actively welcome applications from people who are currently underrepresented in our community including people with Global Majority Heritage, people with lived experience of poverty, and people who identify as LGBTQ+.

St James's has a strong commitment to equity, inclusion and diversity, and is developing a community in which all can belong, all are valued, and all are welcome. Intersectionality is a key aspect of all aspects of life at St James's, and the congregation is on a journey of learning and action regarding the importance and the urgency of celebrating every person's identity. It is a Church of England church which is open to the world, welcoming and engaging with people of all faiths and none. We aim to reflect this as much as possible in the staff team, congregation, partnerships, and volunteer groups.

Candidates do not have to identify as Christian or belong to a religious faith, but the successful candidate will be in sympathy with, and will actively promote St James's ethos and values.

6 TERMS OF APPOINTMENT

Title: Heritage Programme Manager (full time)

Hours: 5 days per week: 7 hours per day excluding an hour for lunch: 35 hours per week. Flexibility of working hours (e.g. work from home one day per week) to be discussed at the interview.

Employment contract: Fixed-term until March 2030 (as per funded window of employment)

Remuneration: £43,000 per annum; 7.5% pension contribution by St James's with 0.5% contribution by the employee (25 days annual leave plus public holidays)

DBS: Disclosure and Barring Service – due to working on a project which is working with vulnerable/at risk adults there is the requirement to undertake the Enhanced DBS check.

7 APPLICATION PROCESS

Please submit a 2-page CV and a 2-page cover letter outlining your skills and experience and why you think you are suited to the role to Jane Gray, HR Advisor hrjobs@sjp.org.uk by midday Thursday 16 July 2026. (Shortlisted candidates will be asked to complete an application form in due course.)

Interviews are planned for Thursday 23 July. Aiming for a start date as soon as possible.