

## About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

### **We Include. You Belong.**

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

## About the department

The charitable company 'Safe Spaces England and Wales' (SSEW) was formed by the Archbishops' Council (Church of England) and the Catholic Church in England and Wales. SSEW receives funding from both Churches, as well as other grant making organisations. SSEW provides arms-length oversight and decision-making in connection with the delivery of 'Safe Spaces', an independent support and advocacy service for victims and survivors of church-related abuse.

SSEW has contracted with a charity to deliver the Safe Spaces service for the next 3 years, and as such a Contract Manager is required to oversee the delivery of the contract on a day-to-day basis. The role will also support the governance of SSEW as a charitable company.

The role sits within the National Safeguarding Team (NST) of the Church of England, part of the National Church Institutions (NCIs). The NST provides professional safeguarding advice to the Church of England on matters of national policy as part of its wider transformation plan, which

includes the development and implementation of national policy, training, quality assurance and audit, and work with survivors. The national safeguarding team also leads complex casework and supports dioceses in their safeguarding of children and adults.

## What you'll be doing

The Contract Manager will oversee the delivery of service contracts related to SSEW on a day-to-day basis. The primary focus will be the main Safe Spaces service contract and an independent evaluation contract. The role will also support the governance of SSEW as a charitable company.

The role will work with multiple NCI departments e.g. finance, legal office, data services, among many others as well as Safeguarding Bishops from both Churches and other stakeholders.

The role will also work with members of the Safe Spaces Advisory Committee, which includes safeguarding, legal, finance and communications representatives from both Churches, as well as victim and survivor representatives.

### Contract Management

- Leading on the management and delivery of the service contract
- Lead on vendor liaison by setting communication and reporting standards, actively chasing for important deliverables
- Maintain oversight of key reporting deadlines, collecting and collating data to boards and committees
- Ensuring compliance to contractual and legal requirements, including data protection
- Identifying, analysing and escalating risks and issues and planning corrective actions to mitigate those
- Cost estimating and tracking the budget
- Manage resource allocation and capacity
- Liaising with different NCI departments to ensure arrangements for input to the work
- Planning for contract end and future service arrangements as appropriate

### Governance

- Planning governance and reporting cycles
- Producing and managing reports and necessary documentation for the workstream
- Providing project updates to all required governance bodies
- Prepare agendas and papers for all governance boards
- With the Company Secretary, ensure that SSEW meets all appropriate charity and governance obligations
- Providing updates to funding bodies as required

### Stakeholder Engagement

- Acting as the day-to-day workstream representative
- Build highly effective relationships with SSEW trustees, SSAC members, partners and commissioned organisations, anticipating and responding to needs as they arise
- Ensuring effective working relationships with key colleagues within the NST and the Catholic Safeguarding Standards Agency (CSSA)
- Working closely with communications representatives, produce a Stakeholder Engagement and Communications plan to promote awareness of the service across both Churches

- Working closely with communications representatives in regard to all stakeholder communication

#### Procurement

- Follow company procurement processes for the engagement of any suppliers (e.g. independent evaluators).

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time, and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

## About You

The Church of England is for everyone, and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

### **Essential**

#### Knowledge/Experience:

- Proven experience of effective contract management in the charity or government sector
- Proven track record of proactively delivering successful results
- Knowledge and experience of project management
- Knowledge and experience of finance and budgeting
- Experience of working in multi-disciplinary teams in a complex environment
- Experience of reporting to project boards and wider governance arrangements
- Experience of charity governance
- Proven experience of building effective relationships with a wide range of stakeholders, including senior leaders and service users
- Experience of risk identification, management and escalation

#### Skills/Aptitudes:

- Ability to build trust and credibility with a wide range of diverse stakeholders
- Ability to adapt and take a pragmatic approach in order to obtain an effective outcome
- Ability to be rational, objective and unbiased when making decisions and taking action
- Demonstrated organisational skills, including the ability to set priorities, manage time and plan work to meet deadlines
- Excellent analytical skills and attention to detail
- Excellent writing and verbal communication skills
- Strong IT skills and competent across the range of IT systems and packages used by the organisation (including MS Teams, Outlook, MS Office, SharePoint)

Personal Attributes:

- Dedication to ensuring effective and high-quality services for SSEW
- Demonstrable commitment to safeguarding

Disclosure & Barring Service (DBS) Requirements:

- Basic DBS check

**Desirable**

- Project Management qualification
- Understanding of the structures of the Church of England and sympathy with its work and aims
- Experience working for the Church of England, for Christian Charities, in the public or charity sectors or with safeguarding.

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Safe Spaces Contract Manager</b>
<b>NCI ENTITY:</b>	Archbishops' Council
<b>DEPARTMENT:</b>	National Safeguarding Team
<b>GRADE:</b>	Band 3      Standard Point
<b>SALARY:</b>	£29,624 (FTE £59,248)
<b>WORKING HOURS:</b>	17.5
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Westminster
<b>HYBRID WORK ARRANGEMENTS:</b>	Hybrid or homeworking per the NCI policy
<b>IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input checked="" type="checkbox"/> Basic
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8101215
<b>COST CODE:</b>	46001
<b>PARENT POSITION:</b>	8027669