

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 **Vision and Strategy team** supports the whole Church in its embrace of and engagement with the national Vision and Strategy for the Church for the 2020. The three priorities of the strategy are to become younger and more diverse, a church of missionary disciples where a mixed ecology of many forms of church is normal. Its role is to support the whole church in engaging with and living out the emerging Vision and Strategy.

The team is the lead owner of the strategy within the National Church Institutions (NCIS), and therefore responsible for ensuring that the work of other teams within the NCIs is aligned to the strategy and helps ensure its delivery across the Church. The Vision and Strategy team consults on and manages the distribution of around £100 million per annum of national funding and helps

the delivery of projects funded by previous grants. The team also supports the implementation of a number of complex change programmes.

The Programme Officer (part of the wider Operations and Programme Office sub-team) oversees the twice-yearly NCI project portfolio review on behalf of the Archbishops' Council; coordinates development of the annual Vision and Strategy business plan, including quarterly tracking and reporting; conducts desk research and analysis to build insight; works with the Co-Directors of Vision and Strategy and colleagues to develop the annual team budget; manages payments for allocated workstreams; supports the delivery of Vision and Strategy projects and Emerging Church of England change programmes in the areas of programme office administration; support the delivery of Vision and Strategy meetings.

The role reports to the Programme Office Manager.

What you'll be doing

This role enables insight into strategy, project and governance work supporting the Church of England's Vision and Strategy to 2030. It will be an opportunity to develop understanding of organisational dynamics – including business planning, financial reporting, performance monitoring and governance.

MAIN DUTIES AND RESPONSIBILITIES

- Provide support to the Co-Directors of Vision and Strategy and Head of teams by gathering external insight and data to support strategy development and drafting papers, reports or presentations.
- Work with the Programme Officer Manager to deliver the bi-annual NCI project portfolio review, liaising with colleagues in the NCI to ensure that all projects in the Archbishops' Council portfolio are accurately recorded.
- Provide executive support to specific projects across Vision and Strategy.
- Responsible for updating the Vision and Strategy outcomes dashboard which tracks our progress including the visual representation of the dashboard
- Liaise with workstream leads to ensure that the annual Vision and Strategy business plan is updated prior to quarterly review meetings.
- Work with the Programme Officer Manager to monitor the annual Vision and Strategy budget through analysis and reporting on quarterly spend.
- Manage incoming and outgoing payments for allocated projects and provide support on team payments, raising Purchase Orders and invoice requests, checking invoices and expenses claims, and resolving queries as necessary.
- Work with the wider Operations and Programme Office sub-team to provide planning and logistical support for team meetings, SLT meetings and the annual residential
- Maintain constructive relationships with internal (Vision and Strategy) and external stakeholders across the NCIs
- Any other duties that may arise in line with the level and responsibilities of the role as required.

Your job description is intended to reflect your main tasks and areas of work but is not exhaustive. 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

- Demonstrable office experience, including the knowledge and skills (especially word processing and spreadsheeting) required to provide administrative support of the kind outlined in the main duties and responsibilities.
- Experience of processing, analysing and presenting information in compelling visual formats.
- Experience of working with financial data.
- Experience of supporting with the organisation of events.

Skills & Abilities:

- Writing skills, including summarizing material from a range of sources and drafting clear papers and responses.
- Excellent IT skills, including presentations, spreadsheets, formal papers and basic design.
- Time management skills, including ability to prioritise and meet deadlines.
- Ability to work under pressure using own initiative and ability to work unsupervised.
- Attention to detail.
- Ability to deal with people at all levels, get on with people easily, create and work within teams.

Desirable

Knowledge/Experience:

- Experience of organizing governance meetings, including minuting.
- Experience of financial software, such as SAP.
- Knowledge of the Church of England and its governance structures.

Personal Attributes:

- In sympathy with the aims and ethos of the Church of England.

Vacancy Summary

JOB TITLE:	Executive Programme Support & Information Officer
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	Vision & Strategy
GRADE:	Band 5 Standard Point
SALARY:	£38,918
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House
HYBRID WORK ARRANGEMENTS:	Hybrid, 1 compulsory team day in the office (currently Monday)
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8027666
COST CODE:	22510
PARENT POSITION:	Programme Office Manager