

## **ROLE PROFILE FOR Housing Project Mapping and Grants Officer**

### **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 new Housing Project is being created within the Faith and Public Life team. FPL leads the church's national work on ethics, public policy and relationships beyond the Church of England, including with government and Parliament, civil society, other Christian churches and other faiths. There are a number of sub-teams including the Parliamentary and Public Policy teams, teams covering Anglican Communion affairs, Ecumenical relations and Inter-religious affairs, and other project teams working on issues as diverse disability and social impact investment. There is a strong collaborative working culture across the whole team.

The whole team serves the Church of England as an institution, reporting to the Archbishops' Council, and also gives direct support to the ministry of the Archbishops of Canterbury and York. Normally, the team is based in Lambeth Palace, although while the Palace is being refurbished,

the team has been based at Church House in Westminster. We expect to move back into Lambeth later in 2024.

## What you'll be doing

The purpose of this role is to work with the newly-appointed Housing Project Manager to help set up and deliver the Church of England's first project designed to support dioceses and parishes in promoting solutions to the housing crisis. The Archbishops' Council has allocated £4.25m to this work over five years, starting in autumn 2024. Your role as Mapping and grants Officer is to (a) make use of the Good Steward Mapping tool to research national, diocesan, parochial and other land-holdings which offer potential for housing development, (b) manage a small grant scheme offering small grants (c.£10—20k) to help local initiatives surmount initial hurdles as they develop housing proposals. The core activities of the project are to give support to local housing projects and to advocate for housing initiatives as part of the church's mission strategy. Your work will be geared to delivering both these aims.

The Housing Project team will comprise you and the Housing project Manager who will be the main adviser on housing to parishes, dioceses etc. The team will be supported by a half-time Executive Assistant who will be part of the Faith and Public Life Administrative team, ensuring that the project has full administrative support.

The level of demand for the work of the Housing project is uncertain – it may rapidly unlock many demands for advice and support and/or small grants, or the demand may remain dormant without increased advocacy and encouragement. The team must therefore be prepared to adapt by sharing and reallocating work between them to respond to need.

### MAIN DUTIES AND RESPONSIBILITIES

1. Working collaboratively with the Housing Project Manager to set up and deliver the project as outlined in the accompanying brief.
2. Building and maintaining relationships with dioceses, parishes, cathedrals etc. to encourage interest and commitment to housing initiatives,.
3. Using the "Good Steward" mapping tool to research opportunities for local housing initiatives and encouraging dioceses (etc.) to grasp those opportunities, and promoting the use of the mapping tool by dioceses.
4. Using the Mapping tool to research housing opportunities at the request of dioceses etc.
5. Assisting dioceses (etc.) who wish to make use of the Mapping Tool themselves through (for example) giving access to licences, offering training to diocesan staff.
6. Liaising with the creators of the Good Steward Mapping Tool to ensure that it is regularly updated and developed further in the light of the experience of using it, and liaising with

the NCI's Data Services team to ensure coordination with other mapping and spatial data strategies.

7. Being the contact person in the team for actual and potential applicants to the small grants programme.
8. Handling applications to the small grants programme, working with the Grants Panel to assess their merits and decide and communicate the outcome of applications.
9. Reporting, as part of the staff team, to the Housing Project Management Committee, and ensuring that key stakeholders (especially the Archbishops' Council) are well informed about your work.
10. Working through the Housing Project Manager with the administrative staff member responsible for supporting the work on Housing, to ensure that this supporting role is used effectively and collaboratively.
11. Working with the Housing Project Manager to develop the project staffing as a collaborative team.
12. Such other duties as you may be required to undertake from time to time.

All staff working at Lambeth Palace share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.

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

#### *Skills/Aptitudes:*

- Expertise in the use of Geographical Information Systems and spatial data, and in interpreting the data they reveal.

- An understanding of the structures of the Church of England, its missional objectives and how housing initiatives fit within the church's priorities.
- Sufficient numeracy and financial literacy to deal with grant applications and help the grants Panel to reach informed decisions.
- Research skills.
- Excellent communication skills: orally, on paper and through other media.
- Presentation skills for communication with diverse audiences.
- Alignment with the values and ethos of the Church of England.

*Knowledge/Experience:*

- Experience of local voluntary-sector social-action projects.
- Attention to detail – including planning for meetings, conferences etc;
- Competence in IT skills, especially Geographic Information Systems and also Microsoft Word, Outlook, Excel, PowerPoint etc.

*Personal Attributes:*

- A motivated self-starter who can take responsibility without close supervision.
- Excellent interpersonal skills, including ability to work collaboratively in a team and to form and sustain a wide range of working relationships and coalitions to deliver desired outcomes and impact;
- An interest in the practical and ethical issues around housing and society.

*Education:*

- Education to a good standard, sufficient to command confidence among colleagues and stakeholders;

*Circumstances:*

- We welcome applications from people with disabilities and can offer suitable flexibility to accommodate many specific needs. However, the job involves liaison with key stakeholders around the Church of England, so travel will be required as well as attendance at the office base in London from time to time in order to work collaboratively with the wider team.
- We wish to appoint the person with the strongest skill set for the role. We are therefore open to discussing alternative patterns of work, such as part time or job-share arrangements, if a good case can be made that this would enhance the delivery of the project.

**Desirable**

- Knowledge and experience of the housing development field.
- Experience of working in church settings and with people motivated by faith.

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Faith and Public Life Housing Project Manager</b>
<b>NCI ENTITY:</b>	Archbishops' Council
<b>DEPARTMENT:</b>	Faith & Public Life
<b>GRADE:</b>	Band 4     Standard Point
<b>SALARY:</b>	Starting salary £46,577
<b>WORKING HOURS:</b>	35 hours per week
<b>PRIMARY OFFICE LOCATION:</b>	Lambeth Palace
<b>HYBRID WORK ARRANGEMENTS:</b>	Hybrid Working. Some Office Based Meetings
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input checked="" type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term 5 years
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	Click or tap here to enter text.
<b>COST CODE:</b>	22311
<b>PARENT POSITION:</b>	Housing Project Manager