

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 Church Commissioners has been engaged in a multi-year research programme to understand historic links to African chattel enslavement. Since August 2023, the Church Commissioners has been working with an independent Oversight Group to design a perpetual endowment which aims to bring about justice for all. Establishing the endowment and other elements of the Commissioners' response requires the delivery of a complex programme of activity, involving multiple internal and external stakeholders, a series of projects, working to different timeframes, and the establishment of appropriate governance, staffing and reporting arrangements for the programme delivery period.

The NCI's have a **Project Management Framework** for use across the organisations. To ensure there is effective governance, oversight and support, a small Project Management Office and a Chief Executive level Project Review Board have been established. The Project Management Office provides the NCI's with the necessary project management guidelines, reporting, support and advice.

What you'll be doing

The Programme Support Officer is responsible for providing high-level administrative support to the Programme Director and Programme Manager, and delivering administrative support on programme projects. Assistance may be required with any of the five programme workstreams, but the Programme Support Officer will hold a specific secretariat function for the Governance and Grant-making workstreams. This will involve the planning of meeting logistics and papers; assisting the Programme Manager with programme processes and documentation; as well as managing document version control. The Programme Support Officer will be a useful source of information for the Programme Board and relevant stakeholders.

MAIN DUTIES AND RESPONSIBILITIES

- Supporting the Programme Manager and other team members in the delivery of the programme
- Organising meetings
- Preparing meeting documentation and writing minutes
- Maintaining programme logs, registers and timelines
- Document Management (Version Control)
- Updating the programme entries on the NCI's project portfolio
- Managing other administrative tasks as and when they arise.
- Identifying ways in which processes may be improved and put forward such proposals for the programme manager to consider.
- Contribute to formal process reviews to help enable our teams to become more efficient in their processes.
- To be a clear, assertive and patient communicator; maintaining confidentiality where necessary
- Carrying out any other duties and projects as required by the Programme Director and Programme Manager
- Ensuring that all stakeholders are treated efficiently and in an appropriate manner.
- Compliance with the NCI's Project Management Framework and best practice.
- To attend training courses as identified and agreed for appropriate development.

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

- Highly IT literate and proficient with common applications such as MS Office and web-based applications
- Good coordination skills, with the ability to prioritise activities related to the programme delivery.
- Enthusiastic and positive, welcoming of change
- Experience of meeting facilitation, including taking of minutes, recording and following up actions.
- Experience of managing and maintaining programme and project documentation.
- A methodical approach to process; an aptitude for accuracy and attention to detail
- An understanding of change management and how it can affect different people in different ways
- Ability to handle data accurately
- Flexible, adaptable and able to work using own initiative
- Prioritise workload and meet deadlines
- Ability to handle sensitive and confidential information appropriately
- Enthusiasm for undertaking programme and project work
- Excellent listening and diplomacy skills, with a genuine interest in understanding and responding to a diverse range of viewpoints.
- Personal resilience and ability to thrive in challenging situations.
- Respectful and collaborative approach to working with people who may have very different views and approaches to your own.

Desirable

- Professionally qualified in a recognised project management methodology or undertaking qualifications
- 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.

Vacancy Summary

JOB TITLE:	Programme Support Officer
NCI ENTITY:	Church Commissioners
DEPARTMENT:	Church Commissioners Secretariat
GRADE:	Band 5 Standard Point
SALARY:	£38,918
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London, SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	1-3 days per week in the office
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term 12 Months
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:	Click or tap here to enter text.
COST CODE:	11129
PARENT POSITION:	Programme Manager 8101998

The post is offered on a fixed-term contract of 12 months and is suitable as a secondment for internal candidates.