



THE CHURCH  
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

## ROLE PROFILE FOR Housing Project Manager

### 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.

March 2024

## What you'll be doing

The purpose of this role is to set up, lead and help 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. This is a flagship project, building on the work of the Archbishops' Commission on Housing and its report "Coming Home". Your role as Project Manager is to be the main source of advice and expertise on housing matters in support of parishes and dioceses. In the early stages of the project you will work with the Chair of the Housing Project Committee (the Bishop of Chelmsford) and the Director of Faith and Public Life to put in place the governance and project management structures that will enable to work to flourish and ensure that key stakeholders, especially the Archbishops' Council are able to own the work with enthusiasm. During the life of the project, you will have overall responsibility for ensuring that it delivers its objectives well.

The Housing Project team will comprise you and a Mapping and Grants Officer who will lead on mapping and advocacy for housing projects in dioceses and parishes. The Mapping and Grants Officer will also take responsibility, under your oversight, for the small grant scheme offering small grants (c.£10—20k per grant) to help local initiatives surmount initial hurdles as they develop housing proposals. The Housing project 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. Overseeing the set-up and delivery of the Housing Project as outlined in the accompanying description.
2. Establishing and maintaining relationships with key stakeholders to ensure delivery and regular review of project progress, including regular attendance at committee and working group meetings.
3. Delivering authoritative advice and support to emerging housing projects in dioceses and parishes. You should expect to spend the majority of your time on this area of the work.
4. Being an advocate within the Church of England for housing initiatives as a missional strategy.
5. Building and maintaining relationships with key external partners to support local projects and to build long-term partnerships to help ensure the sustainability of housing work for the Church of England.

6. Ensuring that the team develops processes and procedures for the distribution of grants to projects, as detailed in the outline strategy, with appropriate governance, oversight and due diligence processes in place.
7. Developing and implementing evaluation strategies for the project as a whole.
8. Providing oversight, reports and analytics to key stakeholders on progress and outcomes of all aspects of the project – in line with the stated outcomes in the bid document and strategy.
9. Providing key stakeholders with regular, comprehensive reports on budget performance, financial projections, and any variances, ensuring transparency and informed decision-making.
10. Working with the Faith and Public Life Administration Manger and the administrative staff member responsible for supporting the work on Housing, to ensure that this supporting role is used effectively and collaboratively.
11. Developing the Housing Project staff 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: Housing policy and practice, Small local Housing Initiatives, Working with volunteers.

- Ability to be a strategic advocate for housing initiatives.
- Budget management, Report writing and Research skills
- Negotiation skills
- Stakeholder management
- Administration and organisational 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:*

- Knowledge and experience of the housing development field.
- Experience of project management
- Attention to detail – including planning for meetings, conferences etc;
- Competence in IT skills, including Microsoft Word and Outlook.

*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;

*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**

- An understanding of the Church of England's structures
- Experience of working with organisations in the voluntary sector

## 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 3      Standard Point
<b>SALARY:</b>	Starting salary £56,833
<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>	Malcolm Brown