

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 National Giving Team, work alongside Dioceses to maintain growth in annual voluntary income by investing in national resource, emerging technologies, and exploring alternative funding streams and income generation initiatives.

Voluntary Income in The Church of England is over £800M a year, and funds 75% of the cost of parish ministry. The Church of England National Giving Strategy 2026 - 2028 will invest £7.2M in enabling giving and encouraging generosity within its churches. Giving is one of the top 5 priorities for the Archbishops' Council and the Church of England continues to invest in the National Giving Strategy and Team to encourage giving within its churches.

What you'll be doing

The **Cornerstone Project Manager** will lead the successful implementation of Cornerstone within churches, equipping them with practical tools and guidance to grow a culture of generosity and strengthen financial resilience. This role is pivotal in enabling sustainable ministry by helping churches grow their giving. Cornerstone is an online generosity tool available free of charge to all Church of England churches. It offers three distinct functions: Insights, Pathways and a Grants database.

They will plan, implement and deliver the diocesan roll out in partnership with Diocesan Giving Advisors; from onboarding to delivering in person workshops throughout the country. Supporting churches with interpreting their data insights, user support, and creating resources to meet training needs. Overseeing platform functionality and regular development releases as part of a three-year roadmap and working within an agile project framework. They will manage the relationship and maintain the partnership with our key supplier The Kindness of Strangers.

The role will report directly to the Head of Giving, Building a Generous Church Workstream.

MAIN DUTIES AND RESPONSIBILITIES

Project Management

- Work with the Regional Giving Advisors to deliver a nation-wide rollout of Cornerstone. Coordinate the rollout of training by project managing a two-year training schedule, offering in person training and ongoing development to sustain use of the Cornerstone platform beyond the roll out.
- Manage and maintain processes to enable the smooth operation of the workshop delivery programme, including putting in place tracking and reporting systems that give clear oversight of programme delivery.
- Lead the planning and delivery of the project. Monitor and report on project progress including project status, timeline, project financials, risks, and outcomes.
- Monitor project performance and impact by working with the Giving Data Analysts and TKOS Client Manager to prepare usage reports based on real time data sets. Analyse church activity to outline clear evidence-based impact statements, identifying trends, uptake and growth in a generous culture.
- Line-manage the Cornerstone Project Support Officer providing; regular supervision, agreeing their work priorities, and establishing a clear work plan for parish and diocesan support queries. Ensure effective handing of ongoing enquiries as part of the Giving Directorate's support desk function and SLA's for service and responsiveness.
- Develop strong and effective working relationships with the Diocesan colleagues and leadership to sustain Cornerstone as a grants database as well as data insights platform.
- Working alongside the Diocesan User Group and Project Board; take forward recommendations for improvements to operational or due diligence processes.

- Overseeing the preparation of documents to support with project governance and reporting as advised by the Head of Giving. This will include the preparation of papers, PowerPoints and dashboards for the Cornerstone Project Board and others as necessary.
- Building positive relationships with a network of cross-departmental contacts in the wider directorate, Digital Comms, Finance, Data Services and the Project Management Office, and responding to requests for any information and ensuring Cornerstone operations are aligned with NCI-wide policies and procedures.

Platform Management & Ongoing Development

- Oversee platform performance and user engagement, using insights to inform continuous improvement and prioritisation of new features. Supervise bug triage and resolution ensuring platform stability, usability and project compliance.
- Lead the end-to-end delivery of platform enhancements in line with a 3-year strategic roadmap. Identify priorities that align with user needs, promote platform growth and futureproof Cornerstones offering to churches.
- Working closely with partners and developers, manage agile development cycles. Plan and execute acceptance testing and user feedback cycles ensuring new releases meet quality standards and deliver value to end users.
- Work closely with our Client Manager - prioritise and plan the development roadmap until 2028. Working with the TKOS CEO and Head of Giving, negotiate user license fee during contract renewals.

Communications and Stakeholder Engagement

- Attending Giving Advisor meetings and other forums (including conferences as required) and relevant NCI forums to provide an informed and reliable point of contact for Cornerstone.
- Acting as an advocate for Cornerstone and the Giving workstream more widely, both internally within the NCIs and externally with dioceses, parishes and partner organisations.
- Contributing to the communications presence of the Grants part of the platform, gathering information and case studies for proactive and promotional use and assisting with responses to external enquiries.
- Holding relationships with a range of stakeholders inside and outside of the NCIs to support strong and impactful delivery of the workstreams goals.

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.

The role will require some travel throughout England and Wales, and may also require occasional work on weekends. If the postholder is not based in Church House, they will need to attend some meetings and training at Church House and so must be willing to travel to Church House as required.

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

- Experience of working within the Church sector, either in a paid or voluntary capacity, ideally in relation to giving or church finances.
- Experience of coordinating and delivering a complex training programme in a variety of locations and addressing various training needs.
- Experience of training / educating through online platforms as part of a programme.
- Experience of building successful stakeholder relationships and in communicating with internal and external stakeholders at all levels.
- Ability to lead projects using agile project methodologies particularly iterative delivery.
- Strong understanding of how digital platforms are used, interacted with and navigated.
- Experience of influencing others through communication and strong leadership skills.
- Experience in leading or managing a project and in sharing learning with stakeholders using a variety of formats such as written reports, formal presentations, briefings, and digital information sharing events.
- Experience in understanding principles of, monitoring and tracking budgets.
- Experience of a demanding workload, competing deadlines and multiple customers and stakeholders.

Skills & Abilities:

- Strong spoken and written communication skills.
- Effective and confident trainer, especially in presenting to large groups.
- Proven educator, able to evidence learning through training given in the past.
- Excellent planning and organisation skills, with proven ability to prioritise, manage time effectively and use initiative as appropriate.
- Very strong self-motivator and initiator as this role requires unsupervised work at times.
- Excellent attention to detail.
- Strong numeracy skills including the ability to review budgets and financial information.

- Highly computer literate with a comprehensive working knowledge of Microsoft Office (particularly Microsoft Excel), Canva and Monday.com.
- Ability to build relationships, trust, and credibility with a wide range of diverse stakeholders.
- Ability to work at pace, remain calm and confident under pressure, and have a positive influence on others at times of change.
- Emotional intelligence, tact, and persuasive ability.

Desirable

- An understanding of the Christian faith and the structures and workings of the Church of England;
- Experience of working successfully in multi-disciplinary teams across departments in a complex organisation.

Vacancy Summary

JOB TITLE:	Cornerstone Project Manager
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Giving & Income Generation
GRADE:	Band 4 Standard Point
SALARY:	£48,557
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	Homeworking
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term – to 31/12/2028
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:	8104858
COST CODE:	50225
PARENT POSITION:	Head of Giving