



SALISBURY DIOCESAN BOARD OF FINANCE

Role Description and Person Specification

JOB TITLE:	Change Manager – Clergy Housing Project
TEAM:	
DURATION	Nine months (April to December 2026)
LINE MANAGER:	Jussi Vuorela, Technology Manager
RESPONSIBLE FOR:	No direct reports

JOB PURPOSE

We are looking for an experienced Change Manager to assist for nine months in the successful implementation and management of recommendations following our recent review of clergy housing.

The Change Manager will play a key role in supporting and enabling frontline colleagues to implement the required actions and to engage with prospective changes to team structures.

The Change Manager will work to enable employee engagement and adoption to support the diocese to offer clergy housing services which meet current and future demand.

DUTIES AND RESPONSIBILITIES (insert main accountabilities as headers; followed by responsibilities)

Apply change management processes

- Assess levels of change readiness within frontline teams and design and apply appropriate change management tools.
- Implement ongoing monitoring of engagement and participation in change processes to ensure staff wellbeing and business continuity.

Support frontline colleagues to participate in ongoing implementation processes relating to:

- Financial processing and controls consistent with audit and regulatory requirements



- Procurement processes with sufficient levels of due diligence, quality assurance, monitoring and review
- Policy development in order to establish consistency and clarity of the offer to clergy who live in houses maintained by the DBF
- Options analysis to explore future models of delivery including partial or end-to-end outsourcing or a reconfigured in-house service

Support organisational change processes

Our trustees will take a decision about future delivery models for clergy housing services, which will result in some reconfiguration of existing teams and possibly some outsourcing of services currently provided in-house. The Change Manager will help to facilitate the organisational design requirements following trustee decision and will enable all affected colleagues to participate in the process.

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This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

ADDITIONAL INFORMATION

The role requires a high level of confidentiality and will involve dealing with sensitive data which at times has the potential of having an emotive impact on the reader.

The post holder must always undertake activities in accordance with legislative and regulatory requirements.

The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a "time off in lieu" basis.



Person Specification

Attributes	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Change management qualification or certification
Experience	<ul style="list-style-type: none"> • Proven experience as a Change Manager in a dynamic organisation with low levels of hierarchy • Experience with change and project management approaches, and tools, particularly in projects relating to service improvement and organisational change • 	<ul style="list-style-type: none"> • Experience of Housing or Property Management
Competencies & Behavioural requirements	<ul style="list-style-type: none"> • Exceptional communication skills, both written and verbal, with experience in active listening • Ability to establish and maintain strong relationships • Problem solving and root cause identification skills 	<ul style="list-style-type: none"> •

Employee Name:

Line Manager Name:

Signature:

Signature: