

ROLE PROFILE FOR SIAMS CASE STUDY LIBRARY PROJECT 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 role is with the National SIAMS Team which sits within the National Society for Education (NSE). SIAMS is the Statutory Inspection of Anglican and Methodist Schools. It is a key element of the life of all Church of England and Methodist schools in England. SIAMS explores the ways in which each school's theologically rooted Christian vision drives its work and enables the school to live up to its foundation as a Church school. SIAMS inspection focuses on the impact of the Church school's Christian vision on pupils and adults. This involves looking at the school's Christian vision, the provision the school makes because of this vision and how effective this provision is in enabling all pupils to flourish.

What you'll be doing

The purpose of this role is to manage the online SIAMS case study library. The case study library offers examples of exemplary or innovative practice that might support the development of other Church schools in the areas evaluated by the most recent SIAMS inspection.

MAIN DUTIES AND RESPONSIBILITIES

Managing the process and content of case studies for the online SIAMS Case Study Library

- Liaise with schools, inspectors, QA inspectors, and diocesan team members in making decisions as to the suitability of each proposed case study.
- Liaise with the Director or Deputy Director of SIAMS who will make the final decision on suitability for inclusion in the library.
- Manage the process of collating the required information from the identified case study schools, including ensuring that all consents are in place.
- Oversee the content of case studies ensuring they are reliable, relevant and accessible by taking the information from schools and ensuring that it is accessible to the intended audience (schools/dioceses) and appropriate for its intended purpose (showcasing exemplary practice).
- Liaise with internal marketing team in order to present the case studies on the SIAMS website, ensuring that they are appropriately edited.

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

Knowledge/Experience

- Knowledge and experience of SIAMS inspection and the ability to apply this to the appropriate selection of case studies
- Understanding of Church schools – their vision, foundation, structures, and legal requirements

Skills & Abilities:

- Good oral and written communication skills
- Ability to calmly meet deadlines
- Discursive skills that enable people to feel at ease when talking
- Self-motivated and with the capacity to work from home most of the time
- Ability to be flexible in response to need, including when things do not go according to plan
- Aptitude for being solution-focused
- Kind and understanding of the circumstances of others

- Team player
- Organised
- Attention to detail
- Pride in own work and commitment to high standards

Qualifications & Training:

- Registered SIAMS inspector with up-to-date training

Desirable

- Experience working with websites and multi-media case studies
- Teaching qualification

Vacancy Summary

JOB TITLE:	SIAMS CASE STUDY LIBRARY PROJECT OFFICER
NCI ENTITY:	National Society for Promoting Religious Education
DEPARTMENT:	Education & Growing Faith
GRADE:	Band 5 Standard Point
SALARY:	£40,572
WORKING HOURS:	14 hours per week over 2 days to be decided in discussion with the successful candidate. Monday-Friday term time only with an hour's unpaid break for lunch.
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London, SW1p 3AZ
HYBRID WORK ARRANGEMENTS:	The role is primarily home based with occasional travel for meetings- approximately every 2 months
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
CONTRACT TYPE:	Permanent
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:	8104334
COST CODE:	Click or tap here to enter text.
PARENT POSITION:	Director of SIAMS