

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 Society for Education (NSE) is both an NCI and a Royal-charter charity. It's aims are to support Church schools and the wider education sector by developing leaders, shaping policy and growing faith.

The NSE leads the Church of England's national work in education in partnership with 41 Diocesan Boards of Education and approximately 4,700 Church of England schools. We also support the national education work of the Church in Wales, which includes around 150 schools. Our presence extends to work with community schools and academy trusts, as well as higher and further education through numerous chaplaincies, providing spiritual support and guidance to children and young people, and to adults.

The Church of England's Vision and Strategy for the 2020s has three priorities, one of which is to be a church which is younger and more diverse. As part of this, the House of Bishops want to

ensure that a flourishing children, youth and families ministry is within reach of every young person in England.

The NSE is working with the Vision and Strategy team to help deliver this vision through a range of projects in our 'growing faith' pillar which focus on the intersection between church, home and school; aiming to develop the faith life of children and young people, whilst also growing young leaders.

We are a dynamic team, working remotely from our homes around the country. We gather regularly online, and also have in-person team days through the year.

What you'll be doing

The purpose of this role is to provide high quality administrative support across a range of national leadership development programmes for young leaders (4-18) and young adults (18-25) and the programmes, networks, research and events of the Growing Faith Foundation. This will include a wide range of operational tasks to ensure high quality learning experiences and stakeholder engagement across the breadth of programmes and activities offered by this team.

MAIN DUTIES AND RESPONSIBILITIES

Ensuring high quality stakeholder experiences

- Enabling effective stakeholder experiences across all programmes and activities that sustain engagement and impact on young people and young adults
- Communicating effectively with local, regional and national leaders in relation to all programmes and activities
- Supporting the delivery of effective events and conferences which place children and young people at the heart of our work

Implementing effective operational systems and processes

- Delivering strong operational process implementation (including administration, finance, communications, marketing and evaluation) that leads to high quality learner experiences
- Following the clear processes and practices of the wider NSE Operations team through adherence to the Operations Manual
- Supporting Programme Leads and senior leaders with production of reports and communications

Maintaining data and processing finance

- Ensuring data adheres to GDPR regulations and is up-to-date and well maintained enabling effective analysis
- Facilitating effective financial processing across a wide range of stakeholders
- Collaborating with the NSE finance team to ensure financial accuracy and alignment of process implementation

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

- Proven administrative experience
- Proven ability to work well individually or while reporting to a manager.

Skills & Abilities:

- Excellent organisational skills with a strong attention to detail and accuracy, working well to deadlines
- Ability to work comfortably with competing priorities - to reprioritise work when required, use problem solving skills to deal with issues if they arise
- Ability to show initiative and work with minimal supervision
- Excellent written and spoken communication skills, comfortable communicating with senior colleagues and stakeholders
- Strong IT skills – in particular Outlook, PowerPoint, Excel and Word
- Comfortable handling and analysing confidential and often complex data
- Flexibility to work across various department activities
- Passionate about making a difference to the lives of children and young people
- Calm and professional
- A positive, proactive 'can do' attitude to all tasks
- A team player, able to work well both within a team and individually
- Willingness to work within the ethos of a Christian organisation, and sympathy with the aims and goals of the Church of England Education
- Applicants should possess an educational background that demonstrates a level of achievement suitable for the effective execution of the role responsibilities

Desirable

Knowledge/Experience:

- Knowledge of the Education sector
- Experience of using Zoom, Teams and the functionality of the software to support the setup and delivery of on-line webinars

Vacancy Summary

JOB TITLE:	Programme Officer
NCI ENTITY:	National Society for Promoting Religious Education
DEPARTMENT:	Education & Growing Faith
GRADE:	Band 6 Standard Point
SALARY:	£34,801
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Remote
HYBRID WORK ARRANGEMENTS:	N/A
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 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:	8104550 and 8104551
COST CODE:	70101
PARENT POSITION:	Senior Programme Officer