

ROLE PROFILE FOR SENIOR 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

This is an exciting opportunity to join the Technology team, working within the Portfolio and Transformation team. This role is key to managing inputs, outputs and administration for the Technical Design Authority (TDA), as well as the Cyber Security and Information Governance (CSIG) group. In addition, you will assist in the management of the Technology Portfolio, providing updates, reporting and creating a framework for the management of project resources. Whilst you don't need any in-depth technical or project experience, you need to be curious about these topics, keen to learn, and with an eye for detail and efficient processes.

What you'll be doing

The SPO will assist the Technology Transformation team with meeting administration for the TDA and CSIG, creating and managing a project cross charging model, and other administrative tasks. A significant part of your role will involve communicating, coordinating, and following up. You will

also monitor and update governance schedules, collate project progress reports, and liaise with key stakeholders.

You will play an important role in project oversight, control, and governance of the key departmental meetings as well as the Technology Portfolio. You will have excellent communication skills, be highly organised, dynamic, flexible, and proactive.

Working as a SPO brings new tasks and challenges on a daily basis. Some of the main duties and responsibilities you can expect while working in this post include:

- Scheduling meetings and setting agendas for the TDA and CSIG meetings, as well as organising Technology team meetings
- Reporting on progress, resources, finance or costings
- Overseeing project tracking and charging framework, ensuring that Technology team member who work on projects in other areas of the NCIs track their time and we are able to cross charge to an agreed rate card
- Able to mitigate risks and solve issues
- Quality assurance, for example, through collating data, auditing or compliance checks
- Internal and external stakeholder management
- Updating and curating project records, and key outputs from TDA and CSIG meetings

The post holder will organise the planning and management of various project related tasks which include:

- Servicing the following meetings, including scheduling, preparation of agenda and materials, collation of project reports, note taking, production and distribution of meeting minutes, and tracking actions: TDA, CSIG, Technology team meetings and other project, governance and change-related meetings as needed.
- Assisting with the scheduling of tasks and task management
- Maintaining project management structures/documentation, frameworks and tools, and supporting colleagues to use these consistently and effectively.
- Managing meeting and project governance and reporting mechanisms, reporting on the progress, actions, risks, budget and resources.
- Day-to-day management of documents and data, including maintaining and version control and managing the project Sharepoint Site (internal and external sites)
- Processing project invoices in a timely manner
- Assisting the Vendor manager with preparation and management of Invitation To Tender (ITT) documentation as needed
- Organising meetings and workshops: booking meetings and meeting rooms, producing/circulating agendas, and hospitality as required.
- Research and analysis: Supporting research tasks, including setting up online surveys, collating and summarising data, assisting with initial analysis of data from a range of sources (both qualitative and quantitative data) and presenting data in a range of formats to allow easy accessibility and understanding.
- Undertaking other duties not specifically stated, which from time to time are necessary without altering the nature or level of responsibility as requested by the Head of Technology Portfolio
- Proactively engage with the Technology and IG teams, and key stakeholders in the wider NCIs

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

- Experience of establishing/managing administrative systems and co-ordinating processes across a broad range of stakeholders
- Experience of processing, analysing and presenting information
- Experience of supporting both simple and complex initiatives
- Experience of working with managers and staff at all levels of an organisation
- Experience of minute taking, including meetings regarding complex matters
- Experience of working in a role requiring a sensitive and considerate approach.
- Experience of data analysis and reporting.
- Evidence of dealing with confidential and sensitive material
- Experience in diary, meeting and events administration
- Time management skills

Skills & Abilities:

- Highly IT literate and proficient with the full range of Microsoft Office applications as well as web-based applications, and ability to learn new relevant software packages
- Excellent interpersonal and communication skills with the ability to adjust communication style as required
- Ability to produce work of a high standard to tight deadlines
- Ability to work autonomously, including problem-solving, to achieve agreed objectives
- Ability to handle a complex workload with conflicting demands on time and resources
- Excellent verbal and written communication skills, including the ability to write concise and accurate minutes of meetings, format and proof-read documents and manage governance reporting
- Ability to work methodically and accurately, showing attention to detail
- High level of initiative and ability to work independently and prioritise workload
- Excellent organisational skills
- Ability to build and maintain relationships with external individuals and organisations.
- Ability to work flexibly independently and within various teams within a pressured environment, working to tight deadlines.

Personal Attributes:

- Creativity, collaboration, and innovation are crucial for this job and should be regularly practised.
- Demonstrates personal initiative and forward-thinking, manages time and priorities effectively, and develops structured and efficient approaches to deliver work on time and to a high standard.
- Shows sensitivity and good judgment in dealing with urgent and complex matters.
- Optimistic and driven to succeed, with a "can do" attitude, flexible and open to alternative problem-solving approaches.
- Remains calm under pressure and maintains a professional and respectful attitude towards others.
- Develops and manages relationships effectively with a range of people.
- Possesses good interpersonal and professional communication skills and excellent accuracy and attention to detail.
- Commits to the purpose and values of the NCIs and is a strong team player with the ability to build collaborative relationships across all stakeholder groups.
- Can work effectively under pressure and shows understanding and empathy for the mission of the Church of England.
- Curious about new technologies and ideas, with a willingness to learn new methods and techniques

Desirable

Knowledge/Experience:

- Experience and good knowledge of Project Management
- Some exposure to technology solutions

Circumstances:

- This role is based in Church House, Westminster, with hybrid working and may need occasional travel to other NCI locations.

Vacancy Summary

JOB TITLE:	Senior Project Officer
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Technology Services
GRADE:	Band 5 Standard Point
SALARY:	£40,572
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	1-2 days per week in the office
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input checked="" type="checkbox"/>
CONTRACT TYPE:	Fixed-Term – 1 Year
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:	TBC
COST CODE:	50155
PARENT POSITION:	Head of Technology Portfolio