

ROLE PROFILE FOR Senior Programme Officer - Operations

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.

We are a dynamic team, working remotely from our homes around the country. We gather regularly online, and fairly regularly in person.

What you'll be doing

Working in the Operations Team, you'll be directly supporting the Head of Operations with project work and the wider NSE with system and process support. The role will offer the post-holder the opportunity to work across a range of areas such as communications, HR, grant management, reporting and governance. There will be a mix of longer strategic project work, and shorter task-based work.

MAIN DUTIES AND RESPONSIBILITIES

- Support the Head of Operations with policy development and reviews.
- Take responsibility for the continued development and management of the online Office Manual.
- Support the Head of Operations with due diligence tasks around new areas of work, taking ownership of discrete projects.
- Project manage areas of work as delegated by the Head of Operations, creating work plans, managing stakeholders, providing project reports regularly.
- Take responsibility for certain HR policy implementation such as designing and rolling out appropriate induction processes.
- Alongside the marketing staff, support the Head of Operations with the management of our internal and external comms.
- Lead the development of Asana (an online project management tool) use across the Operations Team.
- Provide Executive level support to the CEO, including diary management with high profile external stakeholders.
- Manage internal team days and residentials with the Events Manager.
- Work with the Head of Operations to manage the annual planning and reporting cycle.

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

April 2025

- Experience of working within multi-faceted and complex projects
- Experience of summarising and reporting on data to stakeholders.
- Experience of organising and storing information securely and systematically.
- Experience of writing training manuals to simply communicate policy and process.

Skills & Abilities:

- Strong analytical skills.
- Customer service skills and able to take responsibility for progressing stakeholder queries.
- Strong verbal and written communication skills
- Strong time management and organisation skills, ability to keep track of key priorities
- Proactive and able to work under own initiative to suggest solutions to problems.
- Strong sense of ownership and ability to solve problems.
- High proficiency with Microsoft Office, including Excel, Word, and PowerPoint
- Key Attributes:
 - Takes personal Responsibility.
 - Organised methodical approach.
 - Pride and commitment to high standards.
 - Collaboration and team support.

Desirable

- Experience of project management of complex projects from start to end
- Experience of co-ordinating virtual events
- Advanced statistical analysis and Excel skills
- Proficiency in using survey technology, for example, Form Assembly
- Experience in using Project Management Software (Eg. Asana)
- Experience in marketing and comms work

Circumstances

Whilst this is a remote role, the post-holder will need to travel for the following reasons:

- National Society Team Days (3 per year)
- National Society Residential (2 days, including 1 overnight stay in the autumn)
- Ops Team Days (approx 3 per year)
- Other events where support is required

Vacancy Summary

JOB TITLE:	Senior Programme Officer
NCI ENTITY:	National Society for Promoting Religious Education
DEPARTMENT:	Education & Growing Faith
GRADE:	Band 5 Standard Point
SALARY:	£40,572
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Remote
HYBRID WORK ARRANGEMENTS:	Not hybrid – remote only
SUITABLE FOR FULL HOMEWORKING:	<input checked="" type="checkbox"/>
HOMEWORKING REQUIRED:	<input checked="" type="checkbox"/>
CONTRACT TYPE:	Fixed-Term
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:	8103899
COST CODE:	National Society
PARENT POSITION:	Rachel Rigby