

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.

Our belonging and inclusion strategy

WE INCLUDE. YOU BELONG.

Our Belonging and Inclusion Strategy aims for everyone in the 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.

About the Church Commissioners

Established in 1948, The Church Commissioners works to support the Church of England's ministry. The Church Commissioners is accountable to Parliament, General Synod and, as a registered charity, to the Charity Commission. The Archbishop of Canterbury is the Commissioners' Chair, and the current Deputy Chair is the Bishop of Salisbury. Three of the Commissioners' trustees are known as Church Estates Commissioners (CECs), who will be key stakeholders for this role. The First CEC chairs the Assets (investment) Committee and the Second CEC is an MP who helps exercise accountability to Parliament. Both are appointed by HM The King on the advice of the Prime Minister. The Third CEC chairs committees that oversee the work of the Church-facing Commissioner Teams and is appointed by the Archbishop of Canterbury.

The main aspects to the work of the Church Commissioners are as follows:

Managing the endowment fund

The Investments team of c. 85 colleagues manages the Church's permanent endowment fund. This £11.1 billion fund (as at 31st December 2024) is one of the largest in the country and has its origins in Queen Anne's Bounty, which was established in 1704.

The fund represents a diverse investments portfolio, which is managed with a strong focus on responsible and ethical investments that enable the funding support for the Church of England to grow in line with agreed investment return targets.

Church-Facing Commissioner Teams

There are three Church-facing Commissioner Teams:

- The Church Buildings team of c. 35 colleagues supports dioceses and parishes with the care, conservation and development of historic church buildings, advises on permissions for changes to church buildings and provides guidance on architectural and heritage matters. It helps churches adapt for worship and community use and works with government to advise on policies that affect church buildings.
- The Mission & Pastoral Services team of c. 10 colleagues supports the creation, merger and closure of parishes and benefices. It oversees the adjustment of parish boundaries, supports dioceses on the legal framework for pastoral change, and handles the legal steps when a church building is no longer required for public worship, including finding suitable alternative uses or disposal.
- The Bishops & Cathedrals team of c. 40 colleagues advises on the provision of suitable housing and office accommodation for diocesan bishops and archbishops, funding bishops' working costs, and supporting cathedrals in their governance and sustainability. It also oversees Lambeth Palace Library, the historic library and record office of the Archbishops of Canterbury and the main archive for the documentary history of the Church of England.

Central Support and Governance

Overall, there are c. 10 colleagues in the Central support and governance team:

- The Commissioners' Secretariat team supports the Chief Executive, senior trustees and Board in all aspects of their governance.
- The Engagement Manager is responsible for working closely with a wide variety of Commissioners' teams to help ensure that the Church Commissioners has effective engagement with a wide variety of Stakeholders.
- The Strategic Programme management team varies in size depending on the strategic projects currently underway (see below for further details).

Church of England Central Services (ChECS)

The Church Commissioners is supported by a number of keyenabling teams which are part of the Church of England Central Services. This NCI consists of Finance, Assurance, Technology, Data, Project Management, Communications and Legal teams. The ChECS team is c. 150 colleagues.

What you'll be doing

This role reports to the Chief Executive of the Church Commissioners and works closely with other members of the Commissioners' leadership team to support the Chief Executive and the Board through leadership of the strategic and business planning process and delivery of strategic projects and assignments. This support includes the design and delivery of proactive and comprehensive stakeholder engagement.

The Director of Strategy and Engagement has direct responsibility for Central Support and Governance, comprising the Commissioners' Secretariat (4 colleagues), the Engagement Manager (1 colleague) and the Strategic Programme Management team (c. 5 colleagues). Additional Strategic Programme team members may be added as further Strategic projects are commissioned.

MAIN DUTIES AND RESPONSIBILITIES

Strategic focus

- Support the Chief Executive and Board with the development, articulation and delivery of the Commissioners' strategic business plan to enable it to support the mission and ministry of the Church of England, engaging widely and authentically in so doing.
- Act as a close adviser and sounding board for the Chief Executive and leadership team, ensuring the provision of accurate and timely advice, briefings and presentations.
- Assist in developing and delivering plans and projects to give life to the business plan.

Communications and stakeholder engagement

- Advise on, and support, stakeholder engagement. Develop and implement engagement and communications strategies for key stakeholders and leaders, e.g., bishops, parliamentarians, dioceses and General Synod (the Church's legislative and deliberative body). This includes major projects and programmes of work and liaison with the Communications team.
- Champion the views of key stakeholders and beneficiaries within the Commissioners, helping to ensure that business plans and projects reflect the perspectives of the wider Church.

Project support

- Manage complex or sensitive strategic projects and issues, thinking through the consequences of those projects, decisions and communications, including considering reputation matters.
- Facilitate the implementation of change plans, working closely with the Commissioners' leadership team and other NCI executive team colleagues.
- Support the implementation of cross-NCI programmes from the Commissioners' perspective.
- Use the Project and Programme Methodology adopted by the Commissioners and participate in current project governance structures – working with the PMO to continue to improve this.

Provide leadership and support to project teams, including:

- the Programme Spire team (which is managing a multi-year research programme to understand and respond to the charity's historic links to African chattel enslavement).

- any changes to the organisational structure for the Church Commissioners, ensuring they are provided with appropriate performance targets and support. This should be done working closely with the appropriate Finance and People teams.

Leadership and wider context

- Keep up to date with current events, trends and concerns which might affect the work of the Commissioners, NCIs and the wider Church.
- Support the wider Church as a senior leader, contributing to the development of the NCIs. Draw connections between operational activities in different teams, and with other NCI activities where appropriate.

This job description is intended to reflect the main areas of work and is not exhaustive. Changes may occur over time and any reasonable changes that are commensurate with a banding and in line with the general nature of the role will be discussed. Colleagues are 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 country. Therefore, while we of course welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH), LGBTQ+, people with disabilities and other under-represented groups.

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PERSON SPECIFICATION

The ideal candidate will have many, but not necessarily all, of the below skills and attributes, and will have an interest in learning and developing others.

Skills and Aptitudes

- Excellent interpersonal skills, including the ability to establish positive working relationships with colleagues and senior stakeholders and to represent the Church Commissioners and Chief Executive with internal and external partners.
- Strategic thinker and planner: able to grasp the big picture, take a long term as well as short term view, and draw connections across subjects and organisational boundaries.

- Effective influencer. Able to create acceptance and support for ideas, inspire and deliver change without having line management control and in a culture which can be wary of change.
- Full lifecycle Programme Management skills, likely supported by a recognised Programme Management accreditation, with an ability to demonstrate the creation of a vision and a sense of the destination, and to engage on what needs to happen to deliver it.
- Excellent communicator. Able to understand the needs of different audiences and adapt communications to suit. Able to listen to and engage authentically and openly with trustees, staff and wide-ranging stakeholders, showing equal willingness to change course because of this engagement as to stick to existing plans, as will best meet the needs of the charity and the wider Church of England.
- Excellent presentational and report-writing skills.
- Understanding of organisational priorities and how to translate these into deliverable and sustainable strategies.
- Inspiring and encouraging team leaders. Evidence of planning your own work and that of others effectively.
- Ability to identify and adapt to changing priorities and work under pressure to achieve deadlines. Proven problem solving and analytical skills. Ability to master and develop new concepts quickly.
- Excellent IT skills including understanding of the full Microsoft Office suite.

Knowledge/Experience

- Evidence of a high level of administrative and organisational ability, preferably to include organising and supporting high-level governance bodies.
- Working with Boards and staff teams to develop and implement strategic plans and projects, including monitoring of progress to delivery.
- Substantial experience of delivering complex change programmes, including those that could be subject to public scrutiny. Able to lead and deliver programmes and continuous improvement.
- A track record of engaging with people who are impacted by substantial change.
- Commitment to impact investing and responsible investment best practice.
- Forming and delivering appropriate stakeholder engagement; Ability and experience of working collaboratively with a programme team and wider stakeholders to achieve success.
- Identifying stakeholder needs and designing plans and processes to address these.
- Working with senior governance bodies, trustees or non-executive boards, supporting them to ensure smooth and effective decision making and compliance/assurance processes.
- Broad understanding of the work of the Church of England (and the National Church Institutions), its structures, values and ethos.
- Policy work including research, drafting and presentation.
- Experience of working in the public or not for profit sectors or providing services to those sectors.

Personal Attributes

- Naturally collaborative and enjoys working collaboratively with colleagues and cross functionally.
- Resilient under challenge and proven ability to manage stakeholders with competing perspectives with respect.

- Proven track record of maintaining accuracy and quality while managing diverse responsibilities.
- Proactive and positive attitude.
- Excellent people skills, including emotional intelligence and ability to inspire individuals and teams.
- Ability to undertake projects and work programmes independently.
- Embodies the NCI values and acts as a role model to colleagues.
- Ability to champion and encourage change effectively.
- Excellent commitment to stakeholder engagement and ensuring excellent customer service.
- Comfortable and effective in working in a context where there is limited supervision, ambiguity, competing priorities, multiple stakeholders and sometimes tight deadlines.
- Self-aware with a high level of emotional intelligence.
- Committed to personal development and growth.
- Sympathetic with the aims and ethos of the Church of England and the Church Commissioners.

Education

- Degree level or able to demonstrate experience and skills to an equivalent level.

Vacancy Summary

JOB TITLE: Director of Strategy and Engagement

NCI ENTITY: Church Commissioners

DEPARTMENT: Church Commissioners Secretariat

GRADE: Band 0 Standard Point

SALARY: c£95,000

WORKING HOURS: 35

PRIMARY OFFICE LOCATION: Church House, Westminster

HYBRID WORK ARRANGEMENTS: 1-3 days a week in the office

IS HOMEWORKING A REQUIREMENT FOR THE ROLE?: Yes No

IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?: Yes No

CONTRACT TYPE: Permanent

IS A DBS CHECK REQUIRED?

IF YES, WHICH LEVEL

Basic

**IS A FAITH-BASED GOR
APPLICABLE FOR THIS ROLE?**

ORACLE POSITION CODE:

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COST CODE:

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PARENT POSITION:

Chief Executive for the Church Commissioners