



Programme Manager

Three-year Fixed-term Contract
(with the potential for continuation, subject to funding)

Opportunity

We're looking for a programme manager with a successful track record of supporting the delivery of strategic change. You will be in sympathy with the aims of the Church of England and have a feel for the dynamics of complex organisations. You will be a creative thinker with a positive outlook.

This role is externally funded, part of a significant Archbishops' Council grant of Capacity Funding. This will help us implement our ambitious vision for growth across the diocese.

Living Christ's Story

Living Christ's Story is a wide-ranging and all-encompassing statement of the Vision, aims and objectives of the Diocese of York over the next ten years. Our chosen strategy will require a 'root and branch' transformation of our mission, ministry, finances and structures. The breadth, depth and complexity of the undertaking is such that great discipline will be needed by the leadership structures, diocesan teams, deaneries and parishes to work together to accomplish our task.

A strategic programme of work is underway, under the sponsorship of the York Diocesan Leadership Team and led by the Head of Programme Delivery. Two primary workstreams have been identified: 'Mission, Ministry and Discipleship' and 'Parish Support'. These will be delivered by activities within existing business structures, for example People, Finance, Data and Communications, but will need to be coordinated to ensure successful delivery of the overall programme goals.

In connection with the first workstream, our re-shaped Mission and Ministry team will enable churches to engage in God's mission to the whole of life, and to ensure that we have the right kinds of lay and ordained ministries across the diocesan family to support that.

The second workstream – 'Parish Support', addresses the challenge to transform how we support and enable parishes to provide ministry, and the additional tasks, administration and reporting required of the institution, so that we release sufficient capacity and energy to grow the life of the church which is the people of God.

Additionally, these will be supported by work to improve the strategy and processes that drive our deployment of ministers (both ordained and lay, together with the management of our pipeline of ministerial talent and succession of key roles), to create a sustainable financial model for the support of ministry across the diocese, and to improve stakeholder engagement.

Each workstream will comprise a number of discrete but inter-dependent projects.

More information about Living Christ's Story ('LCS') can be found in the attached document *Living Christ's Story – The Diocesan Vision* and on our website: [Living Christ's Story - Diocese of York](#)

Job Description

This role will support the work of the Head of Programme Delivery (HoPD), who is responsible for developing the approach to controlling and delivering the overall diocesan strategic plan, driving the implementation of that approach, and ensuring that the whole transformation programme is managed and controlled for successful realisation of the LCS vision and goals.

Key Responsibilities

The post holder will take primary responsibility for defining and embedding a reporting framework, and process, across the Living Christ's Story transformation programme to enable efficient tracking of progress and resolution of issues. This will include reporting regularly to the Living Christ's Story Portfolio Board on progress in respect of areas for concern where management action is needed to continue progress.

They will work with the HoPD to periodically review and refine the programme structure to ensure workstreams and projects are optimally working together and to analyse projects, current and new, in order to adjust priorities, sequencing and investment of resources to ensure successful delivery of the programmes overall goals.

The post holder will work closely with workstream Project Managers and other team members to ensure that all projects are appropriately planned, adequately resourced, are set up to provide accurate and timely progress reports, and that risks, issues and inter-dependencies are proactively identified and addressed.

They may be deployed flexibly as a programme manager, as needed, for specific projects.

Strategic Planning

- Ensure that the programme plan, and its individual project plans, are underpinned by sound research and consultation, clear key performance indicators and robust measurement mechanisms.
- Through the day-to-day management of the reporting framework, ensure the ongoing alignment of the strategic plan with financial and deployment (people) plans, especially in the light of any major developments at national or diocesan level.
- Provide high quality support for the development of applications for any external funding for strategic projects.
- Recommend changes to projects' scope, duration, resourcing, or any other attribute, plus potential new projects with supporting analysis to the HoPD for consideration by the Portfolio Board.

Strategic Delivery

- Define and manage the reporting framework for the Transformation programme, including:
 - Preparing and presenting regular tracking highlight reports for the LCS Portfolio Board.
 - Organising and providing support for meetings of the Portfolio Board and any subordinate boards and committees.
 - Supporting the HoPD in producing regular updates for other key stakeholders, including York Diocesan Leadership Team, Archbishop's Council, and the national Church.

- Monitor dependencies between all strategic projects, proactively identify constraints and work to overcome them with the key stakeholders involved.
- Monitor the key strategic risks and issues facing the overall programme, supporting the HoPD in managing and mitigating risk, and resolving issues.
- Support and enable good practice in the governance and oversight of individual projects, providing support to workstream and project managers as necessary.
- Support project sponsors and project managers – acting as 'in house' project management advisor.
- Act as project manager on specific projects that may span workstreams as agreed from time to time, ensuring delivery to quality, time and budget.

Change Management and Communications

- Support the development and delivery of the stakeholder engagement, including online and offline events, and the development of planning resources to ensure that the emerging strategy is embedded across the Diocese.
- Respond to queries from clergy, lay representatives and Board of Finance staff, and ensure regular communication to all stakeholders, with a mechanism for feedback.
- Support and monitor good practice in the development and delivery of individual project communication and engagement plans.
- Implement and manage a simple but rigorous system for controlling changes to the programme's and individual projects' scope, deliverables, duration, cost and/or resources.
- Maintain an overview of project communication plans, with a view to seeking synergies and avoiding clashes.
- Track how well changes are being delivered and monitor the capacity of the organisation to cope with the level of change being introduced.

Other Duties

- Attend relevant meetings and have involvement in other projects and diocesan initiatives, drawing on the skills and gifts of the post-holder.
- Participate in an annual review and appropriate continuing professional development, including participation in professional networks extending beyond the diocese.
- Model a collaborative and professional approach to their work.
- Encourage good relationships with immediate colleagues, other staff and external contacts.
- Undertake such other duties as reasonably requested.

Key Relationships

- This role reports to the Head of Programme Delivery.
- Key stakeholders in the work of the PMO Manager will be:
 - Multiply and Mustard Seed Project Boards
 - Generous Giving Project Board
 - Other Project Boards to be determined

- The postholder will also work closely with:
 - Finance
 - Communications
 - Church Buildings team
 - Pastoral & Closed Churches Officer
 - Mission & Ministry teams

This job description provides an outline of the key responsibilities of the post but is not intended to be an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The job description may be amended over time, in consultation with the post holder to meet the needs of the Diocese.

Person Specification

Knowledge and experience

Essential

- The knowledge and ability to support the delivery of strategic transformation programmes:
 - Knowledge of programme and project management approaches from inception through to delivery
 - Experience of monitoring and evaluating the impact of projects, programmes and other initiatives

Desirable

- An understanding of the structures and culture of the Church of England.

Skills and abilities

- Strong analytical abilities: able to assimilate and analyse quantitative and qualitative information quickly; confident in using data to identify actionable insights; able to identify issues and priorities.
- Able to analyse and manage the detail of individual projects whilst maintaining the overall 'big picture' view of the transformation programme and relevant 'business as usual' dependencies.
- Self-motivated; comfortable with accountability, and able to supervise and guide others (including senior staff and clergy), work well within teams and work independently as required.
- Strong oral and written communications skills; the ability to present work attractively, persuasively and accurately, orally and in writing.
- Good interpersonal skills, able to get alongside others, listen and engage.
- Good management skills, able to identify and gather resources, organise and meet deadlines.
- Someone who can work with others to build a team culture across organisational boundaries.

Attributes

- Able to work with people at all levels and with differing skills and knowledge.
- An individual who has a positive outlook, who views challenges as opportunities.
- Willing to be accountable, demonstrates responsibility, reliability and integrity.
- Creative thinker.
- Problem solver.
- Able and willing to change and develop with the role.
- Someone who can earn build strong relationships and earn the respect of others.
- In sympathy with the aims of the Church of England.

Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Head of Programme Delivery
Contract Term	This is a three-year fixed-term appointment, with the possibility of being extended
DBS Disclosure	A DBS check is required for this post
Probationary Period	Appointments are subject to a 6 month probationary period
Location	The post is based at the diocesan office at Clifton Moor, York (flexible / hybrid working options are available)
Hours	The post is full-time, 35 hours per week. The post holder will be required from time to time to attend meetings outside normal working hours, subject to time off in lieu.
Salary	The post is grade 4. Starting salary will be £41,216.
Pension	The YDBF offers a contributory pension scheme ("the Scheme") organised by the Church of England (the "Church") Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount
Holidays	In addition to the eight Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post (currently 45p per mile for the first 10,000 miles)

Non-contractual Benefits

Flexible Working	We offer staff a range of options for working flexibly, including regular homeworking.
Employee Benefits	We provide free parking at our York office, and our other non-contractual benefits currently include eye care vouchers and a cycle to work scheme.
Pastoral Care	We have an Employee Assistance Programme, and our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matter, providing or arranging counselling and / or mediation if required.