ROLE PROFILE FOR PROGRAMME CO-ORDINATOR

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 Senior Leadership Development Team (SLT) sits within the wider Ministry Development department. It (the SLT) provides leadership development for senior clergy within the Church and works closely with Dioceses to identify and support those with the potential for senior office/wider responsibility. It coordinates the support to the Diocesan Bishops' Ministerial Development Review (MDR) process.

The post-holder supports the team that leads the L&D and leadership agenda. Effective project administration support is crucial to this operation.

What you'll be doing

To provide project, logistical and administrative support to the L&D programmes for the senior clerical leaders within the Church of England. To ensure that the clergy receive a high-quality and efficient service and experience.

MAIN DUTIES AND RESPONSIBILITIES

Event Management and Project Planning
- Undertake research to support the design and delivery of modules and programmes, including identifying potential speakers, plus all logistical requirements. Taking responsibility for the overall event management.
- Manage and identify ways to streamline the logistical and administrative requirements for onboarding and events for the Incumbents programmes for a large number of participants.
- Act as a first point of contact for programme enquiries, handling requests from bishops, deans, coaches and consultants in liaison with appropriate colleagues and stakeholders.
- Draft and develop succinct and cohesive communications to liaise with and support programme participants, the facilitators of modules, and the venues being used.
- Monitor the shared inbox and assist in day-to-day team support, including some out-of-hours duties on event days.
- Use the Microsoft Office suite of software to draft, produce and create and update project plans and timelines, agendas, communications, and presentations to support the delivery and reporting of programmes, within /outside the team, as well as to governance committees.

Budget Monitoring
- Monitor the budget for the incumbents' programmes. Act as the key point of contact for the ministry finance officer to ensure regular budget updates, accurate tracking of costs and the early identification of issues.
- Provide regular updates to the Head of Senior Leadership Development and the programme leads on spend and commitments to ensure that expenditure is within budget.
- Responsible for setting up vendors through the procurement process.
- Liaising with freelancers and suppliers to ensure contracts are in place, invoices are processed and paid in a timely manner.
- Creating and improving finance-related processes and general tracking.

Learning Management System
- Maintain records of the people-related data and all module information on our online/learning platform and shared drive.
- Design and adapt elements of the learning management system content.
- Co-ordinate the set-up, implementation and ongoing management and reporting from the learning management system.
- Collaborate with internal stakeholders to ensure the learning content development and processes are within scope, on timeline and on budget.
- Update and manage the learning content library and content development processes.
- Gather feedback from end users to assess the impact of learning and identify areas for improvement.

General Administrative and Project Support
- Provide diary management support to the Head of Senior Leadership Development and programme leads to arrange meetings (booking internal and external meetings with Zoom/ Microsoft Teams / rooms, administration support, minutes agendas and papers).
- Comply with all office procedures and guidelines, including those concerning the use of IT, confidentiality, and the protection/security of data.
- Contribute to the achievement of any collective (team/office/organisational) objectives and undertake such other duties and tasks as may reasonably be required.

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

This role is pivotal in the smooth running of the department, and personal attributes will be key to this role:

- Experience in managing budgets and tracking using relevant software for updating budget information.
- Planning and organising activities and/or events which support project work using software from the Microsoft Office suite – administrative duties as well as contributing ideas to improve the efficiency of processes/work.
- Experience in designing e-learning content and virtual learning environments.
- Experience of dealing with customers/stakeholders.
- Working with highly confidential documents (using and storing).

Skills & Abilities:
- Good at and enjoys planning and organising with a strong attention to detail
- Works well to deadlines
- A positive, proactive attitude to all tasks approached
- Excellent communicator in writing and verbally
- Strong IT skills – Outlook, PowerPoint, Excel and Word
- Ability to work comfortably with competing priorities - to reprioritise work when required, use problem-solving skills to deal with issues if they arise

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- A team player, able to work well both within a team and individually
- Is comfortable communicating with senior colleagues and stakeholders
- Flexibility to work across various department activities
- Comfortable handling and analysing confidential and often complex data.

Desirable

Skills/Aptitudes:

- Using MS Teams or Zoom and the functionality of the software to support the delivery of online events and modules
- Use of MS Project and SurveyMonkey (or other online questionnaire/survey software)
- Experience in carrying out instructional design processes and creating clear scripts and storyboards
- An interest in the subject of Human Resources or Learning and Development
- Interested in own personal learning and development
- An empathy with the mission of the Church of England and Christian values.

Circumstances

The postholder will be required to undertake travel, have overnight stays in venues across the country and on occasion work outside of normal office hours to support the planning and delivery of events.

Vacancy Summary

JOB TITLE: **Programme Coordinator**

NCI ENTITY: Archbishops' Council

DEPARTMENT: Ministry Development Team

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 month in office – more if specifically required

IS HOMEWORKING A REQUIREMENT FOR THE ROLE?: Yes ☐   No ☒

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

CONTRACT TYPE: Fixed-Term – three years

IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL ☐
Select level of DBS Check required

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

ORACLE POSITION CODE: 8017038

COST CODE: 22373

PARENT POSITION: Head of Leadership Development