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 role sits within the Technology Services department, reporting to the Head of IT Portfolio. We are a busy and close-knit team, working across the NCI's to deliver IT solutions and services, as well as project and programme delivery.

The Senior Project Manager will manage and deliver projects and small programmes across the Technology Services department and into the wider NCIs.
The role will work closely with the Cyber Security team and Service Operations team to ensure smooth and secure delivery, and successful delivery into Support

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What you'll be doing

MAIN DUTIES AND RESPONSIBILITIES:

Overview

The NCIs are embarking on a strategic initiative to plan and scope a new SharePoint solution. We are seeking an experienced SharePoint Project Manager to join on an initial 12-month Fixed Term Contract to lead the discovery, design, and early planning stages of this business-critical project.

This role is central to designing a SharePoint framework that aligns with the needs of multiple departments— each with distinct workflows and operating models. Success will depend on tailoring the solution to these differences to drive adoption and deliver tangible business benefits.

As a Project Manager we expect you to plan, develop, deliver and implement IT and Business Change projects to time cost and quality through the whole project lifecycle. This will include business case and requirements definition support, extensive project planning, financial/budget management, project controls, governance tasks, monitoring, resource management, scope, procurement, 3rd party and stakeholder engagement, people management, reporting, facilitating project teams and project Boards and compliance with change operating models.

Key Responsibilities

- Lead the planning, scoping, and documentation phases of a new SharePoint solution across multiple business units.
- Conduct stakeholder engagement activities to gather business requirements, current pain points, and operational nuances.
- Design a SharePoint solution blueprint that accommodates bespoke needs of each department while remaining scalable and manageable.
- Develop a roadmap that includes phased implementation, adoption strategies, and business change considerations.
- Ensure alignment with best practices in information governance, data retention, and security compliance.
- Drive business buy-in by clearly communicating the value and day-to-day benefits of the new solution.
- Work closely with technical teams to define system architecture, integration needs, and data migration requirements.
- Collaborate with senior leadership, change managers, and internal comms teams to support culture change and adoption.
- Report regularly on project progress, risks, and dependencies using a variety of project toolsets.
- Embed change management principles to support successful rollout and long-term sustainability.

<u>**Essential**</u>

SharePoint Specific Skills
- Proven track record of successfully managing and delivering multiple SharePoint projects across complex organisations.
- Strong understanding of SharePoint Online, including architecture, content management, site design, and user permissions.
- Deep appreciation for information governance, compliance, and data lifecycle management within a SharePoint context.
- Experience of using SharePoint and other modern workplace tools to overcome Business challenges and cultural changes
- Experience of implementing complex SharePoint deliveries and using technical tools to assist in that e.g. Microsoft Migration Manager
- Competent user of CoPilot Pro, and understanding how it integrates with SharePoint and the wider M365 platform
- Knowledge of SharePoint governance, compliance, and security best practices, including data retention, DLP, and auditing.

Skills/Aptitudes:
- Ability to effectively problem solve in a logical and structured manner
- Project Management skills, including risk assessment and management
- Demonstrable experience working on projects with significant culture change and user adoption components.
- Skilled at engaging and influencing stakeholders across all levels and business areas.
- Familiar with multiple project management toolsets and delivery methodologies (Agile, Waterfall, hybrid approaches).
- Excellent documentation and planning skills – able to clearly articulate requirements, scope, and deliverables.
- Experience in environments transitioning from legacy systems or mixed technology landscapes.
- MS Office (Visio / MS Project)
- Strong on project management governance and risk management
- Strong report writing skills
- Good written and verbal communication skills
- Ability to work on own initiative, under pressure and to deadlines
- Ability to explain technical issues clearly and simply to a non-technical audience

Knowledge/Experience:
- Experience of using a wide range of IT systems and of providing consultancy and support
- Project Manager experience in a similar role and a track record of managing and delivering successful IT technical and Business Change projects

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- Applying programme and project management standards and processes, and encouraging their use across the business
- Experience working with IT infrastructure teams
- Experience in managing and supervising project management contractors
- Experience of 3rd party supplier management
- Experience in managing full project budgets
- Experienced in establishing and allocating project resources
- Producing business requirements, business cases and high-quality project documentation
- Experience in using Business Process improvement techniques
- Using systems research and analysis techniques
- Significant experience in conducting impact assessments for project requests and making suitable recommendations
- Developing test scripts and managing user acceptance tests, including fault resolutions • Experience in helping staff and departments to use IT solutions

Personal Attributes:
- Committed to delivering a high level of customer service
- Resilient
- Attention to detail, including tolerance and the ability to handle detail, analyse, understand and produce detailed information accurately
- A sense of urgency and commitment to completion of work, attention to detail, quality and confidentiality
- Committed to continuing professional development and identifying means to update key knowledge

Circumstances:
The role is Hybrid, with attendance as necessary in Church House in Westminster

Vacancy Summary

JOB TITLE:	**Technology Sharepoint Project Manager**
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Technology Services
GRADE:	Band 4 Market Rate Salary
SALARY:	
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House
HYBRID WORK ARRANGEMENTS:	Attend office only when needed

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IS HOMEWORKING A REQUIREMENT

FOR THE ROLE?:   Yes ☐   No ☒

IF NOT A REQUIREMENT, IS THE

ROLE SUITABLE FOR HOMEWORKING?: Yes ☒ No ☐

CONTRACT TYPE: 12 months fixed term

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: 8105041

COST CODE: 50151

PARENT POSITION: Head of IT Portfolio

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