



NATIONAL CHURCH INSTITUTIONS

ROLE PROFILE FOR

Sharepoint Engineer

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 Technology Team provides business as usual (BAU) and project support services across the National Church Institutions (NCIs). From End User Support to Cloud Infrastructure, we provide subject matter expertise for all aspects of Technology. Predominantly using the Microsoft 'stack' of tools (Office 365, Azure, Intune, DevOps etc) we have a cloud-first approach that enables diverse business units a stable and predictable platform to deliver on their goals and objectives. We are planning a fullscale Sharepoint rollout in 2026 and would prefer to have in-house resource to plan and implement this important change. This role sits in the Portfolio and Change area of the team.

What you'll be doing

This role is for an experienced **SharePoint Engineer** to join the team on an initial 12-month Fixed Term Contract. This is an exciting opportunity to play a key role in delivering a brand-new SharePoint Online solution that will support multiple business units across the organisation.

You'll work closely alongside a dedicated Project Manager and be instrumental in designing, implementing, and migrating users to the new platform. Each business unit has unique needs and ways of working, so this role requires someone with a proven track record in delivering diverse SharePoint implementations, excellent communication skills, and a strong technical understanding of Microsoft 365 technologies.

Essential Skills & Experience:

- Extensive hands-on experience designing, deploying, and managing SharePoint Online solutions in complex organisational environments
- Expertise in configuring SharePoint architecture, security, permissions, and integration with Microsoft 365 services
- Proficiency with SharePoint migration tools and methodologies for large-scale content migration, demonstrating hands-on experience of this
- Strong troubleshooting skills and ability to resolve technical issues across SharePoint and related Microsoft 365 services
- Up-to-date knowledge of SharePoint governance, compliance, and security best practices
- Strong hands-on knowledge of SharePoint Online, including site collections, permissions management, content types, metadata, and Power Platform integrations
- Experience designing solutions that cater to varied organisational structures and workflows
- Excellent interpersonal and stakeholder engagement skills, with the ability to explain technical solutions to non-technical audiences
- Experience working in cross-functional project teams and managing change in complex environments
- Hands-on experience with SharePoint Framework (SPFx) for custom development and modern site design.
- They need to know how to use PowerShell scripting for automation and administration.
- Experience with SharePoint REST API, PnP, and Power Automate for workflow automation.
- Experience with SharePoint Syntex, metadata management, and advanced search configuration.

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.

Skills/Qualifications:

Formal qualifications or equivalent demonstratable knowledge and practical experience, in working with the following platforms, systems and methodologies:

- Microsoft Windows 11
- TreeSizePro, ShareGate and/or similar tools
- Microsoft Azure.
- Microsoft Office 365
- Microsoft SharePoint
- Microsoft CoPilot Pro
- Microsoft 365 Certified: Teamwork Administrator Associate
- Microsoft 365 Certified: Teams Administrator Associate
- Microsoft Certified: Power Platform Developer Associate (PL-400)
- Microsoft Certified: Information Protection Administrator Associate
- Microsoft Certified: Solutions Architect Expert
- Microsoft Certified: Security Administrator Associate
- Microsoft Certified: Azure Administrator Associate (AZ-104)
- Microsoft Certified: Power Platform Solution Architect Expert (PL-600)

Knowledge/Experience:

- Knowledge of **Entra ID (formerly Azure AD)** and **Privileged Access Management (PAM)** principles.
- Awareness of **AI and Microsoft Copilot** and how they can be leveraged to enhance SharePoint capabilities.
- Experience with Microsoft Teams and broader Microsoft 365 ecosystem.
- Familiarity with governance, compliance, and lifecycle management within Microsoft 365 environments.
- Experience with software packaging applications and methodologies, including patching.
- Excellent problem-solving and analytical skills, with the ability to think critically and provide innovative solutions.
- Strong communication, collaboration, and interpersonal skills, with the ability to collaborate with cross-functional teams, and work closely with a wide demographic of users with varying technical skillsets.
- Experience of business processes and operations of a Charity or Not-for-Profit

Personal Attributes:

- Autonomous and proactive self-starter, capable of managing individual workload while also working as part of a broader team.

- Committed to delivering a high level of customer service, ensuring excellent communication with all parties at all times. Uses tact and diplomacy when dealing with any challenging situations.
- Excellent knowledge of current technologies and a willingness to learn more about upcoming future technologies.
- Able to lead by example, develop trust, and demonstrate credibility. Proactively seeks out opportunities to improve public relations of the Technology team.
- Tenacious and willing to help push new IT initiatives, to enable other departments or teams to work more effectively.
- Attention to detail, with patience and the ability to analyse, understand and produce detailed information accurately.
- Sense of personal responsibility. Embraces and champions diversity, inclusion, equality and empathy.
- Able to mentor and coach to help shape strategies, solve problems, and create solutions.
- Committed to continuing professional development and identifying means to maintain essential appropriate knowledge.

Circumstances:

- The role is hybrid with at least one day a week located in an NCI office location, with the potential of occasional travel to other Church of England locations across the country.

Vacancy Summary

JOB TITLE: SharePoint Engineer

NCI ENTITY: Church of England Central Services (CHECS)

DEPARTMENT: Technology Services

GRADE: 4

SALARY: Market Rate

WORKING HOURS: 35 hours per week, Monday to Friday, with an hours unpaid break for lunch (pro rata if part time).

ANNUAL LEAVE: 25 days paid annual leave per year. This is exclusive of public holidays and NCI days, and additional holidays approved by your employer (pro rata if part time).

PRIMARY OFFICE LOCATION: Church House, Westminster.

HYBRID WORK ARRANGEMENTS: Circa 1 day in the office – can be flexible on days

NOTICE PERIOD: 3 months

ORACLE POSITION CODE: 8105043

COST CODE:

PARENT POSITION: Head of IT Portfolio