

THE NATIONAL INSTITUTIONS OF THE CHURCH OF ENGLAND

MANAGING EMPLOYER: ARCHBISHOPS' COUNCIL

NATIONAL SAFEGUARDING TEAM

JOB PROFILE

JOB TITLE:	Senior Project Manager: IICSA Recommendation 1 & Regional Model
GRADE:	Band 3
LOCATION:	Church House, Great Smith Street, Westminster, London SW1P 3AZ
ACCOUNTABLE TO:	Deputy Director (Development)
CONTRACT:	Two years, fixed term.

KEY RELATIONSHIPS

National working relationships

National Safeguarding Team
Lead Bishop for Safeguarding
Secretary General Archbishops' Council
National Safeguarding Steering Group
Relevant staff within the National Church Institutions including Project Management Office, Legal, Communications and Information Governance.

Other Church relationships

Diocesan and Cathedral Safeguarding Advisers
Diocesan Bishops
Diocesan Secretaries
Cathedral Deans
Cathedral Administrators
Chairs of Diocesan Safeguarding Advisory Panels

Other relationships

Victims and survivors of abuse

BACKGROUND

The Church of England has had, over many decades, a very poor track record in respect of the safeguarding of children and vulnerable adults. It has made some important improvements over recent years, but there is still much to do on the change journey to become a safer Church. Some of the key issues and challenges concerning the Church's relationship with safeguarding were highlighted in the investigation report published by the Independent Inquiry into Child Sexual Abuse (IICSA) in October 2020. The Church has accepted the recommendations of that report.

Making change happen in the Church of England is not straightforward. It is not a single organisation with traditional lines of management. Rather, it is a collection of many different and separate Church bodies, many of which are registered charities in their own right.

There is, however, a series of developments underway across the Church which, if delivered, will make a difference to the quality and effectiveness of safeguarding work. They will help to both prevent abuse from taking place, but also enable the Church to respond better to victims and survivors of abuse when it does happen.

Above all, the aim is for safeguarding to be part of the DNA of the Church; “safeguarding” becomes what the Church does, at the heart of its mission, rather than a bolted-on requirement.

JOB SUMMARY

This role will be responsible for the development, management and implementation of a collection of inter-related projects. These projects comprise the implementation of two of the recommendations in the IICSA Report and other related developments which the Church has been planning.

In Phase One, this programme of projects will be introduced with a group of “pathfinder” dioceses and cathedrals. Following evaluation and adjustment, Phase Two will be rolled out across the Church.

The five projects which make up this role are:

1) The implementation of IICSA Recommendation 1

This is a major structural change in which the role of “Diocesan Safeguarding Adviser” changes to a new one of “Diocesan Safeguarding Officer” with greater autonomy. Supervision arrangements also change from being arranged locally to being directly supervised and quality assured by the National Safeguarding Team.

2) The introduction on a pilot basis of a “regionalised” model of support for dioceses and cathedrals in respect of safeguarding.

This is the second major, and related, structural change. In this pilot Regional Safeguarding Leads (RSLs) will be appointed to work with small groups of dioceses and cathedrals. The RSLs will supervise the dioceses’ / cathedrals’ safeguarding advisers but will also lead cross-diocese developments such as survivor engagement, sharing of expertise and good practice, joint commissioning of resources, peer review.

3) The implementation of IICSA Recommendation 8.

This involves the design and implementation of independent external auditing of the Church’s safeguarding practices.

4) The introduction of the Church’s quality assurance framework and national safeguarding standards.

The Church has a draft quality assurance framework. This now needs to be introduced into use in the pathfinder dioceses and cathedrals so that it can be further developed in readiness for implementation across the Church.

5) The development of a consistent methodology to enable dioceses and cathedrals to assess local safeguarding need and determine the resources needed to deliver good safeguarding practice.

The 42 dioceses and 42 cathedrals are responsible for the funding of their safeguarding arrangements (which include, for example, investigation of allegations, responding to survivors, training, quality assurance). The level of funding varies considerably between dioceses / cathedrals. One reason for this is the lack of a consistent methodology to assess both local need and the resources needed to achieve a good standard of safeguarding.

The role is based in the National Safeguarding Team but also links with the Church’s Project Management Office.

MAIN DUTIES AND RESPONSIBILITIES

1. Planning and co-designing (with the pathfinder dioceses and cathedrals) the projects and proactively monitoring progress, resolving issues and initiating appropriate corrective action.
2. Ensuring the integrity and coherence of the projects, and its continuous alignment with organisational strategies and departmental goals.
3. Developing the plans for the delivery of the individual projects, setting out the key actions, steps and timescales needed for each project, the critical paths and the co-dependencies / interfaces between them.
4. Leading on the direct management and delivery of specific elements of the projects.
5. Establishing effective working relationships (individually and collectively) with the key stakeholders in the pathfinder dioceses and cathedrals. This will include, in particular, bishops, diocesan secretaries, deans, cathedral administrators, and diocesan and cathedral safeguarding advisers.
6. Supporting the pathfinder dioceses and cathedrals in the establishment of local project groups and governance arrangements.
7. Developing arrangements for the engagement of victims and survivors of abuse in co-design and programme development.
8. Managing risks to the programme's successful outcome.
9. Developing the evaluation framework for Phase 1 and potentially leading the evaluation process.
10. Developing the plan for roll out of the projects across the Church in Phase 2.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. 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.

PERSON SPECIFICATION:

Skills and Aptitudes

1. Good analytical skills and attention to detail.
2. Excellent written, verbal and presentation communication skills including the ability to clearly communicate technical / complex concepts to both technical and non-technical audiences.
3. Ability to build relationships, trust and credibility with a wide range of diverse stakeholders including the ultimate beneficiaries of the change management.
4. Able to influence and persuade at all levels and with a range of stakeholders.

Knowledge / Experience

1. Significant experience in complex programme and project manager roles, including:

- Experience managing end-to-end projects (full project life cycle) that include substantive business change and transformation elements (i.e. not only technical activities).
 - Experience managing multiple projects in parallel.
 - Reporting to the senior leadership.
2. Proven track record of proactively delivering successful results.
 3. Experience using Microsoft Project or another equivalent Project Management Information System.
 4. Good knowledge of Excel (e.g. pivot tables, diagrams, formulas).
 5. Good knowledge of project finance and budgeting.
 6. Experience of working in and leading multi-disciplinary teams in a complex environment.

Personal Attributes

1. Able to be rational, objective and unbiased when making decisions and taking action.
2. Relational: emotionally intelligent and expert in valuing and managing relationships with others as the means of delivering change.
3. Politically astute – understanding, and managing successfully, organisational politics.
4. Principled – strong value base and committed to doing the right thing.
5. Brave – willing to challenge others (including those with power) constructively.
6. Self-reflexive, welcoming and using feedback.
7. In sympathy with the aims of the Church of England.

Education / Professional qualifications

1. Educated to degree level.
2. Formal qualification in Project Management e.g. PMP (PMI), Prince2 Practitioner (Axelos), PPQ (APM) or equivalent certification.

Circumstances

This role will require some travel to different dioceses involved in the programme.

DESIRABLE

1. Understanding of the structures of the Church of England.
2. Experience working for the Church of England, for Christian Charities, in the public or charity sectors.

GENERAL INFORMATION:

Who we are and our values

We in the National Church Institutions support the mission and ministries of the Church locally and throughout England. We work together in our teams, with those who serve in Parishes, Dioceses, Schools and other ministries and with our partners at a national and international level.

We have developed our NCI 'people' values which are below, and we work with these regardless of whether we are of Christian faith, another faith or no faith.

- Excellence:**
we take pride in doing a good job
- Understand the needs and expectations of those we serve and support.
 - Take personal responsibility for solving problems and learn from what we do.
 - Support what works but be open to and welcome change where it's needed.
 - Work with others to get the best Result for those we serve and support.

- Respect:**
we treat everyone with dignity
- Value people for who they are and embrace our differences.
 - Listen and learn from each other, regardless of who or what we are.
 - Set clear, realistic and fair expectations.
 - Recognise achievement and support each other.

- Integrity:**
we are trustworthy
- Do what we have said we will do.
 - Take accountability for what we do.
 - Be open and straightforward with ourselves and others.
 - Celebrate behaviours that support our values and challenge those that don't.

Our training, policies, procedures and practices are all intended to support behaviours in line with our values and we expect all staff to uphold these.

Diversity

Our aim is for everyone in the NCIs to feel that they belong, and are valued for who they are and what they contribute.

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual.
- reflects the diversity of the nation that the Church of England exists to serve.
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and to ensuring that everyone, job applicants, customers and other people with whom we deal, are treated fairly and not subject to discrimination. We will do whatever is necessary to provide genuine equality of opportunity. We continuously review our policies and processes to support our aim to create a workforce as diverse as the nation the Church of England serves.

As a Disability Confidant Leader, we actively look to attract, recruit and retain those of you who are disabled.

As a member of the Armed Forces Covenant, we welcome applications from those of you who have served in our Armed Forces and their families.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

The NCIs take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.

TERMS OF EMPLOYMENT:

<i>Starting Salary:</i>	Salary starts at the probationary point of £54,469 per annum. On satisfactory completion of the probationary period the salary will rise to the standard point for the band £58,569 per annum. (pro rata if part-time)
<i>Pension Contributions:</i>	Non-clergy staff will be automatically enrolled in the Church Administrators Pension Fund (CAPF, DC Section) unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the CAPF scheme. The National Church Institutions have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.
<i>Hours of Duty:</i>	Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch [pro rata to if part-time].
<i>Annual Leave:</i>	25 days paid leave per leave year. This is exclusive of public holidays and additional holidays approved by your employer. [Pro rata if part-time].
<i>Season Ticket Loan:</i>	Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.
<i>Contract:</i>	The post is offered on a three year fixed-term contract, subject to a 3 month probationary period.

May 2021