

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

In February 2025, the Church of England's legislative body, General Synod, voted on a motion brought by the Lead Bishop for Safeguarding on future structures for safeguarding in the Church of England. [Synod votes on next steps for independent safeguarding | The Church of England](#)

This work was the culmination of a response by the Church of England to two reports published in 2024 about safeguarding structures and operations. The General Synod motion, as amended, sets the direction of travel for safeguarding structures and operations in the future.

The lead safeguarding bishop and her team are in the process of constituting a Programme Board, which will oversee two Project Boards delivering major workstreams:

1. Scrutiny of Church Safeguarding

March 2025

2. Operational Delivery of Church Safeguarding

The day-to-day operation of delivering the work that General Synod has commissioned is the responsibility of the Safeguarding Structures Team. This team will deliver work to develop a scrutiny body which will scrutinise the Church of England's safeguarding activities, through the Project Board delivering Scrutiny of Church Safeguarding.

This team, working with the NCI Legal team, will also – through the Project Board designing Operational Delivery of Church Safeguarding – develop policy on the new structures for delivery and once relevant policy has been agreed provide instructions to the legal team to enable all necessary legislation to be prepared. It will undertake further work to understand how externalising safeguarding structures across the whole Church might be realised in future.

The team will also deliver some urgent priorities to help prepare for these two major projects, such as the development of a uniform local complaint process, among other tasks.

The Safeguarding Structures Team sits within the Archbishops' Council, which is a charity set up in law to co-ordinate, promote, aid and further the work and mission of the Church of England, and is one of the National Church Institutions.

The NCIs have a Project Management framework for use across the organisations. To ensure there is effective governance, oversight, and support a small Project Management Office and a Chief Executive level Project Review Board have been established. The Project Management Office provides the NCIs with the necessary project management guidelines, reporting, support and advice.

What you'll be doing

The Project Manager will play a crucial role in supporting the work of the Safeguarding Structures Team, taking responsibility for tracking progress of the overall plan, completing relevant project management documents, flagging any risks and issues, recording and managing decisions, dependencies and opportunities in all aspects of the [Future of Church Safeguarding](#) work, which General Synod has given the Lead Bishop for Safeguarding the mandate to develop. The Safeguarding Structures programme includes:

- Setting up an external scrutiny body, which is likely to be on a statutory basis in order to give it “teeth” and so would require legislation
- Further work to determine the legal and practical requirements necessary to implement model 4 which would involve the transfer of safeguarding teams in dioceses and cathedrals to the same external employer as the NST, for submission to General Synod for debate and decision.
- Based on the outcome of General Synod's debate and decision, to implement the organisational change as required including staff transfer to new employers.

This Programme includes two project boards: Scrutiny of Church Safeguarding; and Operational Delivery of Church Safeguarding, reporting to a Programme Board.

The postholder must have a strong understanding of project management processes and methodologies and the ability to apply them effectively to this complex and multifaceted programme.

This is an intensive piece of work to deliver a project rigorously and at pace. The postholder will be supported by and work closely with the Programme Director, and will line manage the Programme Co-ordinator (Business Support).

MAIN DUTIES AND RESPONSIBILITIES

- Contributing to the successful delivery of the Safeguarding Structures Programme.
- Leading the development and maintenance of the overall plan, flagging any risks and issues, recording and managing decisions, dependencies and opportunities
- Line managing the Business Support function.
- Ensuring the agreed definitions of programme/project scope, goals and deliverables are adhered to in all documentation.
- Coordination and writing of all project management documents for the Programme.
- Tracking and escalation of any difficulties with project resources, suppliers and budget.
- Tracking of project deliverables using appropriate project management tools.
- Contributing to regular project team meetings.
- Completing monthly reports for review by Programme Director and Development Managers and writing project update reports for Project Boards and the Programme Board.
- Ensuring compliance with quality assurance framework for project management and change control.
- Operational stakeholder engagement, relationship building and communication, including with business partners within the NCIs.
- Supporting the Survivor Participation Officer to ensure alignment with survivor engagement protocols across the team.

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

Skills/Aptitudes:

Knowledge, Skills and Experience

- Relevant and demonstrable project management work experience demonstrating analytical skills and an understanding of managing people, operations, data, information systems, finance, policy and strategy.
- Formal qualification in Project Management e.g. PMP (PMI), Prince2 Practitioner (Axelos), PPQ (APM) or equivalent certification, or working towards it.
- Experience using Microsoft Project or another equivalent Project Management Information System
- Good knowledge of Excel (e.g. pivot tables, diagrams, formulas) and willingness to assist colleagues to use them.
- Good knowledge of project finance and budgeting
- Good analytical skills and attention to detail
- Excellent writing and verbal communication skills including ability to clearly communicate technical concepts to both technical and non-technical audiences
- Proven track record of proactively delivering successful results
- Ability to build relationships, trust and credibility with a wide range of diverse stakeholders
- Experience of working in multi-disciplinary teams in a complex environment
- Dedication to customer service
- Ability to be rational, objective and unbiased when giving advice, making decisions and taking action
- High levels of resilience and compassion, working well with others to make sure colleagues are supported and encouraged to deliver at pace to high standards

Desirable

- Experience of working in one or more of these fields: safeguarding, regulatory bodies, scrutiny and audit, change management, HR, people and culture, and/or organisational development.
- Experience of line management.
- Understanding of the structures of the Church of England and sympathy with its work and aims
- Experience working for the Church of England, for Christian Charities, in the public or charity sectors or with safeguarding.

Vacancy Summary

JOB TITLE:	Project Manager
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	AC Secretariat
GRADE:	Band 3 Standard Point

SALARY:	£58,248
WORKING HOURS:	35 hours per week
PRIMARY OFFICE LOCATION:	Church House, Westminster
HYBRID WORK ARRANGEMENTS:	Hybrid with expectation of minimum two office days per month
SUITABLE FOR FULL HOMEWORKING:	<input type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input checked="" type="checkbox"/> Basic
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8103961
COST CODE:	22397
PARENT POSITION:	8103305