

ROLE PROFILE FOR DATA, COMMUNICATIONS AND PLANNING OFFICER

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 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 Archbishops' Advisers for Appointments and Vocations (AAAV) team is a key team within the Office of the Archbishops of Canterbury and York, supporting and advising the Archbishops and the wider Church on the appointments process for senior clergy. The team supports the work of the Crown Nominations Commission (CNC) in the nomination of Archbishops and Diocesan Bishops, those involved in appointing Suffragan Bishops, and the selection panels who nominate new cathedral Deans. The team supports senior clergy in their vocation and discernment, working closely with the Ministry Development team and others to develop and equip a diverse pipeline of candidates for senior roles. The team also helps to ensure that senior clergy are equipped for the Church of England's missional challenges and for the vital role it plays in the life of the nation.

This role provides an excellent opportunity of working in a small, friendly, committed, professional and busy team supporting a complex, detailed and fast-paced portfolio of senior appointments, vocational discernment and associated projects. We work as a close-knit team in beautiful

surroundings, part of the Lambeth Palace community and Office of the Archbishops of Canterbury and York, supporting each other with care, flexibility and good humour.

What you'll be doing

Working alongside all members of the team, you will be responsible for the collection, retention and manipulation of data and information and will play a key role in the department's planning and communications. You will assist the Archbishops' Secretary for Appointments (ASA), the Appointments and Vocations Adviser, the Recruitment Manager, the Diversity and Inclusion Adviser and the Vocations and Development Adviser with project work and research, as necessary. You will also provide cover and additional capacity within the wider team during busy periods.

MAIN DUTIES AND RESPONSIBILITIES

You will support the AAV team by:

Data management

- Playing a key role in the collection of data and information, ensuring that this is carried out efficiently using appropriate and secure tools and that stakeholders are confident in the processes of collection. This will include the team 'Pulse Survey'.
- Ensuring that data and information is stored securely and in a manner which allows for appropriate accessibility and ease of use.
- Analysing and interpreting data in the creation of graphs, tables, reports etc. to aid accessibility and understanding, and to support decision making within the team or with other stakeholders.
- Ensuring that the work of the department continues to be compliant with GDPR, and the NCI's Data Protection, Privacy and associated policies, liaising with the Records Office and others, as necessary.
- Assisting the Recruitment Manager and the Appointments and Vocations Adviser in curating and preparing data to be exported into a new system(s).

In particular, in the context of this temporary appointment, this will encompass:

- The completion of the AAV Data Protection Policy.
- Setting up a standard process for online consultation forms.

Planning and policy

- Assisting in the development and implementation of both a temporary and long-term planning solution, addressing both regular cyclical activities, appointment processes and wider activity.
- Identifying and reporting to the AAV team on key dates, critical periods, departmental workload and wider activity.
- Holding the responsibility for arranging key planning meetings, liaising with others within and outside of the AAV team in their facilitation and recording minutes and circulating papers.

- Holding the administrative responsibility for policy reviews, the recording and retention of guidelines, file notes and process documents, ensuring these are stored and curated professionally.

In particular, in the context of this temporary appointment this will encompass:

- Embedding and developing the use of the appointments Gantt chart.

Communications

- Working alongside the Appointments and Vocations Adviser, the Diversity and Inclusion Adviser and others to develop and maintain a pattern and style/tone of communications that supports and communicates the work of the team, using a variety of platforms.
- Assisting in collating, administering and responding to unsolicited communications regarding appointment processes and/or the work of the team, liaising with Communications Teams of the National Church, Lambeth Palace and others, as necessary.

In particular, in the context of this temporary appointment this will encompass:

- Acting as the lead within the AAV team and working alongside others in the NCI's to bring together the structure, ideas and content for the AAV website. (To be clear this individual is not expected to be a web designer nor are they expected to have programming skills).

Research and projects

- Supporting the work of the team on individual projects on an ad hoc basis.
- Drafting papers (to a level that is within the skillset and experience of the role holder) for governance meetings and similar.

Administration and contingency

- Providing a small amount of administrative support, as needed, to the Appointments and Vocations Adviser and the Vocations and Development Adviser.
- Given the nature of the team's work, the role holder will also need to provide administrative cover in other areas in the event of the absence of another team member, or at critical times.

All staff working at Lambeth Palace share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. In addition, this is a temporary role and, therefore, it is possible that some aspects of the role may adapt in practice depending on the skills and experience of the role holder and the needs of the department. 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.

A comprehensive and supportive induction programme will be put in place to ensure you have all the information, access and contacts required to quickly acclimatise and excel in this role.

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:

- Excellent knowledge of IT, particularly Microsoft Excel (familiarity with pivot tables, VLOOKUP, formulae and general data manipulation) but also Microsoft Word, Outlook, Teams, SharePoint, a variety of apps offered through 365, the internet, a networked computer system and the ability to use IT to find creative solutions.
- Experience of using databases and the ability to navigate them effectively, together with a basic understanding of their functionality and design.
- Excellent word processing skills and proof reading.
- Strong sense of responsibility that the work issued is of a consistently high standard, with fast response times.
- Comfortable working in an environment where high levels of confidentiality (both internally and externally) will be required (and may be tested), alongside sensitivity, tact and diplomacy.
- Excellent judgement in understanding and dealing with urgent and complex matters across a wide range of issues.
- Enthusiastic, proactive and forward thinking with highly effective planning skills.
- Excellent communication skills, both verbal and written, with an understanding of the importance and effectiveness of proactive external communication and how to manage this well.
- Ability to draft and prepare high-quality, accurate correspondence, briefs and other material as required.
- Highly focussed, process orientated, organised and methodical with the ability to identify, resolve and cope with conflicting priorities and projects. Able to oversee and understand multiple work streams and diaries.
- A self-starter, able to use initiative and good judgement.
- Resilient and able to work calmly under pressure.
- Flexibility with the ability to adapt plans quickly in response to change.
- Strong collaboration and team working skills.
- Innovative and creative, with the ability to create and implement new processes and systems to improve efficiency.
- Outstanding attention to detail.

Knowledge/Experience:

- High level of interpersonal and social skills, experience of, and confidence in, dealing with a wide range of people in the course of work, including at senior level.

- Knowledge of the structures of the Church of England, its ministry and the role it plays in the life of the nation.
- An interest in recruitment and senior clergy appointments in the Church of England.
- Experience in preparing, collating, storing and manipulating data, and familiarity with working with GDPR.
- Experience in carrying out detailed research on a variety of topics in order to draft or amend documents.

Desirable

- Experience in managing a large amount of confidential data.
- A project management qualification and/or experience in project and programme management.

Vacancy Summary

JOB TITLE:	Data, Communications and Planning Officer
NCI ENTITY:	Lambeth Palace
DEPARTMENT:	Archbishops' Advisers for Appointments & Vocations
GRADE:	Band 5
SALARY:	£40,572
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Lambeth Palace, London SE1 7JU
HYBRID WORK ARRANGEMENTS:	The expectation would be for the postholder to be in the office at least 2 days a week
SUITABLE FOR FULL HOMEWORKING:	☐
HOMEWORKING REQUIRED:	☐
CONTRACT TYPE:	Fixed-Term until 28 February 2027
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	☒ Basic
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	☐
ORACLE POSITION CODE:	8103366
COST CODE:	15511
PARENT POSITION:	Appointments and Vocations Adviser