

## ROLE PROFILE FOR Project Support Officer - Contracts

### 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 National Safeguarding Team supports churches, dioceses, religious communities, cathedrals and other Church bodies to make the Church of England a safer Church for all. It aspires to be a centre of excellence for safeguarding that creates a consistent culture of safety, trust and respect across the Church and beyond. The team is responsible for oversight of the Church's safeguarding policy, as well as safeguarding learning and development. The team manage complex and high-profile safeguarding casework, including that relating to senior clergy. Team members oversee the provision of support to victims and survivors of abuse, as well as supervising and quality assuring regional networks of safeguarding professionals. The team is supported by a Programme Office and a highly skilled business support team.

### What you'll be doing

The purpose of this role is to support the Contract Management team to provide oversight, management and reporting and manage supplier relationships for all supplier contracts in the National Safeguarding Team.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Contract Management and Data**

- Maintain contract management structures/documentation, frameworks and tools, and support colleagues to use these consistently and effectively.
- Contribute to the development of contract report templates and other documentation by liaising with relevant stakeholders.
- Analyse all data and contract deliverables and ensure adherence to all time and budget requirements.
- Proactively maintain central records and contract management controls as established by a Senior Contract Manager, keeping the team members aware of the status and any outstanding/overdue tasks.

### **Support and Coordination**

- Proactively maintain plans, RAID logs, task logs, benefits logs, including allocation of work packages where appropriate and liaise with stakeholders on actions progress.
- Actively flag and report to Senior Contract Manager any overdue tasks and actions during system configuration, testing and cutover stages.
- Manage the full action process (picking out of minutes, adding to log, chasing, and updating).
- Provide flexible, hands-on delivery support and assist with effective communication between contract management and stakeholders. This can include responding to basic project questions and managing invoice handling/tracking budget, sending doodle polls, liaising with various PAs on diaries for meeting scheduling.

### **Administration**

- Provide secretariat for Contract Monitoring Groups as needed and attend contract team meetings.
- Forethought of actions timeline and project governance - planning ahead with stakeholders and coordinating actions ahead of time.
- Admin of project supporting tools such as Teams, Box.com, Asana. Owning these areas and ensuring they are maintained.
- Management of the contracts queries inbox.
- Manage meeting logistics, including scheduling, room bookings, and virtual meeting setup.
- Organise and coordinate events, including virtual events, as necessary.
- Undertake other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility as requested by the Senior Contract Manager or Senior Business Owner.

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

Education:

- A-level or equivalent

Skills/Aptitudes:

- Highly IT literate and proficient with common applications such as Microsoft Word, Excel, Outlook and PowerPoint as well as web-based applications
- Excellent verbal and written communication skills including ability to write detailed and accurate minutes of meetings, format and proof-read documents
- High level of initiative and ability to work independently and prioritise workload.
- Excellent organisational skills
- Ability to build and maintain relationships with external individuals and organisations.
- Ability to work in a team within a pressured environment, working to tight deadlines.
- Ability to work methodically and accurately showing attention to detail
- Ability to deal sensitively and professionally with survivors of abuse and other vulnerable groups
- Ability to collect and collate information and data and handle this in line with GDPR requirements

Knowledge/Experience:

- Experience of office and administrative work
- Experience of diary management and meeting planning
- Experience of minute taking, including meetings regarding complex matters
- Experience of dealing with enquiries from members of the public
- Evidence of dealing with confidential and sensitive material
- Evidence of collaborative working as part of a team

Personal Attributes:

- Good resilience as this post may be required to minute meetings containing graphic reports of abuse.
- Confidence to work with senior people
- Good interpersonal skills and the ability to deal politely, confidently and efficiently with a range of people and to work flexibly as a member of a team

- Sensitivity and good judgement in dealing with urgent and complex matters
- Flexible approach to structure of the working day
- Willingness to learn new skills

### **Desirable**

Knowledge/Experience:

- Experience of working in a setting with either children and families or vulnerable adults, for instance a local Authority social care or NHS settings
- Knowledge of safeguarding
- An understanding and empathy with the structure and culture of the Church of England

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Project Support Officer - Contracts</b>
<b>NCI ENTITY:</b>	Archbishops' Council
<b>DEPARTMENT:</b>	National Safeguarding Team
<b>GRADE:</b>	Band 5      Standard Point
<b>SALARY:</b>	£40,572
<b>WORKING HOURS:</b>	35 hours per week
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Westminster
<b>HYBRID WORK ARRANGEMENTS:</b>	Approximately 1 day per week in the office
<b>IS HOMEWORKING A REQUIREMENT FOR THE ROLE?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term
5 years	
<b>IS A DBS CHECK REQUIRED?</b>	<input checked="" type="checkbox"/>
<b>IF YES, WHICH LEVEL</b>	Basic
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8104451
<b>COST CODE:</b>	22
March 2024	

**PARENT POSITION:**

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