

ROLE PROFILE FOR Project Manager (Maternity Cover)

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 Vision and Strategy team has been established to support the whole Church in its engagement with the national Vision and Strategy for the Church for the 2020s. The team is also the lead owner of the strategy within the NCIs, and therefore responsible for ensuring that the work of other teams within the NCIs is aligned to the strategy and helps ensure its delivery across the Church. The team brings together existing responsibilities previously held in the Renewal and Reform team, the Evangelism and Discipleship team, and the Strategy and Development Unit integrating them into a coherent offer of support for all the key elements of the vision and strategy for the 2020s. The team consults on and manages the distribution of significant national funding.

The team champions the three strategic priorities of the strategy to enable us to be a church for everyone : missionary disciples, younger and more diverse, and mixed ecology and the six bold outcomes which arise from the strategy.

What you'll be doing

The role has a particular focus on communications and reaching young and more diverse groups and supporting being a church of missionary disciples.

MAIN DUTIES AND RESPONSIBILITIES

- Project management of the Church and Network (C&N) communications
 - Leading on the development of communications to local churches and networks to support the Vision and Strategy. This will involve working closely with the wider communications team. This will include the development of video and audio material newsletters, webinars and resources to illustrate the vision and working with a variety of partner organisations.
 - Planning, briefing, editing and signing off film and other communications projects.
 - Managing the contract and relationship with the film production company to ensure that film projects are completed from start to finish to the communications schedule.
 - Gathering good practice stories from across the church, networks and partners. Creating communications plans for how best to share this information widely; through film, newsletter articles, webinars, printed media, social media and on the Church Support Hub etc.
- Lead the planning and delivery of support for one or more of our priority networks or programmes – The Way UK and other digital evangelism tools.
 - Working in partnership with Digital teams to manage the relationship with The Way UK
 - Advising on future planning, professional processes and content ideas with a particular view to how content could help to achieve the Vision and Strategy.
 - Review and sign off content for at least two podcasts a week ensuring that the content is in line with CoE standards.
 - Cheeky Pandas – commissioning and consulting on new content to be shared through CoE social channels.
- Supporting the 28:19 project *Build a community of young evangelists across the CofE who are empowered and released to answer the call of the great commission, making disciples of Jesus in their communities, nation and beyond.*
 - Administrative support to the project
 - Forming and sustaining relationships with external stakeholders
 - Vision casting for the future shaping of the project
 - Ensuring the sustainability of online cohorts and supporting the mentors involved
- Working with Funding and Learning colleagues on developing the Church Support Hub.
 - Periodically reviewing existing content from the C&N team and signing this off as up to date or creating revised edits of content.
 - Lead on creating a smart form to help churches access the best resources, programmes and organisational partners to help them in growing younger and more diverse communities.

- Regularly producing new content to be added to the CSH that is relevant and helpful to churches looking to grow and learn.
- Line management
 - Effective line management of Communications officer to ensure that communications between V&S and the DCYAF network are strengthened and developed.
- General project management as and when required.
 - Facilitating the definition of projects, goals and outcomes within an agreed budget.
 - Development of full-scale project plans, tracking of project using appropriate tools, and reporting to appropriate project teams
 - Positive about capturing learning and sharing from projects. This will require working with the Funding and Insight team.
 - Relationship building and communicating with various stakeholders.
 - Identifying and managing risk
 - Compliance with the NCIs Project Management Framework and best practice

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

Knowledge/Experience

- Experience in developing and delivering resources and events for churches and networks.
- Excellent communications skills including ability to commission and deliver resources to support projects.
- Degree level or professional qualification/experience relevant to the role
- 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 and in working with wide range of stakeholders from senior leaders to engaging the voice of members of the public
- 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 making decisions and taking action

- Understanding of the structures of the Church of England and sympathy with its work and aims
- A good understanding of the variety of tradition within the church and the importance of engaging across the breadth of this.

Skills & Abilities:

- Influencing and negotiating skills
- Proven track record in delivering with a clear understanding of people we are aiming to reach
- Ability to communicate effectively, both orally and in writing
- Enthusiastic, organised, flexible and able to prioritise
- High resilience with the ability to work under pressure, often to changing and competing demands
- Ability to work autonomously, use own initiative and make decisions
- Self-motivated, proactive and committed to achieving results.
- Leadership qualities and the ability to command the respect of others.
- Collaborative and collegiate in approach.
- Flexible in order to meet the demands of the post
- Excellent interpersonal skills including the ability to establish positive working relationships with senior stakeholders and to represent the Directors to external partners.
- Operates with discretion and integrity
- An understanding and empathy with the structure and culture of the Church of England.

Desirable

- Formal qualification in Project Management e.g. PMP (PMI), Prince2 Practitioner (Axelos), PPQ (APM) or equivalent certification or experience in a project management role
- 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:	Vision & Strategy
GRADE:	Band 4 Standard Point
SALARY:	£48,557
WORKING HOURS:	35 hours
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	1 day per week in the office on Mondays
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input checked="" type="checkbox"/>
ORACLE POSITION CODE:	8029954
COST CODE:	22510
PARENT POSITION:	Head of Churches and Networks Support