

# ROLE PROFILE FOR LEAD STRATEGY AND IMPACT ANALYST

## 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 embrace of and engagement with the national Vision and Strategy for the Church for the 2020s.

The department has three strategic priorities: to be a church of missionary disciples, to be younger and more diverse, and to develop a mixed ecology – doing church in varied forms and settings. The Vision and Strategy team consults on, one of the largest grant-making programmes in the country, with £100m + of Strategic Mission and Ministry Investment (SMMI) disbursed annually by the Strategic Mission and Ministry Investment Board (SMMIB) to support the Church's mission and ministry across England, prioritising investment in the most income deprived communities.

The SMMI funding includes a Diocesan Investment Programme (DIP) and a Partnership Funding, which provide funding to enable the bold outcomes and strategic priorities of the Vision & Strategy to become a reality in parishes and communities. In addition, the team manages a portfolio of £300m of existing projects and programmes. As funding programmes mature there is a need for increased focus on insight and learning from the portfolio, an understanding of what this means for future strategy and clear communication of its impact. You will be based in the Insights and Engagement sub-team with extensive cross-team working within the department and other NCI teams.

## What you'll be doing

The **Lead Strategy and Impact Analyst** will help to develop practical, well evidenced policies that support the adoption of fruitful approaches to mission and ministry in the priority areas of the Church of England's Vision and Strategy. The role will also analyse and synthesise data from evaluations of funded programmes, commissioned research and wider social trends to help build a coherent evidence base to inform both policy and practice.

### MAIN DUTIES AND RESPONSIBILITIES

- Translate findings from analysis into actionable insight.
- Undertake high quality research involving the development of the evidence base and analysis to support policy creation and progression.
- work on agreed strategy development initiatives, including stakeholder Engagement, communication, analysis, reporting and evaluation.
- Undertake statistical modelling and other quantitative and qualitative analysis to understand the impact of the SMMI grants programme.

### Insight and Learning

- Collect, analyse, interpret and present evidence to form approaches to policy and strategic questions faced by the Church.
- Analyse information from a range of internal and external sources to identify key drivers or barriers to change. Interpret and present this data to support the development of the theories of change for practice in mission priorities.
- Use a range of evidence and research to support the development of policy options for the implementation of the Church of England's Vision and Strategy — working with colleagues in Grants, Diocesan Support and Churches and Networks teams to ensure that such policies are aligned to outcomes
- Provide updated information and assessments of current policy and approaches based on analyse of external research to inform understanding the wider environment and societal trends – working with colleagues in the Vision and Strategy, Data Services and Ministry Development Team to align understandings in these areas.
- Work closely with Data Services to provide authoritative insight on key trends in the church including worshipping community and attendance trends, demography, deployment and financial trends against the bold outcomes of the Vision and Strategy.
- Work with the Deputy Director for Insights and Engagement to commission, monitor and evaluate external research and analysis. Build relationships with church researchers and run processes to enable five research projects per year.

- Working with colleagues in Vision and Strategy and Communications to develop approaches and clear materials to communicate effectively insights gained from impact data and wider research.

### **Impact and Engagement**

- Take a lead role across the Vision and Strategy team in ensuring and supporting the team in the use of data and analysis to make decisions based on evidence.
- Pro-actively support and advise the Vision and Strategy team in their use of data and analytical techniques to support the development and evaluation of strategy. This includes data from a variety of sources including nationally collected statistics and digital data.
- Work with the Data Services team to design reports using Power BI. Lead on the use of Power BI in the V&S team for improving their access to evidence (including by diocese and by key benchmarks).
- Lead on the analysis and synthesis of impact from Strategic Mission and Ministry Investment and produce an annual learning review with the Grants team drawing on quantitative and qualitative information emerging from the programme.
- Generate strategic insights to support the movement towards the bold outcomes and assess the impact of interventions.
- Work with the Learning delivery and Infrastructure lead to present data and insights in accessible formats that can be communicated more widely to the church.
- On occasion, create statistical models to answer key questions that the church faces (for example regression analysis using R, Python or SPSS), for both the ongoing work of the Vision and Strategy team and cross-departmental projects.
- Input to the future development and usage of mission and finance statistics in ways which support the work of the team and the wider church.
- Support the running of Learning Communities/ Communities of Practice through sharing on insights and learning in person or through other resources.

### **Management and wider Responsibilities**

- Line manage Strategy and Impact Analyst and Grants Data Analyst, responsible for their development in qualitative research and data analysis.
- Support the Head of Grants in their work to resource the Strategic Mission and Ministry Investment Board by providing synthesis reports on the impact to date, drawing insights for the wider team.
- Participate in the wider development of research and analysis work in the NCIs through engagement with the Researchers network and NCI research ethics committee.

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.

#### *Strategy and Policy work*

- Significant experience of using analytical insights to influence strategy or policy development.
- Excellent relationship management and communication skills (including experience of working with trustees and senior colleagues).
- Ability to think strategically, and to see both the wider picture and attend to detail.
- Experience of working at a senior level within a governance framework, including preparing and presenting Board/Committee papers to trustees.

#### *Research Methods experience/expertise*

- Experience of identifying and sharing key learning from grant funding programmes and projects. The ability to present work attractively, persuasively and accurately, both spoken and in writing. Training (or qualification by experience) in quantitative and qualitative research methods
- Understand research methods can be applied to the production and presentation of evidence to support policy formulation

#### *Analytical skills*

- Experience of working with complex datasets and different strategic modelling approaches
- Experience in data visualisation, including business intelligence software (power bi, tableau, etc.)
- Experience in statistical modelling including regression analysis (r, python, spss, etc.)
- Use technical and analytical expertise to advise on how best to prioritise and gather the evidence-base
- Use sound judgement and critical thinking to analyse and deal with complex issues and developing options
- Identify risks and benefits to make recommendations

#### *Communication skills*

- Have excellent communication and interpersonal skills
- Be able to communicate complex analysis clearly and confidently and summarise documents to share data insights and support decision making – you should be able to do this both verbally and in writing
- Be able to communicate information to non-specialists and contribute effectively to discussions with ministers, senior officials and external stakeholders to highlight important policy implications

#### *Project and work management*

- Demonstrate proven ability to manage the work involved to complete complex projects
- Produce quality outcomes to the deadline and identify risks
- Experience in staff management and development

#### *Personal Attributes:*

- Strong analytical abilities, able to assimilate and analyse information quickly, identifying issues and priorities.
- Ability to meet tight deadlines and work under pressure when required.

- Highly pro-active and resilient, demonstrating resourcefulness and energy with a commitment to making a difference.
- Ability to apply understanding, judgement, tact and discretion.
- Demonstrates enthusiastic commitment to the priorities of the Church of England

*Desirable*

- An understanding of how to support the mission and ministry of the Church effectively and a passion for encouraging the growth of the Church.
- An understanding of the structures and workings of the Church of England and an ability to work effectively within them.
- Experience and understanding of monitoring and evaluation practices.
- Experience and understanding of data collection methods.

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Lead Strategy and Impact Analyst</b>
<b>NCI ENTITY:</b>	Archbishops' Council
<b>DEPARTMENT:</b>	Vision & Strategy
<b>GRADE:</b>	Band 3    Standard Point
<b>SALARY:</b>	£59,248
<b>WORKING HOURS:</b>	35
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Great Smith St, London SW1P 3AZ
<b>HYBRID WORK ARRANGEMENTS:</b>	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 type="checkbox"/> No <input checked="" type="checkbox"/>
<b>CONTRACT TYPE:</b>	Permanent
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8017429
<b>COST CODE:</b>	22510
<b>PARENT POSITION:</b>	Deputy Director for Insights and Engagement