

# STRATEGIC PROGRAMME OFFICER



## The Diocese of Lincoln's Strategic Programme Manager is looking for a Support Officer

Are you passionate about supporting transformational change in established organisations? Do you thrive on coordinating projects, analysing data, and working collaboratively across diverse teams?

If so, we'd love to hear from you.

The Diocese of Lincoln is seeking a Strategic Programme Officer to support the Strategic Programme Manager in the delivery of key diocesan programmes that shape the future of ministry and mission across our rural and urban communities.

You'll work closely with the Strategic Programme Manager to:

- Coordinate programme meetings and events
- Collate and analyse data to support decision-making
- Draft reports and communications
- Maintain action logs and risk registers
- Engage with clergy, lay leaders, and volunteers across the diocese

## Find Out More About Us



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TOGETHER](#)

**CLOSING: MIDDAY FRIDAY NOVEMBER 21 2025**  
**INTERVIEW: TUESDAY DECEMBER 2 2025**



## The Diocese of Lincoln

oversees and supports hundreds of local churches, chaplaincies and projects across the historic county of Lincolnshire offering worship, growth in faith and discipleship and wide-ranging care and support to young and old in its communities.

It is probably the largest voluntary organisation in the county. Its front-line operations are supported by an expert team of specialists based in Lincoln.



The central team, employed by the Lincoln Diocesan Trust and Board of Finance (LDTBF) enjoy delightful, historic offices next to the cathedral, an energetic, friendly team, good levels of support in development, training and pastoral care, and generous, flexible working terms and conditions. Our staff know they are valued and able to flourish.



**33 DAYS HOLIDAY  
INCL BANK  
HOLIDAYS**



**ON SITE PARKING**



**COMPETITIVE  
PENSION SCHEME**



**OCCUPATIONAL SICK  
PAY**



**EMPLOYEE  
ASSISTANCE  
PROGRAMME &  
HEALTH CASHBACK  
PLAN**



**SUPPORTED  
PROFESSIONAL  
DEVELOPMENT**

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## OUR VALUES

The Diocese of Lincoln is the Church of England in Lincolnshire, North Lincolnshire and North East Lincolnshire. The diocese covers 2,673 square miles and has a population of 1,100,000. There are around 17,500 people on the Church Electoral Rolls. There are more than 185 clergy, 300 Authorised Lay Ministers, and 70 readers and Focal ministers serving 181 benefices with 487 parishes and 615 church buildings.

Our aim is to grow the Church, in both numbers and depth, through attention to what we see as our core tasks of faithful worship, confident discipleship and joyful service, with the vision of being a healthy, vibrant, sustainable church which leads to transformed lives and communities across greater Lincolnshire making a difference in God's world. To that end as a diocese we shall support, encourage and enable local parishes, schools and mission partnerships to fulfil, within this framework, their own unique calling to serve in mission the community in which they are set.

## ENVIRONMENTAL, SOCIAL & GOVERNANCE STRATEGIES

The diocese through its churches, chaplaincies and projects is deeply committed to the flourishing of the whole population and embedded in every community across Greater Lincolnshire. Through, for example, our church schools growing children, young people and households we are committed to healthy, inclusive structures in society. The diocesan environmental policy, including a commitment to carbon net zero by 2030, informs all our work from buildings and investments to ministerial and faith training. We have a carefully implemented ethical investment policy for our historic assets. The diocese invests heavily in continuously improving the quality of our safeguarding performance.

## LEARNING & DEVELOPMENT OPPORTUNITIES

The LDTBF has a good record of supporting staff in their professional development. Equally, parish focused colleagues are encouraged through the College of St Hugh to develop their skills, including through degree or further degree level study, both to help their performance in role and to enhance their opportunities for career and ministry progression.

## EQUALITY, DIVERSITY & INCLUSION STRATEGY

THE LDTBF CONTINUES TO WORK ON ITS PERFORMANCE IN TERMS OF EQUALITY, DIVERSITY AND INCLUSION, PARTICULARLY IN MONITORING, TRAINING AND REVIEW. THE MAJORITY OF OUR TEAM ARE WOMEN. WE ARE LOOKING TO IMPROVE THE BALANCE OF UNDERREPRESENTED GROUPS IN OUR WORKFORCE AND WELCOME APPLICATIONS FOR THE WIDEST POSSIBLE CONSTITUENCY.



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# JOB DESCRIPTION

**JOB TITLE:**

STRATEGIC PROGRAMME OFFICER

**ACCOUNTABLE TO:**

STRATEGIC PROGRAMME MANAGER

**SALARY:**

£15,000 (FTE £30,000) WITH COMPETITIVE PENSION SCHEME & LIFE INSURANCE OF THREE TIMES ANNUAL SALARY

**CONTRACTUAL STATUS:**

PART-TIME PERMANANT

**KEY RELATIONSHPS:**

- Employees and managers of the LDTBF,
- Bishops Chaplain,
- Bishop's Office,
- Archdeacons and Archdeacons Administration Office,
- SDF church leaders,
- Clergy,
- Partnership Deans,
- Lay Co-Leads,
- And the wider Diocesan volunteers.

**MAIN LOCATION:**

EDWARD KING HOUSE, MINSTER YARD, LINCOLN LN2 1PU

**HOURS OF WORK:**

17.5 HOURS PER WEEK (35 HOURS FTE) , MONDAY TO FRIDAY

**JOB SUMMARY:**

To support the delivery of the strategic programmes across the Diocese of Lincoln.

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## KEY DUTIES AND RESPONSIBILITIES:

- Supporting the Strategic Programme Manager (SPM) in the development, design and delivery of Diocesan wide programmes.
- Organising meetings related to programme design and delivery. Including the Strategy Working Group, Strategic Development Board Programme Board and other relevant meetings.
- Collating reports, taking minutes and distributing information as appropriate.
- Ensuring that action logs and risk registers are kept up to date
- Deliver programme communications: coordinating input, drafting content where appropriate (with support), providing some simple design work, sending/printing
- Plan and deliver programme-level events and meetings, in-person or online, e.g. webinars, vision gatherings, celebration events
- Coordinate input from different projects and workstreams for reporting to governance bodies and support with the drafting of the reports.
- Organise engagement events around the Diocese
- Liaising with key stakeholders on behalf of the SPM.
- Working with the SPM to ensure that reporting is timely and well planned.
- Contributing to the monitoring of projects by collating and updating programme delivery outcomes
- Support with the setting up of systems to set and monitor outcomes
- Assist with initial analysis of data from a range of sources (both qualitative and quantitative data).
- Undertake research tasks to inform planning including collating, cleaning and summarising data; co-ordinating surveys; undertaking feedback exercises.

## CONTINUED PROFESSIONAL DEVELOPMENT:

## GENERAL RESPONSIBILITIES:

The Lincoln Diocese recognises that investing in our employees' skills and knowledge is essential for our long-term success. We provide resources and support for CPD activities, and we encourage our employees to actively participate in CPD activities to enhance their skills, expand their knowledge, and contribute more effectively to the organisation's goals.

- This job description details responsibilities but is not necessarily a comprehensive definition of the post, nor is it prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties.
- The post holder will be aware of and comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing child protection, health and safety, GDPR, confidentiality and equal opportunities and diocesan financial procedures.

The post holder may be required to:

- Undertake other duties and responsibilities commensurate with the level and scope of the post.
- Work outside normal office hours including occasional weekend working, subject to time off in lieu.

The post holder is required to:

- Support the ethos, aims and objectives of Christianity, the Church of England and the diocese.
- Keep up to date with developments in their area of work.
- Participate in performance management and appraisal.
- Engage in training and continuous professional development activities.
- To work in a confidential and sensitive manner at all times.
- To maintain good relationships with immediate colleagues, other staff, volunteers and external contacts.
- To fully participate in the appraisal process.

This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

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# PERSON SPECIFICATION

## QUALIFICATIONS:

- Good standard of general education to GCSE Grade C or above or equivalent in English and Mathematics. (e)

## KNOWLEDGE & EXPERIENCE

- An understanding of the organisational structure, breadth and dynamics of the Church of England (d)
- Sound understanding of finances and budgets (e)
- Collecting, summarising and reporting on data and progress (e)
- Coordinating meetings (e)
- Acting in a supporting role (e)

## SKILLS

- High proficiency with Microsoft Office, including Excel, Word, and PowerPoint (e)
- Strong analytical and data gathering skills (e)
- Minute taking: produce accurate and timely minutes and actions. (e)
- Research skills and experience of conducting in depth programme evaluations, based on qualitative and quantitative data (d)
- Customer service skills, taking responsibility for progressing queries (e)
- Personal Responsibility: proactive, reliable (e)
- Organised methodical approach (e)
- Collaborative and supportive within a team (e)
- Sympathetic with the aims and values of the Church of England (e)

## ABILITIES

- Clear and concise written communication: adaptable communication styles for each audience and the ability to summarise large amount of information and utilise AI to present the information cohesively (e)
- Produce accurate reports and provide effective email communication (e)

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