

ROLE PROFILE FOR Monitoring and Evaluation Lead

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, and to support the implementation of the Emerging Church programme. The Vision and Strategy 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 and the Funding and Learning sub-team manages one of the largest grant-making programmes in the country, with £100m + of Strategic Mission and Ministry Investment (SMMI) disbursed annually to support the Church's mission and ministry across England, prioritising investment in the most deprived communities. The SMMI funding includes the Diocesan Investment Programme (DIP) which provides funding for dioceses to enable the bold outcomes and strategic priorities of the Vision & Strategy to become a reality in

parishes and communities through programme funding, and smaller Capacity grants. The SMMI funding also includes the People and Partnerships Funding, awarded to partners and networks to help overcome national challenges, by scaling up successful work or innovating, to better support the local church in delivering the Vision & Strategy bold outcomes, and the Lowest Income Communities Funding to sustain and strengthen the Church's mission with low income and deprived communities.

The Funding and Learning team is also responsible for managing £300m+ portfolio of existing grants.

Key relationships are with the other sub-teams teams in the Vision & Strategy team, i.e. the Insight and Engagement Team, Diocesan Support Team, and Churches and Networks Team. and with Finance; Diocesan leaders and their teams, other grantees, and evaluators are important partners. The team supports the Strategic Mission and Ministry Investment Board which is responsible, on behalf of the Archbishops' Council, for distributing and monitoring grant funding.

What you'll be doing

The purpose of this role is to oversee the monitoring and evaluation (M&E) of the SMMI grant-making programme to support the delivery of the Church of England's Vision and Strategy. Working with dioceses, external partner organisations and colleagues across the Vision and Strategy team, the postholder will build capacity around implementing M&E good practice for funded programmes and beyond, to ensure effective programme design, monitoring of performance, gathering of information and supporting the release of lessons learned to catalyse wider change within the Church.

The postholder will set M&E policies and direction working closely with their line manager (Head of Grants). They will manage one line report (Monitoring and Evaluation Operations Manager) that will be responsible for ensuring evaluations are effectively undertaken by external evaluators and delivering a limited set of evaluations and mid-term reviews.

The role is critical in providing trustees full confidence in the use of funding and its impact through monitoring and evaluation. This is a strategically important role, as it directly consolidates emerging learning to further support the Church's Vision and Strategy.

MAIN DUTIES AND RESPONSIBILITIES

Monitoring and Evaluation team plan

- Responsible for the overall approach to M&E to both support the impact and assessment of SMMI funded projects and programmes.
- Develop the pool of evaluators used for baselining and evaluations, owning relationships and ensuring new contractors have synergy and sympathy with the Church of England's ways of working.
- Forward plan overall M&E work and oversee reviews of specific streams of funding and ensure the effective gathering of independent feedback from grantees.

- Work closely with the Head of Grants to make sense of the evaluations emerging in terms of overall Monitoring, Evaluation and Learning strategy and cost-effective use of budget.

Monitoring & Evaluation of the SMMI funding programme (working with the Diocesan Support Team, Churches and Networks Team, and Lead Strategy and Impact Analyst)

- Support programme design, through advising partners and dioceses on their theories of change and MEL plans for new funding proposals, ensuring dioceses and partners understand data collection approaches.
- Work with specific dioceses to agree an assurance framework which provides accountability on governance and outcomes for large awards.
- Lead on development of the SMMI shared outcome framework, with the Lead Strategy and Impact Analyst, and advise grantees on alignment with its policies.
- Advise on effective and efficient processes for conducting and assessing annual reviews to support adaptive programming, carried out by Vision and Strategy consultants or outsourced as agreed.
- Support the management of M&E data and reporting within the new Salesforce Grant Management Platform, Amp Impact.
- Support the gathering and dissemination of material, in line with the overall MEL strategy.

Learning and building an evaluative culture (working closely with the Insights and Engagement team)

- Synthesise and share learning from end of project evaluations evidencing the impact and lessons learnt from funding for the SMMI Board, and wider stakeholders.
- As demand arises from evaluations or thematic interest, provide support to learning communities led by the Insights and Engagement team.
- Support the dissemination of evaluations and material evidencing the learning of funding through the [Church Support Hub](#).
- Support a culture of learning and evaluative thinking in dioceses and partners, including learning plans.
- Provide technical support on monitoring of the CofE Vision and Strategy and other national Church funding as time allows.

Funding Strategy and Governance support

- Hold responsibility for the implementation of specific grants as allocated by the Head of Grants.

- Support the governance arrangements for the national Church funding, by preparing papers for the Strategic Mission and Ministry Investment Board and inputting to papers for other governance bodies.
- Work with the Grant Manager (Strategy and Governance) to help review new proposals, particularly the MEL plans of funding proposals and other aspects as needed, to support staff recommendations to the Strategic Mission and Ministry Investment Board.

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

Experience:

- Experience in developing and delivering M&E policy, advising on different methodologies and ensuring best practices in line with wider industry practice.
- Substantial hands-on experience in supporting the M&E, of a large and high-profile programme of work or funding process
- Experience in both advising on and direct support e.g. theory of change workshops, to develop M&E plans for large grant funded projects/programmes.
- Experience in undertaking review processes (such as developing and delivering learning workshops, interviews, focus group discussions).
- Experience of building excellent relationships and communicating effectively with staff and external stakeholders at all levels (including those at a senior level), demonstrating emotional intelligence, tact, and persuasive ability.
- Experience of disseminating the impact of and learning from substantial programmes of work (for example, delivering webinars, facilitating group learning etc..).
- Educated to degree level (or equivalent) or relevant experience.
- Strong numeracy and literacy skills, including report-writing (evaluative reports).
- Computer literate with a comprehensive working knowledge of Microsoft Office.

Skills/Aptitudes:

- Excellent oral and written communication skills.
- Highly attentive to detail, particularly in relation to monitoring and evaluation.
- Analytical mindset, and ability to provide actionable insights and recommendations.
- Strong report writing and summarising financial and qualitative information accurately, concisely, and clearly.

- Excellent planning and organising skills with proven ability to prioritise, manage time effectively (including meeting tight deadlines when required) and use initiative as appropriate.
- Ability to build rapport and trust with multiple stakeholders, including within short time-bound pieces of work such as funding reviews and workshops.

Personal Attributes:

- Accuracy and attention to detail with strong administrative capabilities.
- Highly pro-active, demonstrating resourcefulness and energy.
- Discreet and dependable in observing confidentiality.
- Friendly, co-operative, and diplomatic manner, with the ability to work well both on your own initiative and as part of a team.
- An understanding of the Christian faith and supportive of the Church of England's focus on growth.
- Desire and commitment to learn and develop in the role.

Circumstances:

- There is a requirement to undertake visits to other sites across England and a need for flexibility to work outside office hours as required.

Desirable

- Experience of reporting within a governance process to trustees and senior stakeholders, including drafting and presenting reports and financial reporting.
- Knowledge, understanding and strong interest in resourcing mission and growth across the Church of England.

Vacancy Summary

JOB TITLE:	Monitoring and Evaluation Lead
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	Vision & Strategy
GRADE:	Band 3 Standard Point
SALARY:	£59,248
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	1 day a week in the office
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:	Permanent
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?**

☐

ORACLE POSITION CODE:

8017357

COST CODE:

22510

PARENT POSITION:

Head of Grants