

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 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 Grants team manages 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 programme which provide funding to enable the

bold outcomes and strategic priorities of the Vision & Strategy to become a reality in parishes and communities.

What you'll be doing

The purpose of this role is to lead the management and governance of grant funding streams distributed by the Strategic Mission and Ministry Investment Board supporting the priorities and outcomes of the Church of England Vision and Strategy.

MAIN DUTIES AND RESPONSIBILITIES

Grant management

- Ensuring that the Strategic Mission and Ministry Investment programme and funding streams maximise their impact in relation to the outcomes and priorities of the Church of England Vision and Strategy.
- Leading the processes for the assessment of diocesan and partnership grant funding proposals, ensuring that all proposals are assessed against the Vision and Strategy funding criteria set by the Archbishops' Council and against the policies of the Board.
- Acting as Secretary to the Strategic Mission and Ministry Investment Board, ensuring consistently high agendas, quality papers and information are provided and supporting the Chair in their role.
- Providing excellent advice and support to the Vision and Strategy consultancy teams as proposals are developed on how diocesan and partnership proposals meet funding criteria and comply with policies.
- Authorising change requests against funding criteria set by the Archbishops' Council and policies set by the SMMIB within agreed authority limits.
- Supporting Board members by responding to queries, arranging pre-board briefing meetings and arranging visits to funded projects.
- Developing, overseeing and assuring policies, systems and processes which support good grant management including communication of outcomes grant agreements, change control and payments, and use of grant management system
- Overseeing the development of best practice methods and processes to monitor and evaluate the funding programmes and projects including the implementation and oversight of assurance and outcome frameworks, ensuring the completion of annual reviews of all grants and the commissioning and sharing of end of project evaluations.
- Overseeing the financial management of the grants programme - working with the Diocesan Support team and Churches and Networks team to track the pipeline of applications and with the Finance team to ensure awards and corresponding cash flows are tracked appropriately.

Communications and Reporting

- Publishing an annual report on the work of the Strategic Mission and Ministry Investment Board and contributing to the Archbishops' Council annual report
- Reporting regularly and providing briefings to the Archbishops' Council and Church Commissioners on the progress and impact of the grants portfolio

- Providing reports to or answering questions from General Synod members or Parliament on the grants programme and providing briefings as needed
- Contributing to internal and external communications activities relating to grant funding and the work of the Vision and Strategy team

Management and wider Responsibilities

- Leading a team of 5-7 people, supporting professional growth and living out the NCI values
- Contributing as part of the Vision and Strategy senior leadership team
- Contributing to the development of overall grant funding approaches, processes and systems for the NCIs
- Keeping up to date with changes to policies across the NCIs which impact the work of the team

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 and Experience

- Significant experience of management of a large and high-profile grant-making programme or funding process including financial management and reporting.
- Expertise on best practice in grant management and experience of developing and implementing and maintaining grant management systems and processes to support this.
- Experience of working at a senior level within a governance framework, including developing Board agendas, preparing and presenting high quality Board papers and reports to trustees.
- Experience of overseeing monitoring and evaluating for funded programmes and projects including embedding outcome and assurance frameworks and high quality reporting.
- Experience of leading and developing a high performing team.
- An understanding of the Vision and Strategy of the Church of England 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.

Skills and Abilities

- Strong analytical abilities, able to assimilate and analyse information quickly, identifying issues and priorities.

- Excellent relationship management and communication skills including experience of building and maintaining high quality relationships with trustees and senior colleagues
- The ability to present work attractively, persuasively and accurately, both spoken and in writing.
- Ability to think strategically, and to see both the wider picture and attend to detail
- Ability to meet 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 emotional intelligence, judgement, tact and discretion.

Qualifications & Training:

- Educated to degree level or equivalent or significant relevant experience.

Desirable

- Evidence of access to a strong network or body of expertise on grant making best practice

Vacancy Summary

JOB TITLE:	Head of Grants
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	Vision & Strategy
GRADE:	Band 2 Standard Point
SALARY:	£68,999
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Westminster
HYBRID WORK ARRANGEMENTS:	Minimum of 1 day per 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 type="checkbox"/> No <input checked="" 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?	<input type="checkbox"/>
ORACLE POSITION CODE:	8103675
COST CODE:	22510
PARENT POSITION:	Director for Vision and Strategy