****ROLE PROFILE FOR**

# **Project Manager - Learning Recommendations and Outcomes**

**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 Church of England is continually striving to improve its safeguarding practices. The 2020 report by IICSA on the Church highlighted failures in respect of child sexual abuse and, more broadly, the challenges facing the Church to get safeguarding right.

The Church’s aspiration is that safeguarding is not experienced and approached as a matter of administrative compliance. Rather, it should be what the Church is – something that flows from its core beliefs and values, part of its DNA.

The Church has made important and positive strides over recent years. There is, however, still much to be done to keep children and vulnerable adults safe, and to promote their well-being.

The Church is a complex collection of different bodies. Most of the safeguarding work is carried out locally within the 42 dioceses and cathedrals in England. This work is supported centrally by a National Safeguarding Team (NST).

**What you’ll be doing**

This post will have responsibility for applying a project management approach to the work of the National Safeguarding Steering Group (NSSG) Learning Recommendations and Outcomes Working Group. The Working Group will be required to scrutinise and recommend for sign off to the NSSG all outstanding recommendations from national Learning Lesson Review, Safeguarding Practice Reviews, national publications and independent audits (INEQE/ISAP). You will work with stakeholders from across the NCIs to ensure they are ready to present evidence for scrutiny in a timely and coordinated approach. Once this work is complete, you will prepare the Working Group to transition to business as usual in offering regular oversight, scrutiny and recommendations to the NSSG as national learning and recommendations are made.

This role sits within the Data Analysis, Research and Evaluation Unit, and its purpose is to support the Quality Assurance and Performance Manager in the operation oversight, status and outcomes of all learning recommendations.

## MAIN DUTIES AND RESPONSIBILITIES

You will be responsible for:

1. Taking full responsibility for tracking and managing the national learning recommendations, flagging any risks and issues, recording, and managing decisions, dependencies, and opportunities with the Quality Assurance and Performance Manager.
2. Assisting the coordination and development of national learning recommendations.
3. Facilitating the definition of project scope, goals and deliverables
4. Implementing and maintaining appropriate systems to enable effective planning and scheduling of project activities.
5. Tracking of project deliverables using appropriate tools
6. Provision of direction and report to operational teams
7. Maintaining constructive relationships with a broad range of internal and external stakeholders.
8. Developing and maintaining networks internally and externally, including national networks.
9. Identification and management of risk

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 using Microsoft Project or another equivalent Project Management Information System
* Good knowledge of Excel (e.g. pivot tables, diagrams, formulas)
* Good knowledge of project finance and budgeting
* 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
* Experience of 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

*Skills & Abilities:*

* Ability to be rational, objective and unbiased when making decisions and taking action
* Evidence of resilience, particularly under pressure
* Excellent report writing
* Dedication to customer service

*Qualifications & Training:*

* Educated to degree level in a relevant field (e.g. social science, mathematics & logic, engineering or computer science) or relevant and demonstrable work experience that enables demonstrating analytical skills and an understanding of managing people, operations, data, information systems, finance, policy and strategy.
* Formal qualification in Project Management e.g. PMP (PMI), Prince2 Practitioner (Axelos), PPQ (APM) or equivalent certification, or working towards it.

**Desirable**

* Understanding of the structures of the Church of England and sympathy with its work and aims.
* 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 - Learning Recommendations and Outcomes**

# **NCI ENTITY:** Archbishops' Council

**DEPARTMENT:** National Safeguarding Team

**GRADE:** Band 4 Standard Point

**SALARY:** £48,557

**WORKING HOURS:** 35

**PRIMARY OFFICE LOCATION:** Church House, Great Smith Street, Westminster, SW1P 3AZ

**HYBRID WORK ARRANGEMENTS:** Yes

**IS HOMEWORKING A REQUIREMENT**

**FOR THE ROLE?:** Yes [ ]  No[x]

**IF NOT A REQUIREMENT, IS THE**

**ROLE SUITABLE FOR HOMEWORKING?:** Yes [ ]  No[x]

**CONTRACT TYPE:** Fixed-Term

**IS A DBS CHECK REQUIRED?** [x]

**IF YES, WHICH LEVEL** Basic

**IS A FAITH-BASED GOR** [ ]  **APPLICABLE FOR THIS ROLE?**

**ORACLE POSITION CODE: 8104467**

**COST CODE:** 22382

**PARENT POSITION:** Quality Assurance and Performance Manager