

# THE NATIONAL INSTITUTIONS OF THE CHURCH OF ENGLAND

## MANAGING EMPLOYER: National Safeguarding Team

### Senior Project Manager

### JOB PROFILE

<b>JOB TITLE:</b>	Senior Project Manager
<b>GRADE:</b>	Band 3
<b>SALARY:</b>	£50,000 - £52,000 p.a (home based) or £55,000 - £57,000 p.a. (London/hybrid)
<b>COMMITMENT:</b>	12 month fixed term contract
<b>LOCATION:</b>	Church House, Westminster or may work remotely
<b>ACCOUNTABLE TO:</b>	Deputy Director, National Safeguarding Team (NST)
<b>ACCOUNTABLE FOR:</b>	Project Staff
<b>RESPONSIBLE FOR:</b>	Successful delivery of the project outputs and for ensuring that such outputs will enable the organisation to realise the expected benefits according with the project specification. It includes Planning, Delivery and Review/Closure of specific safeguarding projects, while ensuring the continuous alignment of the project with Guidance and NCIs organisational strategies as well as with the general ongoing commitments of the organisational and departmental goals.
<b>KEY RELATIONSHIPS:</b>	National Director for Safeguarding, Deputy Directors within the NST, Trustee bodies, Bishops, Diocesan employees, NCI colleagues in various teams, project stakeholders.

#### BACKGROUND:

The National Safeguarding Team provides professional safeguarding advice to the Church of England on matters of national policy as part of its wider transformation plan, which includes the development and implementation of national policy, training, quality assurance and audit, and work with survivors. The national safeguarding team also leads complex casework and supports dioceses in their safeguarding of children and adults.

The National Safeguarding Team plans to undertake a procurement process for a safeguarding-related service. There is a requirement for a Senior Project Manager who would be responsible for the execution of the activities related to defining, planning and delivering the procurement project to time, cost and quality in accordance with the steer provided by the Senior Responsible Officer. They are responsible for leading the project and actively engaging with the project stakeholders to ensure the achievement of the project objectives. It includes being responsible for monitoring and reporting, risk and issue management, benefits management and stakeholder management.

The role will work with multiple NCI departments involving for example HR & Payroll, Finance & Resources, Legal, among many others as well as Safeguarding Bishops and other stakeholders.

## **KEY RESPONSIBILITIES:**

- Leading on the planning and monitoring of the procurement process, working with internal and external colleagues and third parties to develop end to end oversight from requirements gathering to contract sign off and implementation.
- Leading on the direct management and delivery of the project
- Activity and resource planning
- Cost estimating and developing and tracking the budget
- Tracking of project deliverables
- Monitoring and reporting at all levels in the organisation
- Analysing and escalating project risks and issues and planning corrective actions to mitigate those
- Producing and managing reports and necessary documentation
- Manage resource allocation and capacity
- Acting as a project advocate and main project representative
- Ensuring effective working relationships with key colleagues within the NST
- Working closely with communications representatives in regards to all stakeholder communication
- Working closely with NCI procurement to ensure the procurement process follows NCI policy
- Liaising with different NCI departments to ensure arrangements for input to the project
- Lead on vendor liaison by setting communication and reporting standards, actively chasing for important deliverables and being the key project expert
- Managing outputs validation with senior stakeholders
- Managing the closure of the project and transfer into Business as Usual (BAU)
- Quality assurance
- Setting standards for communication consistency
- Strategic and operational stakeholder engagement, relationship building and communication
- Identification and management of risk
- Coaching and providing guidance to project team members
- Compliance with the NCIs Project Management Framework and best practice
- Providing project updates to all required governance bodies.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. 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.

## **PERSON SPECIFICATION:**

### **Knowledge, Skills and Experience**

- 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
- Proven experience in project procurement, including managing the drafting of the ITT documentation, requirements gathering oversight and being responsible for planning and monitoring the process from end to end, including contract negotiation and implementation.
- Proven experience successfully managing projects from start up to close.
- Proven experience successfully project managing procurement processes
- Experience using Microsoft Project or another equivalent Project Management Information System
- Good knowledge of Excel (e.g. pivot tables, diagrams, formulas, Gantt charts)

- Good knowledge and experience of project finance and budgeting
- Good analytical skills and attention to detail
- Excellent writing and verbal communication skills
- Experience of reporting to project boards and wider governance arrangements
- Proven track record of proactively delivering successful results
- 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
- Ability to adapt and take a pragmatic approach in order to obtain an effective outcome
- Dedication to customer service
- Ability to be rational, objective and unbiased when making decisions and taking action

#### **Desirable**

- Experience of managing both technical and non-technical projects
- 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.

## GENERAL INFORMATION:

### **Who we are and our values**

*We in the National Church Institutions support the mission and ministries of the Church locally and throughout England. We work together in our teams, with those who serve in Parishes, Dioceses, Schools and other ministries and with our partners at a national and international level.*

*We have developed our NCI 'people' values which are below, and we work with these regardless of whether we are of Christian faith, another faith or no faith;*

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|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellence:</b><br>we take pride<br>in doing a<br>good job | <ul style="list-style-type: none"><li>• Understand the needs and expectations of those we serve and support</li><li>• Take personal responsibility for solving problems and learn from what we do</li><li>• Support what works but be open to and welcome change where it's needed</li><li>• Work with others to get the best Result for those we serve and support</li></ul> |
| <b>Respect:</b><br>we treat<br>everyone with<br>dignity       | <ul style="list-style-type: none"><li>• Value people for who they are and embrace our differences</li><li>• Listen and learn from each other, regardless of who or what we are</li><li>• Set clear, realistic and fair expectations</li><li>• Recognise achievement and support each other</li></ul>                                                                          |
| <b>Integrity:</b><br>we are<br>trustworthy                    | <ul style="list-style-type: none"><li>• Do what we have said we will do</li><li>• Take accountability for what we do</li><li>• Be open and straightforward with ourselves and others</li><li>• Celebrate behaviours that support our values and challenge those that don't</li></ul>                                                                                          |

Our training, policies, procedures and practices are all intended to support behaviours in line with our values and we expect all staff to uphold these.

### **Diversity**

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

### **Standards of Behaviour and Conduct**

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

### **Health and Safety Responsibilities**

The NCIs take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy.

### **Confidentiality**

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.

## **TERMS OF EMPLOYMENT:**

<b><i>Starting Salary:</i></b>	Salary starts at the probationary point of £50,000p.a. (home based) or £55,000 p.a. (London/hybrid) On satisfactory completion of the probationary period the salary will rise to the standard point for the band of £52,000 p.a. (home based) or £57,000 p.a. (London/hybrid)£50,292p.a.
<b><i>Pension Contributions:</i></b>	<p>Non-clergy staff will be admitted to the Church Administrators Pension Fund (CAPF, DC Section). Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the CAPF scheme.</p> <p>There is no contracting – out certificate under the Pension Schemes Act 1993 in force for this employment in relation to the CAPF and CEFPS. Both CAPF and CEFPS members are contracted-in to the State Second Pension.</p>
<b><i>Hours of Duty:</i></b>	Normal hours of work are 35 per week, Monday to Friday with an hour’s unpaid break for lunch.
<b><i>Annual Leave:</i></b>	25 days paid leave per leave year. This is exclusive of public holidays and additional holidays approved by your employer. The leave year runs from 1 <sup>st</sup> January to 31 <sup>st</sup> December.
<b><i>Season Ticket Loan:</i></b>	Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.
<b><i>Contract:</i></b>	The post is offered on a fixed term contract, subject to a three month probationary period.