

Job Description

Job Title	Project Manager (INEQE Audit)
Workplace	Derby Church House, Full Street, Derby, DE1 3DR
Hours	14 Hours per week (ideally over 2 set days a week)
Accountable to	Director of Safeguarding
Accountable for	None

Job Purpose	<p>The Project Manager will lead and coordinate all organisational preparation activities for the INEQE audit. This role ensures that evidence gathering, documentation, action tracking, and cross-departmental engagement are delivered to a high standard and within required timescales. The postholder will drive project discipline, create structured workstreams, and ensure compliance with audit requirements, supporting a culture of safeguarding excellence.</p> <p>The role is critical to ensuring the organisation is demonstrably audit-ready, with clear assurance for senior leaders and the Bishop's Council.</p>
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Key Responsibilities

Project Planning & Delivery

- Using recognised project management tools and methodologies
- Develop and maintain a comprehensive INEQE preparation and readiness project plan.
- Review INEQE reports and their recommendations, interpreting and advising on what needs to be done to ensure compliance.
- Oversee multiple workstreams (policy, training, governance, safer recruitment, case management, DSL activities, record keeping, etc.).
- Create and manage a central evidence repository ensuring accuracy, version control, and audit compliance in full accordance with GDPR and Data Protection regulations. This includes risk logs, escalation routes and readiness assurance checks, including formal readiness reviews and evidence gap analysis.
- Track preparation progress and escalate risks, delays, or gaps in evidence.
- Take ownership of risk and dependency management.

Coordination & Communication

- Facilitate regular project meetings, producing agendas, minutes, and action logs.
- Coordinate contributions from relevant departments across the Parish Support Team and hold stakeholders accountable for actions.
- Prepare clear briefings for senior leaders, including RAG reports, committee reporting and readiness assessments.
- Ensure the INEQE audit requirements are understood organisation-wide and communicated effectively.
- The postholder will have delegated authority from the Director of Safeguarding to request information, set deadlines, and escalate non-delivery.

Evidence & Compliance Management

- Review, quality-check, and format supporting documents before submission.
- Work with the DSO to collate case studies and demonstrate good practice.

Process Improvement

- Identify safeguarding process gaps arising from audit preparation and recommend proportionate, achievable improvements.
- Support the implementation of new safeguarding systems, tools, or documentation.
- Capture learning through the audit process and contribute to post-audit improvement planning.

Right to Vary Job Description

- This Job Description may be reviewed regularly and is subject to variance. If any amendments constitute a material change in the level of your responsibilities or the skills and competencies required, the salary level will be re-evaluated. You will be consulted with on any contractual changes.
- In order for you to fulfil the requirements of the post you may be required to undertake training leading to recognised qualifications from time to time.
- You may be required to undertake other tasks that are assigned to you that the DBF might reasonably expect to be within your competence and grade.

Acceptance

Name:	Signature:	Date:

Person Specification

Selection Criteria	Essential	Desirable	Assessment
Key Skills and Experience	Proven experience in project management	Experience working within safeguarding,	Application form and interview

	<p>within education, safeguarding, compliance, or regulatory contexts.</p> <p>Strong organisational and planning skills with the ability to manage complex, multi-strand projects.</p> <p>Excellent communication skills with the ability to engage stakeholders at all levels.</p> <p>Ability to analyse information, identify gaps, and drive solutions.</p> <p>High attention to detail and accuracy in documentation and evidence management.</p> <p>Experience developing project documentation (project plans, risk logs, action trackers, dashboards).</p> <p>Ability to work under pressure, manage competing deadlines, and maintain discretion and confidentiality.</p> <p>Proficient with Microsoft 365, especially SharePoint, Planner, Excel, Teams, and PowerPoint.</p>	<p>education, charity, local authority, or diocesan environments.</p> <p>Knowledge of safeguarding compliance frameworks (KCSIE, Working Together, diocesan safeguarding standards).</p> <p>Formal project management training (e.g., PRINCE2, Agile, APM).</p> <p>Experience preparing for audits, inspections, or assurance processes.</p> <p>Experience working with senior leaders, committees, or governance bodies</p>	
Personal Attributes	Calm, organised, and solution-focused.		Application form and interview

	<p>Able to build strong, positive relationships across varied teams.</p> <p>Resilient with a “can-do” attitude. Committed to maintaining the highest safeguarding standards.</p> <p>Discreet, trustworthy, and professionally curious.</p> <p>Ability to deliver structured project outcomes effectively within limited, part-time hours</p>		
Beliefs (Where there is a GOR)	Comfortable working in a Church environment and empathic to the values of the Church of England.		Application form

Disability Confident Employer



The Diocesan Board of Finance is a disability confident committed employer. If you have a disability and require adjustments to do this role, please let us know. We are committed to offering an interview to disabled people who meet the minimum criteria, and to supporting existing employees who have a disability