



JOB DESCRIPTION

Director of Change and Renewal

Reporting to:	Bishop of Truro
Responsible for:	Programme Manager, Programme Officer(s), On the Way Advisor
Location:	Home working and Church House, Truro
Standard Working Hours:	21-28 per week. Attendance at some evening/weekend meetings/events will be required.
Salary:	£45-50,000 pro rata
DBS check required for this role?	No

Introduction

The Diocese of Truro has embarked upon a significant programme of change to achieve fruitfulness and sustainability for the Church in Cornwall, the Isles of Scilly and two parishes in Devon. From 2021, every deanery has been working to create and implement plans for mission and ministry using an approach called '[On the Way](#)', which sees lay and ordained leaders seeking God's call for their churches. In addition, we are changing the way funds received from the Church Commissioners for areas of economic deprivation (Lowest Income Communities Funding - LICF) are spent in and with the communities for whom it is intended. In addition, both the national church and diocese are continuing to invest in mission projects, notably '[Transforming Mission](#)'. In order to oversee these and future developments, we are now recruiting a team to work with the bishops and other leaders to support and assure effective implementation of our plans now and in the years to come.

Overall purpose of the job

The Director of Change and Renewal will provide the overall direction and leadership for significant change projects in the Diocese of Truro, ensuring their successful implementation and effectiveness.

Key responsibilities

1. Leadership of Change & Renewal Programme

- a) Share in discerning God's calling to the Church, seeking God's blessing and leading the implementation of the consequent change.
- b) Ensure an ongoing commitment and focus for change at all levels, contributing as a member of Episcopal College (Bishop's Staff) to the discernment and development of diocesan strategy
- c) Maintain alignment of the Change & Renewal programme (and its constituent projects) with the diocese's strategic direction, including through participation in diocesan governance structures, for example, by attending Diocesan Synod and Bishop's Diocesan Council
- d) Accountable for the programme successfully delivering the expected outcomes on time and within budget
- e) Represent the diocese to external funders, including the Church Commissioners, for which the Director of Change & Renewal is the main point of reference, and assure the quality of applications for external funding.

- f) To lead and participate in Christian worship and prayer as an essential element of leading change in the Church.

2. Programme Management and Communications

- a) Lead and embed good and consistent programme and project management practice in the organisation
- b) Oversight of the programme and projects, proactively monitoring progress and ensuring delivery to agreed quality, time and budgets.
- c) Manage the relationships with key stakeholders keeping them engaged and informed
- d) Manage the key strategic risks facing the programme
- e) Ensure dependencies between projects are managed, identifying constraints and working to overcome them with key stakeholders
- f) Report progress to senior stakeholders at regular intervals, including tracking the delivery of outputs and outcomes.
- g) Ensure that appropriate project management arrangements are in place for the production, revision and implementation of Deanery Plans, to create a culture of discernment, accountability and delivery
- h) Be the main decision-maker when interpretation or modifications to the Deanery plans are required, authorising changes or referring them to the Programme Board as appropriate

3. Establishment and Management of Programme Office

- a) Draft a Programme Definition and other relevant documents and obtain their approval
- b) Establish a Programme Office as described in the Definition Document
- c) Manage Programme Office staff in accordance with diocesan policies, thus ensuring the effectiveness of the programme
- d) Manage the budget for the Programme Office

4. Health & Safety

- a) Adhere to the Diocese's Health & Safety policy and procedure as well as any other related laws, and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

5. Safeguarding

- a) To adhere to the Diocese's safeguarding policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with your own safeguarding training at the level appropriate to the role.

6. General

- a) Undertake other duties, as may be required from time to time, to ensure the effective and efficient fulfilment of the role
- b) Undertake relevant training required to best carry out the role
- c) Participate in organisation-wide meetings, away days, etc.

This job description is a summary of the key areas of responsibility in the job, and not intended as a definitive statement of job content. It will be reviewed periodically, and may be subject to amendment.

Person Specification

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Substantial experience of enabling organisational change through programme management and embedding these changes firmly in an organisation • Proven ability to lead large scale engagement programmes featuring a diverse range of stakeholders from different disciplines and with differing viewpoints • Experience of successful team and people management 	<ul style="list-style-type: none"> • Experience of leading successful change programmes in the Church of England
Qualifications and Training		<ul style="list-style-type: none"> • Relevant Programme and Project Management qualification(s)
Knowledge, skills and abilities	<ul style="list-style-type: none"> • Strong leadership and influencing skills, with the ability to bring order to complex situations and find innovative ways of solving or pre-empting problems • Good knowledge of techniques for planning, monitoring and controlling programmes and projects, including risk and issue management • Ability to think strategically and act pragmatically; able to produce plans and deliver results without losing sight of the strategic context • Strong written and verbal communication skills, including the ability to tailor words and pictures to different audiences and present credibly to senior leadership teams • Change management skills and the ability to promote good practice, deal with conflict and address barriers or resistance to change • Understanding of, and commitment to, the safeguarding of children and those vulnerable in society • Excellent IT skills 	<ul style="list-style-type: none"> • Understanding of the organisational structure, breadth and dynamics of the Church of England
Personal qualities	<ul style="list-style-type: none"> • A desire and ability to serve the church in the Diocese of Truro, sharing our value, and committed to enabling spiritual and numerical growth 	<ul style="list-style-type: none"> • Demonstrable evidence of having helped grow churches

Other	<ul style="list-style-type: none"> • Able to work flexibly including some evenings and weekends • Genuine understanding of, and commitment to, equality, diversity and inclusion • It is an occupational requirement under the 2010 Equality Act, Part 1, Schedule 9, that the jobholder is, whilst not necessarily an Anglican, a practising Christian. • Able and willing to travel across the Diocese when necessary 	
-------	---	--

April 2022

