

DIOCESE OF EXETER

Grow in Prayer | Make New Disciples | Serve the People of Devon with Joy

ROLE DESCRIPTION

DETAILS	
Role Title	Project Officer (Pray, Grow, Serve 2035)
Department	Strategic Programmes
Reports to	Project Manager (Pray, Grow, Serve 2035)
Contract Type	Fulltime, 3 Year Fixed Term This role is funded through Church Commissioners' funding available for up to five years in support of the Pray, Grow, Serve 2035 programme. The appointment is therefore offered on a fixed term contract for an initial period of up to three years. Any extension would be subject to the continuation of funding and is not guaranteed.
Hours	36.25 hours per week (1.0 FTE)
Normal Place of Work	The Old Deanery, The Cloisters, Exeter, EX1 1HS, with travel expected throughout Devon, including Plymouth and Torbay and potential for hybrid working arrangements by agreement.
Responsible for	N/A
Date of Issue	June 2026

NATURE OF WORK

Role Purpose:

In conjunction with the Strategic Programme Manager and Strategic Project Officer:

- Support the planning, delivery and data collection of the Diocese's Pray, Grow, Serve 2035 vision and strategy.
- Provide first-line support for on-the-ground clergy and lay staff who are funded by the programme.
- Administer and monitor the project plan via Microsoft Planner.
- Collect data on project progress.
- Escalate tasks and issues to Pray, Grow, Serve 2035 programme board and leaders of its working groups, and communicate frequently to ensure tasks are completed on time.
- Record minutes and action points during meetings.
- Administer project email inbox.

**Key Aspects of Role:**

The Administrator role requires a degree of proficiency across the domains of:

- Administration (project management systems, arranging meetings, minute taking).
- Data and progress tracking.
- Communication (email inboxes, phone lines).
- Relationship building.
- IT systems.
- Knowledge of the Church of England and the county of Devon.

The Project Officer roles will require to apply for a Basic Certificate from the Disclosure and Barring service in connection with this role.

Key Relationships:

The job reports to the Strategic Programme Manager / Strategic Project Officer and will work closely with:

- Strategic Programme Manager / Strategic Project Officer
- Bishops of Crediton, Exeter and Plymouth
- Archdeacons of Barnstaple, Exeter, Plymouth and Totnes
- Mission & Ministry department
- Communications & Engagement department
- Clergy and lay staff employed who are funded by the programme
- Senior Vision and Strategy Consultant (Church of England)
- Monitoring and Evaluation Lead (Church of England)

Role Area	Main Duties and Responsibilities
Strategic project administration	<ul style="list-style-type: none"> • Oversee and administer the project plan via <i>Microsoft Planner</i>. Create and assign tasks, update with notes, track progress, monitor deadlines, prompt others to engage with the system and complete tasks.
Data and information collection	<ul style="list-style-type: none"> • Using tools developed by the Church of England's data services team, liaise with on-the-ground clergy and lay staff to collect important data to track the outcomes of the project. • Capture good news stories to be included in reports on the project.
Relationship Building	<ul style="list-style-type: none"> • Be the first point of contact for clergy and lay staff paid by the programme. • Listen to stories from clergy and lay staff and relay them to the appropriate people.
General administration	<ul style="list-style-type: none"> • Monitor project inboxes and answer/escalate all emails. • Setup online and in-person meetings for the <i>Pray, Grow, Serve 2035</i> programme board, working groups and others. • Write minutes and action points during meetings. • Upload and organise files to <i>Microsoft SharePoint</i>.
Safeguarding	<ul style="list-style-type: none"> • Ensure all Diocesan Safeguarding Policies and procedures are adhered to. • Own safeguarding training to Foundation Level C1.



Equality and Diversity	<ul style="list-style-type: none"> • Role model inclusive behaviours in day-to-day working practices. • Work in accordance with diocesan policies of equal opportunity.
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PERSON SPECIFICATION

The following areas outline the qualifications, training, experience, and technical abilities beneficial for this role.

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Possess a demonstrable level of intellectual ability in a relevant subject. 	<ul style="list-style-type: none"> • Educated to a degree level or equivalent (any subject).
Experience	<ul style="list-style-type: none"> • A working knowledge of the Church of England. 	<ul style="list-style-type: none"> • A working knowledge of the Diocese of Exeter.
Technical	<ul style="list-style-type: none"> ▪ Experience in an administrative role. ▪ Experience in taking minutes. • Previously held an office role. 	<ul style="list-style-type: none"> • Work or voluntary experience in the charity sector.
General Requirements	<ul style="list-style-type: none"> ▪ Proficiency in Microsoft software (Outlook, Word, Excel, PowerPoint, SharePoint, Planner, Teams). ▪ Able to organise work and priorities, coordinating with in-house team and external stakeholders to support the development and delivery of <i>Pray, Grow, Serve 2035</i>. • Excellent interpersonal and communication skills with proven ability to communicate effectively and persuasively to a wide range of audiences. 	
Personal Requirements	<ul style="list-style-type: none"> ▪ Proactively call county-wide stakeholders to collect data, information, and local stories. ▪ Receive incoming enquiries and telephone calls, dealing promptly and courteously with enquires. ▪ Ensure all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately. 	<ul style="list-style-type: none"> • Some understanding of how the belief systems which shape the life of the Church may affect safeguarding work in the Church of England.



	<ul style="list-style-type: none"> ▪ Sensitive to the different cultures, traditions and activities within the Church, and work in a way which is consistent with the Five Guiding Principles in the House of Bishops' Declaration on the Ministry of Bishops and Priests; maintain a consistent approach to clergy and non-clergy matters. • Commitment to anti-discriminatory practices within the Church of England's legal context. 	
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ROLE COMPETENCIES

The following competencies outline the typical strengths, abilities, and behaviours expected to fulfill the role.

Setting Direction	Seeing the Big Picture:	<ul style="list-style-type: none"> • Gain understanding of the <i>Pray, Grow, Serve 2035</i> programme and its anticipated outcomes.
	Changing and Improving:	<ul style="list-style-type: none"> • Quickly develop an understanding of our processes and procedures.
	Making Effective Decisions:	<ul style="list-style-type: none"> ▪ Ability to make decision commensurate with the role.
Engaging People	Leadership:	<ul style="list-style-type: none"> • Develop strong working relationships with archdeacons and <i>Exeter Diocesan Board of Finance</i> staff.
	Communicating and Influencing:	<ul style="list-style-type: none"> • Effective collaboration across different teams.
	Working Together:	<ul style="list-style-type: none"> • Develop administration, communication and potential management skills through day-to-day working interactions.
Delivering Results	Developing Self and Others:	<ul style="list-style-type: none"> • Strong attention to detail.
	Managing a Quality Service:	<ul style="list-style-type: none"> • Managing multiple simultaneous changes.
	Delivering at Pace	<ul style="list-style-type: none"> • Gain understanding of the <i>Pray, Grow, Serve 2035</i> programme and its anticipated outcomes.