

## 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 Ministry Development Team (MDT) currently consists of 41 people within the Archbishops' Council. We are nationally responsible for ensuring that there is a pipeline of lay and ordained ministers together with their terms of service and the development of future and current senior leaders to meet the missional needs of the church. As such we have a key role to play in the delivery of our national [Vision and Strategy](#) in which we aspire to be a church which is Jesus Christ shaped and centred.

Our work requires us to work collaboratively with a wide range of stakeholders and partners including the 42 Church of England Dioceses, 20 Church of England Theological Colleges, the House and College of Bishops, the College of Cathedral Deans and the College of Archdeacons together with a range of universities and other external bodies.

The 30k Project is charged with enabling 30,000 new missionary ministers to enter ministry with children, young people and their families between 2023 and 2030. Of these, 27,000 will be volunteers and 3,000 will be employed. The project has three current workstreams: volunteers, training and formation, and existing ministers, with safeguarding and diversity as golden threads throughout the project. A fourth workstream focused on supporting the development of young leaders is under consideration. £4.5m was allocated in the 2023-25 triennium and a further £4.5m has been allocated for the next triennium.

The project team works across the NCIs and is part of the Lay Ministries team in the MDT and the project is overseen by a dedicated project board.

## What you'll be doing

The purpose of this role is to provide focal leadership for the 30k Project

### MAIN DUTIES AND RESPONSIBILITIES

- Under the direction of the Project Senior Responsible Officer (SRO) and the oversight of the 30k Project Board, provide focal leadership for the project so that it delivers on its objectives.
- Line management of the existing project team:
  - Project Support Officer (full time).
  - Communications (0.6 FTE).
  - Training and Formation Workstream Lead (full time).
  - Existing Minister Workstream Lead (currently 0.4 FTE but moving to 0.2 FTE from January 2025).
- Functional management of the Volunteer Workstream Lead (0.3 FTE) work within the project (they are part of the Vision and Strategy team).
- Ensure the project works well with other parts of the church, especially the National Society (Education), the national Vision and Strategy team and the National Safeguarding Team.
- Coordinate work with colleagues in the National Society and elsewhere to develop a proposal for a 'Young Leaders Workstream' and fully integrate any resulting work into the project.
- Supported by the Project Support Officer, ensure that the Project Board can fulfil their responsibilities, including by the provision of timely high quality papers to support good decision making.
- Financial management of the project within the budget proposed by the Project Board and approved by Archbishops' Council (cir. £1.5m pa).

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*

- A passionate commitment to the bold outcome of doubling the number of children and young people who are disciples of Jesus Christ by 2030 and specifically to the objectives of the project.
- A track record of effective team leadership.
- Experience of significant contribution to successful project(s).

#### *Skills & Abilities:*

- High levels of personal organisation.
- Strong written and oral communication.
- High levels of numeracy to enable confident management of a cir. £1.5m pa budget.
- Advanced stakeholder management skills to enable the project to flourish amongst a wide range of stakeholders including theological colleges, parachurch organisations and especially dioceses and Bishops.
- Well developed emotional intelligence to facilitate healthy working relationships in a geographically dispersed team/Board.

### Desirable

- A working knowledge of the 30k Project would be a significant advantage to enable the project to continue to make rapid progress towards its objectives.
- Experience of project management.

## Vacancy Summary

<b>JOB TITLE:</b>	<b>30k Project Leader</b>
<b>NCI ENTITY:</b>	Archbishops' Council
<b>DEPARTMENT:</b>	Ministry Development Team
<b>GRADE:</b>	Band 3      Standard Point
<b>SALARY:</b>	£59,248 pro rata
<b>WORKING HOURS:</b>	0.4 FTE / 14 hours per week
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Great Smith Street, London SW1P 3AZ
<b>HYBRID WORK ARRANGEMENTS:</b>	Will vary but typically one day per fortnight in the office
<b>IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>CONTRACT TYPE:</b>	3 years Fixed-Term
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8104419
<b>COST CODE:</b>	22460
<b>PARENT POSITION:</b>	Director for Ministry