

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 Church Commissioners supports the Church of England's ministry, particularly in areas of need and opportunity. We do this through responsible and ethical management of the Church of England's permanent endowment fund, a diverse investment portfolio which enables us to provide financial support for the Church, by helping to ensure funding is intentionally used for mission and growth.

In addition to managing the investment fund, the Church Commissioners supports the Church's mission and heritage by providing funding, sound frameworks, and expert advice in support of England's cathedrals, church buildings and Bishops' ministry.

What you'll be doing

The primary focus of this role is to deliver the Engagement Strategy for the Church Commissioners, which was agreed by the Church Commissioners' Board in 2024. You will work as part of Planning and Engagement Directorate, and with the broader Church of England communications team.

This role will plan, design and deliver all elements of the Engagement Strategy for the Church Commissioners. The key focus for this role is one of co-production, working at all times with diverse groups of stakeholders so that engagement products, ways of working and approaches are aligned with their needs and preferences.

MAIN DUTIES AND RESPONSIBILITIES

- Plan and deliver the Engagement Strategy as agreed by the Church Commissioners' Board, working at all times to the principles of co-design and co-production, and upholding best practice in accessibility and inclusion.
- Create materials, resources and events to support the understanding of a wide range of stakeholders about the work of the Church Commissioners.
- Initiate opportunities for stakeholders to input to communications plans, events and other areas of the Church Commissioners' work, and ensure excellent standards of transparency and accountability are employed in this.
- Support the development and delivery of key stakeholder events, such as the event that accompanies the AGM of the Church Commissioners; pipeline events for new staff and trustees; events relating to General Synod; and other corporate events for the organisation.
- Develop the skills and abilities of staff and governors to engage constructively with stakeholders.
- Develop policies, procedures and standards to improve day to day engagement with stakeholders, including how to respond to enquiries, complaints and concerns, and to maximise the quality of these engagements.
- Work collaboratively with communications teams and to develop approaches and communications to meet stakeholder needs.

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.

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

- Strong experience in co-design, co-production and stakeholder engagement.
- Confident ability to determine the best channel to achieve communications objectives.
- Be in sympathy with the aims of the Church of England and the aims of the Church Commissioners.
- Experience advising senior stakeholders and developing strategies.

Skills & Abilities:

- Proven experience in co-design and co-production, working with diverse groups of stakeholders, across a range of topics and in a range of contexts.
- Strategic communications abilities which enable the creation of complex communications strategies to support engagement with a complex organisation.
- Proven ability to plan and create messaging documents and communications products independently for target audiences, website, social media and other channels.
- Previous track record of planning and running events which are accessible for a wide range of stakeholders and which maximise stakeholder engagement.
- Ability to create messaging that takes into account the engagement needs of a diverse audience about a range of complex and contested areas.
- Ability to engage and work with a wide range of stakeholders at all levels of an organisation.
- Able to convey complex and highly sensitive messages about the Church of England effectively and with confidence.
- Track record of strategic and proactive communications.
- Excellent communication skills including written, oral, negotiation, influencing and presentation skills.
- Proven experience with facilitating internal contacts and ability to deal sensitively and diplomatically with senior stakeholders.
- Excellent IT skills including Microsoft Teams, Outlook (Calendar and e-mail), Excel, digital platforms and a range of social media.

Vacancy Summary

JOB TITLE:	Engagement Manager
NCI ENTITY:	Church Commissioners
DEPARTMENT:	Church Commissioners Secretariat
GRADE:	Band 2 Standard Point
SALARY:	£68,999
WORKING HOURS:	35 hours per week
PRIMARY OFFICE LOCATION:	Church House, Westminster, SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	2-3 days in office per month, or as required
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8104042
COST CODE:	11103
PARENT POSITION:	Director of Planning and Engagement