

About the National Church Institutions (NCIs)

The National Church Institutions support the mission and ministries of the Church of England in its vision to be a church, centered on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder. We are looking for a colleague to join our National Ministry Development Team (MDT) as a Programme Coordinator. This role is focused on supporting the development of the Christian leadership capacity we need to pursue this ambitious vision and strategy.

The 'priority of priorities' that has emerged from this national Vision and Strategy is to 'Double the number of children and active young disciples across the Church of England by 2030'. There are a number of initiatives for clergy and lay people serving this goal across different national departments, but this particular role is to be responsible for supporting the continued outsourcing and oversight of a number of Incumbents' Leadership Programmes (ILPs) currently being piloted, plus the nomination and onboarding of participants. These programmes resource incumbents in their church leadership, especially to lead their church or churches in ways that grow ministry with Children, Young People and Families (CYPF). The expectation is that growth should occur in numbers of CYPF, in opportunities to encounter God and in welcome of younger generations.

The intention is that these ILPs move from being pilots to becoming business as usual over the next two years.

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 Leadership Development Team (LDT) sits within the wider Ministry Development department. The LDT provides leadership development for clergy across the arc of their ministerial life in the Church and works closely with Dioceses to identify and support those with the potential for senior office/wider responsibility. It co-ordinates the support to the Diocesan Bishops' Ministerial Development Review (MDR) process. It also oversees a range of Incumbents' Leadership Programmes, being developed to enable incumbents to lead their church(es) in ways that help ministry with Children, Young People and Families (CYPF) to grow.

The post-holder will support the work for establishing and developing these Incumbents' Leadership Programmes (ILPs), as well as taking on wider LDT duties as required. Effective coordination for these programmes is essential.

What you'll be doing

Provide project, logistical and administrative support to the Incumbents' Leadership Programmes, in the Church of England. Ensure that all stakeholders receive a high quality and efficient service and experience during a process of nomination and onboarding.

You will be line-managed by the Senior Programme Lead and work closely with them and the Project Manager to develop and offer the various ILPs from the start to finish of each programme, including regular monitoring and evaluation.

MAIN DUTIES AND RESPONSIBILITIES

Work closely with the Senior Programme Lead and the Project Manager to develop and offer the various ILPs from the start to finish of each programme, including regular monitoring and evaluation.

STAKEHOLDER RELATIONSHIPS

- Work closely with the Senior Programme Lead on excellent communications for all stakeholders including designing and sending regular newsletters to all delivery partners
- Organise quarterly Learning Community gatherings for all delivery partners. For the two onsite gatherings, book venues and catering, and coordinate all payments and expenses.

GOVERNANCE

- Track and deal with Grant Invoices and relevant expenses requests for all Delivery Partners, ensuring they are sent in and paid out on time. Set up new vendors in the procurement system when necessary.

PROMOTION AND ONBOARDING

- Work with the Senior Programme Lead on advertising and information communications, including setting up introductory webinars for the ILPs.
- Track contact with all diocesan stakeholders, setting up conversations between them and the Programme Lead each September-December. Prepare all the paperwork for each diocese for nomination of c. 500 total participants of the ILPs. Input into policy decisions about working with dioceses.
- Track all the promotion and nominations communications to dioceses, the numbers of people nominated and keep delivery partners updated with numbers.
- Manage and identify ways to streamline the logistical and administration requirements for onboarding and events for the ILPs for several hundreds of participants.
- Track the filling in of onboarding documents by every participant. Send all contact information to delivery partners in good time for the start of the programmes. With the other team members, respond to enquiries as they come in.

MONITORING, EVALUATION AND REPORTING

- Manage a comprehensive monitoring and evaluation system, collecting regular feedback from:
 - all participants across the ILPs;
 - all delivery partners;
 - the dioceses involved.
- Working closely with the Project Manager, send anonymised reports to Delivery Partners after the agreed milestones.
- Support the Senior Programme Lead in liaising with other departments around all the national work on ‘doubling the number of children and active young disciples by 2030’ priority of priorities of the Church of England.
- Maintain and develop records on the Learning Management System or other onboarding software, designing and writing content as necessary.

BUDGETING AND FINANCE

- Working with the Senior Programme Lead and Project Manager, keep the budget updated and help to track costs and forecasting across this triennium’s funding allocation (2023-2025) and on into the next triennium.
- Liaise with the ministry finance officer when necessary.
- Support the provision of regular updates to the Head of the Leadership Development Team on spend and commitments to ensure that expenditure is within budget.

LEADERSHIP DEVELOPMENT TEAM

- Meet with other programme delivery personnel across the LDT regularly.
- Monitor the shared inbox and assist in day-to-day team support, including some out-of-hours duties on event days.
- Use the Microsoft Office suite of software to draft, produce and create and update project plans and timelines, agendas, communications, and presentations, in consultation with the Senior Programme Lead and Project Manager. These activities will support the delivery and reporting of programmes, within and outside the team as well as to governance committees.

EXTERNAL RELATIONSHIP MANAGEMENT

- Support the Senior Programme Lead in their work with representatives from Vision and Strategy, Lay Ministry and Growing Faith to ensure communications to stakeholders are as joined up as possible and to put on annual information/discussion events around all the work with CYPF across the NCIs.
- Help the Senior Programme Lead to stay in touch with the Diocesan Youth and Children's advisor's Network.
- Liaise closely with other teams delivering leadership development for incumbents across the LDT, specifically the Senior Leadership Development Programme and the Simon of Cyrene programme.

GENERAL ADMINISTRATIVE AND PROJECT SUPPORT

- Provide diary management support to the Programme Lead to arrange meetings (booking internal and external meetings with Zoom/Microsoft Teams/rooms, administration support, minutes of agendas and papers).
- Comply with all office procedures and guidelines, including those concerning the use of IT, confidentiality, and the protection/security of data.
- Contribute to the achievement of any collective (team/office/organisational) objectives and undertake such other duties and tasks as may reasonably be required.
- Be ready to undertake travel, have overnight stays in venues across the country and on occasion work outside of normal office hours to support the planning and delivery of events.

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

Skills/Aptitudes:

- Good at and enjoys planning and organising with a strong attention to detail
- Works well to deadlines
- Demonstrates a positive, proactive attitude to all tasks approached
- Has excellent communication skills, both written and verbal
- Possesses strong IT skills – Outlook, PowerPoint, Excel and Word
- Works comfortably with competing priorities – able to reprioritise work when required and use problem solving skills to deal with issues as they arise
- Enjoys being a team player, able to work well both within a team and individually
- Communicates well with senior colleagues and stakeholders
- Willing to be flexible, to allow working across various department activities
- Comfortable handling and analysing confidential and often complex data

Experience Required:

This role is pivotal in the smooth running of the department and personal attributes will be key to this role:

- Experience of planning and organising activities and/or events which support project work using software from the Microsoft Office suite – administrative duties as well as contributing ideas to improve the efficiency of processes/work
- Experience of managing budgets and tracking using relevant software for updating budget information
- Experience in designing e-learning content and virtual learning environments
- Experience of dealing with customers / stakeholders
- Experience working with highly confidential documents (using and storing).

Desirable

Skills/Aptitudes:

- Experience of using MS Teams or Zoom and the functionality of the software to support the delivery of on-line events and modules
- Confident in use of MS Project and MS Forms (or other on-line questionnaire/survey software)
- An interest in the subject of Human Resources or Learning and Development
- Experience of working with children and young people

Vacancy Summary

JOB TITLE:	Programme Coordinator
NCI ENTITY:	Archbishops Council
DEPARTMENT:	Ministry Development Team
GRADE:	Band 5 Standard Point
SALARY:	£38,918 GBP
WORKING HOURS:	35 Hrs.
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	1-2 days per month in office – more if specifically required
SUITABLE FOR FULL HOMEWORKING:	☒
HOMEWORKING REQUIRED:	☐
CONTRACT TYPE:	Fixed Term Contract for 12 months
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	☐ Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	☐
ORACLE POSITION CODE:	8017038
COST CODE:	22373
PARENT POSITION:	Head of Leadership Development