DIOCESE OF CHICHESTER
TO KNOW · LOVE · FOLLOW JESUS

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Programme Delivery Manager (0.8 role)
Department:	Strategic Programmes
Reports to:	Head of Strategic Programmes
Key working relationships:	Internal: Head of Strategic Programmes Strategic Programmes team Apostolic Life Team & Parish Support Team Programme Finance Department for Apostolic Life External: Leaders of churches with Diocesan Growth Programme (DGP) funding, especially in the Revitalisation Stream The Vision and Strategy Department at Church House, Westminster
Place of work	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

1.0 Main purpose of job

As part of the Strategic Programmes team ensure delivery and governance of the Diocesan Growth Strategy (DGS), with particular emphasis on the Revitalisation Stream.

The post-holder will support parishes in accessing funding and developing mission plans and ensure that they understand the key messages of the Growth strategy. To be a key point of liaison for parishes and participating project members for all delivery matters.

2.0 Principal duties

2.1 As part of the Strategic Programmes team, help parishes to develop DGP mission plans and gain approvals for them from the Revitalisation Board and the National Church of England Vision and Strategy team.

2.2 For assigned projects, assist Church leaders to create plans and use resources to deliver their committed outcomes.

2.3 Input into the processes for all phases of project delivery in the DGP including the proposal and approval stage, mobilisation and ongoing execution. Build and maintain strong relationships with parishes to understand their needs and enable them to engage effectively with the Growth Strategy.

2.4 Work with the Parish Support Team to make available resources that will help parishes develop their outreach and engagement.

2.5 Communicate the key messages of the Growth Strategy to parishes and key audiences

2.6 As part of the Strategic Programmes team maintain outcome trackers, risk logs, change logs and DGP learnings, escalating as required

2.7 Understand the project finance reporting to be able to advise Parishes

2.8 As part of the Strategic Programmes team, provide reports for the Revitalisation Stream Board and the Strategic Programmes Board, and inputs to other Boards reports as required.

2.9 Provide reports on Programme and Project delivery to other DBF Boards on an as-required basis.

2.10 Ensure that change logs are kept and maintained and actively participate in the generation and agreement of change requests.

2.11 Establish baselines at the start of each project to enable subsequent evaluation of both quantitative and qualitative goals, and to conduct a project evaluation at mid and full term of each strategic project in conjunction with the assigned Vision and Strategy representative to highlight successes, issues and key learning for the Diocese and the wider Anglican church.

2.12 Support all phases of the CYF stream as required and being a member of the CYF Panel

2.13 Responsibility may also include some non-SDF or DGP funded diocesan strategic projects that contribute to strategic outcomes.

3.0 General responsibilities

3.1 The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.

3.2 The post holder is required to:

- support the ethos, aims and objectives of Christianity, the Church of England and the diocese;
- keep up to date with developments in their area of work;
- participate in the performance management process;
- engage in training and continuous professional development activities.

3.3 The post holder will be required to travel across the diocese and to meetings in London.

3.4 The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.

3.5 The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.

3.6 This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

Review Date: November 2026

Signature of Employee:

Signature of Line Manager:

Next Review Date: November 2027

PERSON SPECIFICATION

Criteria		Essential	Desirable
Qualifications and Experience	Experience of leading complex, large programmes of work	✓	
	Successful delivery of project within a church and/or charity context		✓
	Good knowledge of techniques for planning, monitoring and controlling projects and programmes, including risk, change and issue management	✓	
Skills and Abilities	Strong written, verbal and interpersonal communication skills	✓	
	Ability to gather, interpret, and present learning and data to stakeholders.	✓	
	Ability to build constructive relationships across diverse teams	✓	
	Strong organisational skills with the ability to prioritise and meet deadlines	✓	
	Ability to write evaluation and progress reports for project against quality, cost and time	✓	
	Change management skills and the ability to promote good practice and address any barriers or resistance to change	✓	
	Strong literacy, numeracy and financial skills	✓	
	Proficient at using Microsoft Office 365 tools	✓	
	The ability to promote good practice and		✓

	address any barriers or resistance to change		
Personal qualities	Able to work effectively, strategically and collaboratively with strong characters	✓	
	Proactive, self-motivated and able to work independently	✓	
	Able to work as a member of a team and take the lead when necessary.	✓	
	Is a practising Christian in sympathy with the aims and mission of the Church of England.	✓	

Terms and Conditions

Place of work: The post is based at Church House, Hove. The post holder has the option to apply to use the diocesan remote working policy to work from home for part of the week.

Contract: Fixed term until 31st December 2030.

Probation: The appointment will be based upon a probationary period of six months during which it may be terminated by either party by one week's notice, and thereafter by three months' notice on either side.

Hours of work: this role is offered as 0.8 (30 hours per week) Our preference is that these hours are worked over 4 or 5 days.

Salary: The post is offered at a salary of £39,750 per annum (pro-rata FTE £49,688 pa) from 1st January 2027

Annual leave: A pro-rata entitlement to 28 days annual leave of which 3 days must be used between Christmas and New Year, plus a pro-rata entitlement to bank holidays and an additional 2 privilege days per year (Maundy Thursday and Christmas Eve if these fall on usual workdays).

Pension: The successful applicant will be offered a pension with the Church of England Pensions Board with a flexible employee contribution between 0-6% and an employer contribution of 15.1%.

Genuine Occupational Requirement: This is a post to which an Occupational Requirement under paragraph 1 of Schedule 9 to the Equality Act 2010 applies, the requirement being that the post holder is practising Christian.

Travel and evening work: This post may involve occasional travel around the Diocese and occasional work at weekends.