**Title:** Transformation Manager Fit for Mission

**Salary scale:**  £35,000-40,000 per annum depending on experience

**Hours**:35 hours per week, Monday to Friday

**Accountable to:** Diocesan Programme Manager

**Location:** Flexible location by agreement

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### Job Summary:

### To identify and develop new ways for the local church to flourish.

In the Diocese of Liverpool, we are working to be Fit for Mission, fit for the future. We successfully secured funding from the Church Commissioners and have begun an exciting six-year step change programme. This challenging programme involves meaningful change, changing culture, bringing diversity, growing leaders and rationalising admin.

Project and change management skills are essential to make this happen successfully and help create the conditions for the church to grow into a sustainable future.

**Key responsibilities include:**

You will be key to the success of the programme by managing key programme elements as well as project management aspects across the whole programme.

Some tasks included in your role are:

**Line Management**

You will line manage some staff within the Fit for Mission team including staff working on communications, measurement, general admin and finance. There may be flexibility to oversee change related to other areas, including buildings and support services, depending on your background.

**Planning and coordination**

You will liaise regularly with the change facilitators of each deanery team about the next steps they should be taking. So you will need to have a good handle on the programme planning which you will develop as we progress. In this way you will ensure good coordination across the programme and especially with the deanery and diocesan teams. Keeping momentum is a key outcome of this role.

**Scoping and documenting**

You will develop, and support other team members to write, clear project documentation (project narratives, role descriptions, tracking and reporting documentation etc) so that all stakeholders are well informed and delivery takes place in an orderly manner.

**Measurement**

You will ensure that our measurement framework reflects the goals of the programme (lead and lag), and ensure that measurement data is gathered and reported.

**Stakeholder Reporting**

You’ll ensure that programme reports are available as required (monthly, quarterly and yearly) for both internal and external stakeholders.

**Communications**

You’ll represent the programme to stakeholders as required, particularly to those deaneries who are in future cohorts. You will also oversee the comms strategy and manage comms staff.

**Governance**

You will be part of the programme management team and support the board.

**Learning**

As well as ensuring cross-fertilisation of ideas and learning between deaneries, you will ensure cumulative learning is developed / documented.

You will work closely with the whole Fit for Mission team who are based both in deaneries and at the diocesan office.

The post holder will undertake other relevant duties as may be requested from time to time and commensurate with the role.

**Who we are looking for**

We are looking for a passionate, energetic transformation manager who will relish this challenge and want to work with a variety of people to bring about the change. You will need a track record of delivery and of enabling those around you to hit key deadlines and project milestones. You will bring your experience, creativity and fresh perspectives to offer a fresh dynamism to the teams you engage with. You will need to grasp the big picture while keeping the detailed work on the right track.

Working closely with the Diocesan Programme Manager, you will be expected to bring your own creative and fresh perspectives to ensure the best possible solutions and outcomes.

You’ll be someone who

* does what they say they will do
* is emotionally intelligent and self-aware
* is able to make strong relationships
* looks for the best team results
* has a test and learn mentality
* is process driven but not a slave to it
* wants things to happen now, not in 6 months
* is obsessed with prioritisation and outcomes
* is willing to challenge the status quo
* is resilient and enjoys making work fun

**About Fit for Mission**

As a diocese we are on a trajectory, first defined in Bishop Paul’s paper ‘Fit for Mission’ (endorsed by Diocesan Synod and Bishop’s Council 2014) to have accountable, dynamic and missional leadership teams in every deanery. Bishops and Archdeacons are leading us forward to work more collaboratively across deanery-scale geography.

The Fit for Mission programme will provide focus and support to work together to face the significant issues that hold back mission and growth.

Fit for Mission will support each deanery in the Diocese of Liverpool to create their own future. There are five elements to this, and for each of them the programme will make available help and specialist resource:

1. A focus on developing our discipleship culture through training and support, including delivering ‘Cultivate’, a successful lay development programme which results in new worshipping communities and justice initiatives planted and existing ones revitalised.
2. Creating missional leadership teams of lay and ordained people over larger areas with responsibility for specific mission and worship communities.
3. Developing high quality support and accountability structures for all leaders.
4. Making sure buildings are fit for purpose, with buildings expertise available to assist in making good decisions on use, investment, or closure.
5. Work towards each deanery having one or two larger Parishes. Each larger Parish to have high quality support services, resulting in simpler administration, less bureaucracy and more mission.

For more information on Fit for Mission go to [www.liverpool.anglican.org/fitformission](http://www.liverpool.anglican.org/fitformission)

**About the Diocese of Liverpool**

The Diocese of Liverpool is the Church of England in a corner of the north west with churches from Southport to Widnes; Wigan to Warrington and throughout the city of Liverpool all working their hardest to fulfil our vision of asking God for a bigger church making a bigger difference with more people knowing Jesus and more justice in the world.

As we work towards that vision we have four priorities

1. Introducing people to Jesus
2. Deepening discipleship
3. Developing Christian leaders
4. Working for justice

The diocesan offices provide essential support services to our parishes with many specialist staff offering expert support to our frontline parishes. We have a reputation for being a creative organisation securing national church backing for a range of innovative projects.

We are a small, supportive team offering a flexible approach. We have adopted a hybrid model balancing office based with home-based working. We are serious about the work life balance with generous holiday allowances and access to an Employee Assistance Programme. Diocesan staff have a strong working relationship with Liverpool Cathedral and our offices sit in the shadow of this magnificent iconic building.

Liverpool Diocese is committed to treating our whole community with dignity and respect. We desire to represent diverse identities within our community whether this be by race, culture, religion, sexual orientation, gender, disability or social background of each person to ensure they fulfil their potential within a proactive, loving and caring environment.

For more information visit our website [www.liverpool.anglican.org](http://www.liverpool.anglican.org)

**Person Specification**

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| --- | --- |
| **Essential** | **Desirable** |
| **Experience** |  |
| Competent Change/Project Manager with associated experience | Experience in the voluntary sector. |
| Experience of faith communities | Experience in procurement / marketing. |
|  | Facilitation or coaching experience. |
|  | Experience of working in a Church context |
|  | Experience of the legal complexities of managing Church buildings. |
| **Knowledge & Skills** |  |
| Ability to build good relationships and maintain them while being persistent to ensure that the work gets done | Knowledge of the structures and organisation of the Church of England. |
| A proven problem solver with resilience and flexibility |  |
| High level of IT proficiency using Microsoft Office, especially Excel, Powerpoint, Word. |  |
| Proficient in using Microsoft Project |  |
| A good and effective communicator |  |
| **Personal Qualities** |  |
| Ability to take responsibility to ensure tasks are complete |  |
| Good with detail, a completer/finisher, but also able to facilitate the work of others |  |
| Able to prioritise tasks and manage own performance |  |
| **Qualifications** |  |
| A-level / BTEC qualifications which demonstrate ability in English and Maths. | Project Management qualifications |
|  | Degree level qualification |
| **Work Related Circumstances** |  |
| Shares the values and the ethos of the Church of England | A member of the Church of England. |
| Clean driving licence and use of own transport for travel between meetings across the area. |  |

**The post holder must be in sympathy with the aims and ethos of the Church of England. The post holder must also fully support the Values of the Diocese of Liverpool/Liverpool Cathedral.**