

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 Vision and Strategy Team has been established to support the whole Church in its embrace of and engagement with the national Vision and Strategy for the Church for the 2020s, and to support the implementation of the Emerging Church programme. The Vision and Strategy has three strategic priorities: to be a church of missionary disciples, to be younger and more diverse, and to develop a mixed ecology – doing church in varied forms and settings. The Vision and Strategy team consults on and the Funding and Learning sub-team manages one of the largest grant-making programmes in the country, with £100m + of Strategic Mission and Ministry Investment (SMMI) disbursed annually to support the Church's mission and ministry across England, prioritising investment in the most deprived communities. The SMMI funding includes the Diocesan Investment Programme (DIP) which provides funding for dioceses to enable the bold outcomes and strategic priorities of the Vision & Strategy to become a reality in parishes and communities through programme funding, and smaller Capacity grants. The SMMI funding also includes the People and Partnerships Funding, awarded to partners and networks to help overcome national challenges, by scaling up successful work or innovating, to better support the

local church in delivering the Vision & Strategy bold outcomes, and the Lowest Income Communities Funding to sustain and strengthen the Church's mission with low income and deprived communities.

The Funding and Learning team is also responsible for managing £300m+ portfolio of existing grants.

Key relationships are with the other sub-teams teams in the Vision & Strategy team, i.e. the Diocesan Support Team, and Churches and Networks Team and with Finance; Ministry Development; Diocesan leaders and their teams. The team supports the Strategic Mission and Ministry Investment Board which is responsible, on behalf of the Archbishops' Council, for distributing and monitoring grant funding.

What you'll be doing

The purpose of this role is to put in place and deliver excellent systems and support for grant management. The post holder will support the assessment and, where needed, the development of funding proposals and will develop high-quality reporting for key governance bodies. The post holder will support the Funding and Learning team's involvement in reviews of funded programmes, reporting on progress and will participate in learning visits to projects and programmes. The post holder will support effective communications about the portfolio of funded work to key stakeholders within the national Church institutions and externally.

Whilst this role is not primarily a front-facing role (the Diocesan Support Team and the Churches and Networks Team are responsible for working directly with dioceses and non-diocesan partners), the post-holder will have the opportunity to manage a portfolio of between 2-4 Innovation awards.

MAIN DUTIES AND RESPONSIBILITIES

Grant Operations Management

- Supporting the Vision and Strategy grant management function across all funding streams, with a particular focus on DIP Capacity funding, including developing recommendations on funding proposals and overall progress of the portfolio, to the Strategic Mission and Ministry Investment Board.
- Helping devise, implement and manage policies and processes to support the smooth operation of the funding programme.
- Supporting the management of the portfolio of funded programmes and projects, including assessing DIP Capacity funding proposals (and other funding proposals as required), including financial plans and budgets; preparing award letters and funding agreements; and assessing change requests.
- Supporting the testing and implementation of a grants management system (the first time such a system has been used in the NCIs) which will be put in place during 2025.
- Contributing to the development of best practice grant management processes across the NCIs.
- Contributing to the evaluation and learning work relating to the funding programmes, ensuring this is effectively communicated on the Church Support Hub, with a particular focus on Lowest Income Communities Funding and DIP Capacity funding.
- Helping create and support strategic learning communities to share learning from the funded programmes and oversee funding processes, as needed.

- Managing existing curacy funding grants and overseeing the implementation of the process to integrate these into Diocesan Investment Programme funding.

Finance Process Management

- Working closely with finance colleagues, assisting with monitoring budgets and cash flow, including analysing how the funds are spent and the overall grant scheme budgets.
- Helping support the timely and accurate processing of grant payment claims as required.

Grant Governance Support

- Delivering excellent governance support including supporting the arrangements for Strategic Mission and Ministry Investment Board (SMMIB) meetings; preparing papers for the SMMIB, including recommendations on funding applications and reporting to SMMIB on the use of the funding; and reporting to the Church Commissioners' Board of Governors and the Archbishops' Council on the use of the funding.
- Supporting the creation of regular updates including financial and scorecard data for the SMMIB.
- Working with the Diocesan Support Team as required to ensure high quality annual and mid-term reviews conducted of all funded programmes and projects and report to the SMMIB on the findings from these and on any consequent recommendations.
- Co-ordinating and attending project visits and providing regular briefings on funding for trustees and senior staff.
- Arranging and attending General Synod fringe meetings about the Strategic Mission and Ministry Investment Board's work.

Communications and Reporting

- Working with the Learning Delivery and Infrastructure lead to increase accessibility to learning from applications and projects including project summaries, case studies, evaluations and good news stories from funded projects, especially for inclusion on the [Church Support Hub](#).
- Managing the Internal Project Directory, including preparing summaries of all DIP newly funded projects, and liaising with the Learning Delivery and Infrastructure Lead and Diocesan Support Team consultants to ensure excellent communication of the portfolio of funded projects and programmes to key diocesan stakeholders.

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

- Substantial hands-on experience in supporting the management of a large and high-profile grant-making programme or funding process, including building and maintaining excellent relations with key stakeholders, implementing and maintaining effective grant management policies and processes within a grant management system.
- Monitoring and tracking substantial budgets, including the use of spreadsheets.
- Experience of building excellent relationships and communicating effectively with staff and external stakeholders at all levels (including those at a senior level), demonstrating emotional intelligence, tact and persuasive ability.
- Experience of reporting within a governance process to trustees and senior stakeholders, including drafting and presenting reports and financial reporting.
- Experience of disseminating the impact of and learning from substantial grant programmes, including drafting and presenting reports and financial reporting.
- Educated to degree level (or equivalent) or relevant experience.
- Strong numeracy and literacy skills.
- Highly computer literate with a comprehensive working knowledge of Microsoft Office, in particular creating and formatting spreadsheets.
- Knowledge of good practice in grants management processes and techniques.

Skills & Abilities:

- Ability to demonstrate excellent oral and written communication skills.
- Evidence of report writing and summarising financial information accurately, concisely and clearly.
- Excellent planning and organisation skills with proven ability to prioritise, manage time effectively (including meeting tight deadlines when required) and use initiative as appropriate.
- Accuracy and attention to detail.
- Highly proactive, demonstrating resourcefulness and energy.
- Discreet and reliable in observing confidentiality.
- Friendly, cooperative and diplomatic manner, with the ability to work well both on your own initiative and as part of a team.
- An understanding of the Christian faith and supportive of the Church of England's focus on growth.
- Desire and commitment to learn and develop in the role.

Desirable

- Knowledge, understanding and strong interest in resourcing mission and growth across the Church of England.
- Understanding of techniques for the evaluation of the impact of funding.
- Managing funding processes to support innovation and learning.
- Experience with Amp Impact, a Salesforce-based grant management platform.

Circumstances

- There is a requirement to undertake visits to other sites across England and a need for flexibility to work outside office hours as required.

Vacancy Summary

JOB TITLE:	Grant Operations Manager
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	Vision & Strategy
GRADE:	Band 4 Standard Point
SALARY:	£46,577
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	1 day a week in the office
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 type="checkbox"/> No <input checked="" type="checkbox"/>
CONTRACT TYPE:	Permanent
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:	8017379
COST CODE:	22510
PARENT POSITION:	Grant Operations Manager (Strategy and Governance)