



The Diocese of
Southwark

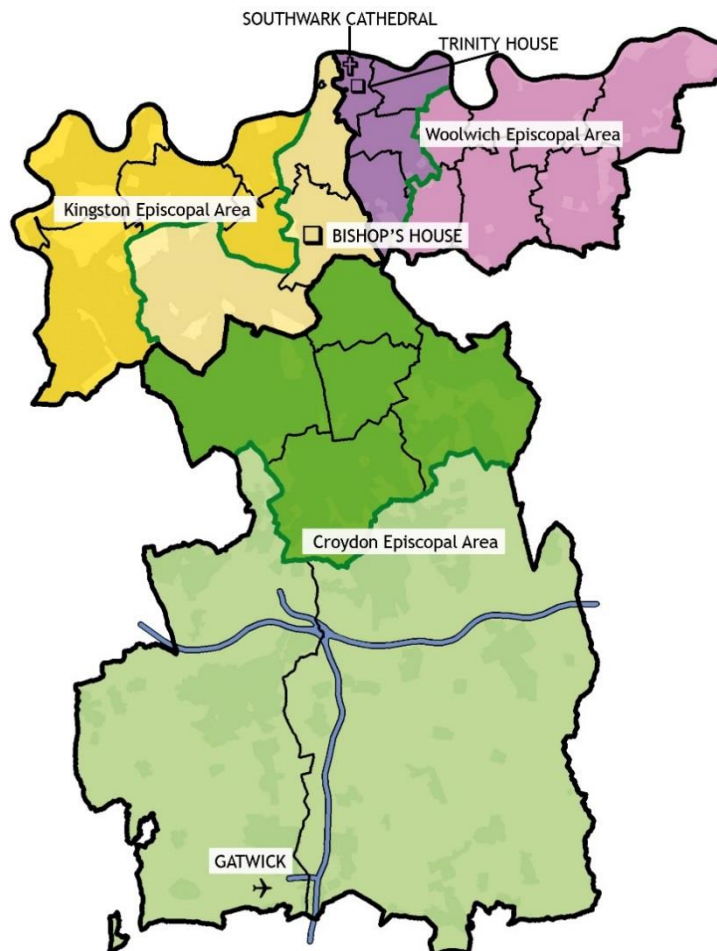
Diocese of Southwark

Project Manager

Vacancy Information Pack

Closing date: 9th July 2023

Interview date: 19th July 2023





**The Diocese of
Southwark**

Deputy Diocesan Secretary

Jackie Pontin

Trinity House
4 Chapel Court
Borough High Street
London SE1 1HW

t 020 7939 9461

e jackie.pontin@southwark.anglican.org

www.southwark.anglican.org

19th July 2023

Dear Candidate

I am delighted that you have expressed interest in the role of Project Manager and I hope that you will find the information provided in the pack helpful.

This is an exciting opportunity for an individual with demonstrable project management experience to play a key role in implementing Southwark Vision. *“A Fruitful Future: Strategic growth and cultural change in the large, diverse Diocese of Southwark”* is a key initiative which is part of the wider ‘Southwark Vision 2017-2025’.

Funding has been awarded for specific projects in places across the Diocese of Southwark where there is a clear opportunity for church growth and this role will be key in the successful implementation of our strategy in each of these places. The funding to support these projects has been obtained from the Church of England’s Strategic Development Funding and monitoring progress is a key element of ensuring successful implementation.

As a Diocese, we celebrate churches, worshipping communities and fresh expressions of Church, across the full spectrum of traditions, that speak well of each other and support each other as together we seek to deliver our key objectives. This diversity and range of contexts within our Diocese means there needs to be more than one approach to missional growth - and this role will play a key part in our journey towards delivering this growth.

This post offers the right person a unique and interesting opportunity to make a difference in the Diocese of Southwark. If you feel called to be part of our journey have the necessary enthusiasm, skills and experience then we would be delighted to hear from you.

Yours sincerely

Jackie Pontin
Director of Strategic & Operational Projects

The Diocese of Southwark

The South London Church Fund and Southwark Diocesan Board of Finance is a company limited by guarantee (No 236594)

Registered Office: Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW. Charity No 249678

Company Secretary: Ruth Martin



Diocesan Vision

**To Serve our Communities, Share our Faith, with great joy and gladness
Be the Church; a people with hearts on fire, loving God, walking with Jesus and led
by the Spirit**

- Job Title:** Project Manager
(Full-time, five years fixed term)
- Reporting To:** SDF Programme Manager
- Key Relationships:** Core Project Team which includes:
- The Bishop's Lead for Strategic Development (Chair)
 - Archdeacon of Lambeth, as representative of the Archdeacons
 - Director of Mission and Evangelism
 - Director of Pioneering Ministry & Dean of Fresh Expressions
 - Deputy Diocesan Secretary
 - SDF Programme Manager
- Archdeacons and Incumbents in the places receiving funding
The Diocesan Project Board which includes the Diocesan Bishop and the Diocesan Secretary
Bishop's Lead for Strategic Development (including Property Strategy)

Background:

This is an exciting opportunity for an individual with demonstrable project management experience to play a key role in implementing Southwark Vision. "*A Fruitful Future: Strategic growth and cultural change in the large, diverse Diocese of Southwark*" is a key initiative which is part of the wider 'Southwark Vision 2017-2025'.

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The Project Manager will be a member of the Diocesan Secretariat specifically working on these new projects and the existing SDF funded Diocesan projects.

Job purpose:

- to support:
 - the implementation of the SDF funded projects through the specific interventions in places identified for this funding
 - the wider replication of learning from these initial interventions across the Diocese
 - the communication to the wider church of these learnings
- through:
 - the detailed project management of all stages of these projects under the guidance of the existing Programme Manager

- the coordination and monitoring of all strategic and operational aspects of the project.

Key responsibilities:

The Project Manager is responsible for day-to-day management of the project from initial set up through to successful delivery, working closely with the Programme Manager. This will involve the implementation, co-ordination and tracking of the project plans for the projects that comprise this SDF funded initiative.

Project Management/ Co-ordination

- Day to day management of the project, proactively monitoring overall progress and ensuring that individual projects and the overall programme delivers to the appropriate quality, time and budget.
- Proactively identify any risks and issues that arise, at an individual project and Diocesan level, initiating corrective action in consultation with the Programme Manager and members of the Core Project Team.
- Report progress of the project at regular intervals to the Programme Manager, the Core Project Team and the Project Board, including tracking the delivery of outputs and outcomes, and make suggestions for improvement.
- Drafting of reports, with high level of numerical analysis, for circulation at a Diocesan level and for the National Church.

Change Management & Communications

- Implement and develop the communication and engagement plan, mindful of Southwark Vision.
- Regularly assess the influences, interests and attitudes of the key stakeholders to ensure the communication and engagement plan is well aligned to the cultural changes in the Diocese.
- Track how well changes are being delivered and monitor the capacity of the organisation to cope with the level of change being introduced.
- Ensure your work is fully aligned to the Diocesan Staff Values and Staff Purpose.

Resource Management

- Monitor the project budget, monitoring expenditure and costs against the outcomes to be realised as the projects progresses.

Learning and evaluation

- Play an active part the formal evaluation of projects and develop, under the direction of the Programme Manager, the way the learnings are captured throughout the projects as well as in the formal evaluations.

Health and Safety

- Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

- All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities, including our mandatory training for unconscious bias.

Confidentiality

- Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

- A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post holder, and you may be asked to perform any other duty as directed from time to time.

Data Protection

- All staff must undertake relevant training and ensure that they comply with the requirements of the General Data Protection Regulation.

Person Specification

Experience and qualifications	
Relevant experience project management including co-ordinating programmes and projects in a complex environment	Essential
Excellent written and verbal communication skills, including the ability to tailor words and pictures to different audiences and present credibly to churches and leadership teams	Essential
Substantial, proven, experience of handling data, preparing accurate reports using data and addressing data issues including resilience	Essential
Evidence of change management skills and the ability to promote good practice, deal with conflict and address any barriers or resistance to change and a proven ability to support organisational change	Essential
Experience and demonstrable ability to work with a diverse range of stakeholders from different disciplines and with differing viewpoints	Essential
Awareness and understanding of techniques for planning, monitoring and measuring programmes and projects, including risk management	Essential
An understanding of the structure, breadth and dynamics of the Church of England	Highly desirable
An understanding of diversity and cross-cultural dynamics	Essential
Programme and project management qualification	Desirable
Graduate in a numerate discipline	Desirable

Skills/Aptitudes	
Influencing skills, with the ability to bring order to complex situations and find innovative ways of solving or pre-empting problems	Essential
Ability to be pragmatic; able to produce plans and tenaciously deliver results without losing sight of the strategic context	Essential
High level of numeracy	Essential
Excellent IT competency in Word, Excel and PowerPoint	Essential
Ability to work under pressure, to changing and simultaneous deadlines	Essential
Ability to deal sensitively and diplomatically with a range of people	Essential
Ability to maintain a high level of confidentiality	Essential
Good understanding of financial budgeting and budget management	Essential
A completer-finisher with excellent attention to detail and a real passion for detail	Essential

Character and personal qualities	
A desire to serve churches in Southwark Diocese with a passion for enabling spiritual and numerical growth.	Essential
An ability to cope well with times of change and encourage others in the similar situations	Essential
A pro-active attitude, but also happy to work as a member of a team and to the plans of others	Essential
Dependable and can be relied on to uphold their responsibilities without having to be micromanaged	Essential

DIOCESE OF SOUTHWARK

Project Manager

Full time 35 hours per week

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House, although you will be required to visit area offices in Kingston and Croydon from time to time, and be able to visit the locations of all the projects.

Salary

The post has the salary of £36,000 per annum, inclusive of London Weighting, depending on experience.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Hours of work

35 hours per week Monday - Friday, normal office hours, but there will be a requirement for occasional evening or weekend meetings, for which time off in lieu will be given.

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays. The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Ineligibility for Election

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.

Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London, which is south of the Thames, together with the eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers sixteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people's life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

Specific aims which the Diocese is working towards at present in line with Southwark Vision are:

- to emerge from the Pandemic with renewed confidence and wellbeing.
- to recover our average weekly attendance to pre-Pandemic levels.
- to increase the number of worshipping communities, affirming parishes, communities of faith which are Fresh Expressions of Church.
- to grow our financial resource base to resource mission and ministry.
- to increase lay and clergy vocations.
- to grow leadership and representation that reflects the rich diversity of Southwark Diocese.

We seek to be Christ-centred and outward-focused in all we do.

The Diocese is committed to providing the resourcing necessary to train and house over 300 stipendiary clergy to minister in its parishes, alongside laity and clergy in secular employment.

Following on from a better-than expected financial outcome in 2020, careful cost control during the pandemic, and helped by grant income, the Diocese ended 2021 with a surplus of £4.6m. The Parish Support Fund is the bedrock of Diocesan financial resilience.

The Diocese of Southwark serves...



2.9 million people



in the 16 local authorities
of South London &
East Surrey

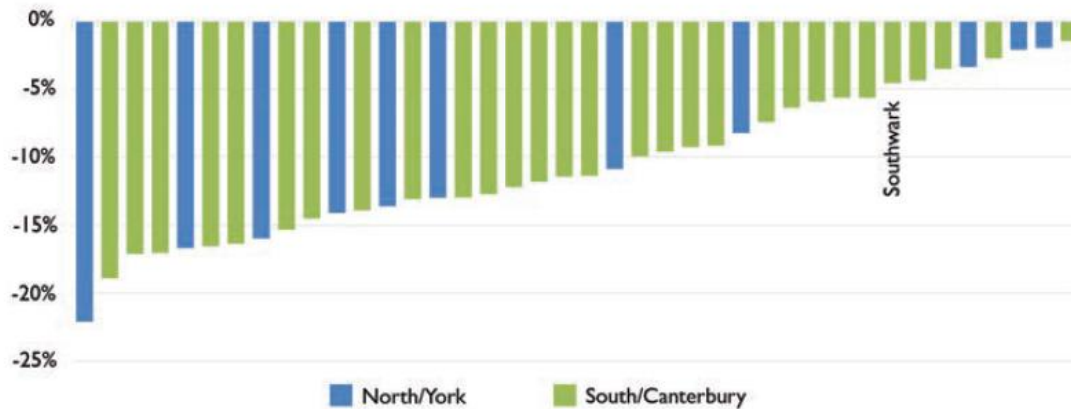


through 356 places of
worship — a Church of
England presence in
every community



and 104 church schools
educating more than
37,000 young people

2021 parish share receipts by diocese



Year-to-date percentage change in cash received in December 2021 compared to December 2019. Southwark is eighth out of 40 Dioceses with a drop of less than 5%. Data from Church of England.

As part of Southwark Vision the Diocese has successfully sought Church Commissioner funding for major grants. This has enabled us to develop innovative mission and ministry initiatives, including pioneer ministry, bi-lingual ministries and to focus our resources on initiatives in urban estates. The Strategic Development Funding has been an important contribution towards our innovations in ministry and mission.

The Diocese was awarded a major grant to develop fresh expressions of Church throughout the Diocese and to grow the Church in new development areas, in particular the Nine Elms development on the South Bank in the Vauxhall /Battersea area. One of the results of this was the successful Arts Ministry initiative.

In 2019 the Diocese was awarded a second major grant this time for six specific projects in places identified across the Diocese where there is a clear opportunity for growth and where lessons learned can be replicated to good effect across the Diocese and the wider church. As the Church of England report “Church Growth - From Evidence to Action” makes clear, there is ‘no single recipe for growth’. Yet, there are common factors and as such, we are embarking on diverse approaches in both intervention, church tradition and expected outcomes, whilst ensuring appropriate monitoring and oversight.

The Diocese comprises three Episcopal Areas, each with an Area Bishop and two Archdeaconries with administrative support. The Diocese is overseen by the Bishop of Southwark. There are 25 deaneries.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark who work collaboratively with parishes, parish clergy and officers alongside Archdeacons.

Trinity House

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT). The governance of the Diocese is held by the DCT which incorporates the Diocesan Board of Finance, Bishop's Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates the day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Risk Committee (ARC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the ARC in its ongoing appraisal of risk, including investment risks.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These are known under the banner of 'Lead, Enable, serve' and are summarised in the table that follows below.



THE DIOCESE OF SOUTHWARK

**SOUTHWARK VISION 2017 -2025
HEARTS ON FIRE with a Vision for Growth;
Walking, Welcoming, Growing.**

DIOCESAN STAFF PURPOSE

To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

DIOCESAN STAFF AIMS

- To support our parishes and clergy so that they are energised, equipped and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practise.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training and ongoing development for lay and ordained ministries.
- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.