

## **ROLE PROFILE FOR Programme Manager - Living in Love and Faith**

### **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 Archbishops' Council Secretariat provide the secretariat for the General Synod, its three Houses, the Archbishops' Council and the Business and Appointments Committees. Living in Love and Faith (LLF) is a cross-NCIs programme based within this team.

### **What you'll be doing**

Working with the LLF Programme Director, the primary purpose of this role is to provide effective programme management for the seven workstreams identified within LLF and the development of coherent policy frameworks to support these. The role also includes managing key working relationships with members of the LLF Programme Board, the LLF Working Groups, the Faith and

Order Commission, and other NCI Teams. The post holder will also be expected to liaise with Members of the General Synod and the House and College of Bishops as required.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Programme Management**

- Along with the LLF Project Director, overseeing the strategic objective of the Living in Love and Faith Programme to implement areas agreed upon at the February 2023 and November 2023 meetings of the General Synod, and in matters not yet resolved.
- Providing effective project management across the 7 main workstreams within the LLF Programme.
- Planning and preparing programme and project meetings, some of which are large and complex.
- Arranging, booking and liaising with venues for meetings, some of which may be residential, working with colleagues from the Central Secretariat as required.
- Working with the national communication team on messaging and managing media interest.
- Attending workshops and meetings, sharing responsibility for taking and distributing notes of action points and accurately reflecting issues raised with colleagues in the LLF staff team.
- Tracking project milestones, outputs and risks and supporting the Programme Director in providing appropriate reporting to LLF Programme Board and NCI Project Framework.
- Managing financial administration such as processing expense claims, assisting with purchase orders and invoicing.
- Filing and archiving papers and minutes according to NCIs guidelines.
- Ensuring conformity to the requirements under the GDPR and other systems-related requirements.
- Supervising administrative tasks shared across the AC Secretariat team and other NCI teams.

### **Stakeholder engagement and relationship management**

- Implementing and tracking the LLF stakeholder engagement plan.
- Building relationships with key stakeholder groups, ensuring high-quality professional communications, meeting with and maintaining good relationships.
- Communicating with stakeholders and other general correspondence, including responding to queries.

### **Policy Development/Committee Preparation and Support**

- Monitoring and managing coherence of LLF policy development.
- Writing specific papers on aspects of strategy, intelligence and policy.
- Maintaining relationships with the Faith and Order Commission, its Chair, members and Secretary, and providing operational support on LLF matters as required.
- Developing and implementing policy framework for the Pastoral Consultative Group and provide lead staff role for this group when operational.

### **Research and Development**

- Monitor blogs and media about related topics to keep senior staff informed on developments linked to LLF.
- Assist in developing the monitoring and evaluation framework for use of the Prayers of Love and Faith and accompanying Pastoral Reassurance provision.

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:

- Understanding of, and ability to execute agile programme planning.
- Effective project management skills in planning, tracking and reporting.
- Research and drafting skills in theology and related areas.
- Foster excellent working relationships with people at different levels within an organization, as well as among stakeholders and other interest groups.
- Respond respectfully, sensitively and empathetically to communications expressing deeply held convictions and judgments.
- Maintain good judgment and the ability to prioritize when under pressure.
- Understand complex issues and communicate that understanding to others clearly and concisely.
- Strong attention to detail.
- Fast, accurate and well-presented typing skills.
- Excellent IT skills, including proficiency with Microsoft Office programs (including Word, Excel, Outlook).

#### Knowledge/Experience:

- Understanding of and respect for the Church of England and its diversity of theological traditions, including in the area of sexuality and identity.
- Record of providing effective administration, policy support and co-ordination for busy teams.
- Experience of managing networks of stakeholders and other interest groups.
- Experience of drawing on a range of sources in order to produce well-argued and well-structured documents that demonstrate depth of understanding.
- Familiarity with and understanding of the structure of the Church of England and the NCIs  
Familiarity with and interest in church life in the contemporary context.

#### Personal Attributes:

- Discretion in dealing with confidential matters and sensitive issues.
- Ability to suspend personal convictions about human identity, sexuality, and marriage and to operate in a multipartial, professional manner with co-workers and members of the working groups.

- Friendly, approachable, efficient, and willing to serve a diverse range of stakeholders with utmost sensitivity and respect.
- Commitment to the pursuit of excellence and the spirit of collaborative working.
- Self-motivated and well organized.
- Sympathy with and understanding of the ethos of the Church of England.

## **Desirable**

### Skills/Aptitudes:

- IT skills relating to web design, social media and desk-top publishing.

### Knowledge/Experience:

- Postgraduate or equivalent level understanding of Christian Theology.
- Familiarity with the LLF project, its subject matter, processes, aims and diverse perspectives.
- Familiarity with – and respect for – the range of ‘constituencies’ within the Church of England and the views that they represent.

### Personal Attributes:

- Communicant member of the Church of England or other Christian denomination.

**This is a maternity cover role and will be fulfilled as an internal secondment for 12 months (fixed-term contract) and can be extended up until the substantive postholder returns from Maternity leave.**

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Programme Manager – Living in Love and Faith</b>
<b>NCI ENTITY:</b>	Archbishops' Council
<b>DEPARTMENT:</b>	AC Secretariat
<b>GRADE:</b>	Band 3      Standard Point
<b>SALARY:</b>	£ 56,833
<b>WORKING HOURS:</b>	35
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Great Smith Street, London SW1P 3AZ
<b>HYBRID WORK ARRANGEMENTS:</b>	Hybrid working 2-3 days a week
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8100996
<b>COST CODE:</b>	22010
<b>PARENT POSITION:</b>	8101807 - Programme Director Living in Love and Faith