

ROLE PROFILE FOR COMMUNICATIONS & STAKEHOLDER PROJECT MANAGER

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

Data Services is part of the Central Services of the Church of England, providing statistical information, analysis, research and consultancy. The team works collaboratively with the National Church Institutions (NCIs), dioceses and parishes collecting and assembling data to support the Church's missional, pastoral and operational activities through high-quality information and analysis. This is used locally, at parish, diocesan and national levels, involving the Team in a wide range of customer contacts and interfaces.

In the context of the Church of England's Transforming Effectiveness Programme, the Data Services Team will work to promote data collection that is economic, efficient and effective, producing high-quality services and deliverables geared to a varied range of customer needs. Within the Team, the Data and Analysis unit will lead on consolidating core deliverables and

establishing best practice for research and analysis, acting as professional centre of excellence to inform and assist operational and development work within the Team.

What you'll be doing

This role will lead a communication and influence project aimed at maximising engagement throughout the church.

The successful candidate will drive participation in multiple surveys and ensure the accurate input of diversity data into specified church systems (CDT, People System, Pathways, Ministry Development System).

You will drive the collection and analysis of comprehensive diversity data to inform strategic decision-making and support the church's vision, mission, and values.

This role will be instrumental in:

- Maximizing participation in diversity data collection across all church constituencies.
- Analysing and reporting on diversity data to measure progress against organizational goals.
- Collaborating with key stakeholders to define critical data points and develop actionable insights.
- Aligning diversity data initiatives with the work of the Racial Justice Commission and internal Diversity working groups.

Initial focus areas include:

- Defining diversity data requirements through extensive stakeholder engagement.
- Developing a data collection strategy that ensures accurate and reliable data.
- Establishing robust data analysis and reporting processes.

MAIN DUTIES AND RESPONSIBILITIES

Project Planning and Management

- Develop and execute a comprehensive project plan, including goals, timelines, and resource allocation.
- Manage project budget and ensure adherence to financial constraints.
- Identify and mitigate project risks, developing contingency plans as needed.
- Monitor project progress and adjust plans as necessary.
- Ensure project deliverables are met on time, within budget, and to the required quality standards.

Project Management and Stakeholder Engagement

- Develop and implement a project plan for diversity data collection and analysis.
- Build and maintain strong relationships with key stakeholders across the church.

- Facilitate collaborative workshops and meetings to define data requirements.

Data Collection and Management

- Design and distribute surveys and data collection tools.
- Planning to implement data collection processes to ensure accuracy and completeness.
- Working closely with our Data Protection Team to ensure data collection compliance.

Data Analysis and Reporting

- Work closely with our Data and Analysis team to ensure data collection aligns with being able to provide good analysis.

Strategic Alignment

- Align diversity data initiatives with the church's overall vision, strategy, and goals.
- Support the work of the Racial Justice Commission and internal Diversity working groups.

Communication and Influence

- Support and organise the Development of a communication plan to promote the importance of diversity data and the encouragement of participation for our Bishops, Clergy, Lay ministers Congregations and employees.
- Build support for diversity initiatives across all levels of the organization.

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 to 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

- Project management methodologies (Agile, Waterfall, etc.)
- Communication and influence strategies and tactics
- Change management principles
- Organizational structure and culture

Skills

- Excellent communication and interpersonal skills, both verbal and written
- Ability to build relationships and influence stakeholders
- Strong organizational and time management skills
- Proficiency in project management software and tools
- Ability to work under pressure and meet deadlines
- Adaptability and flexibility to changing priorities

Knowledge

- Experience in developing and executing communication campaigns
- Experience in working collaboratively with cross-functional teams

Desirable

Knowledge

- Data analysis and reporting
- Marketing and branding concepts

Skills

- Strong analytical and problem-solving abilities

Qualifications

- Relevant degree in communications, marketing, business administration, or related field
- Project management certification (PMP, Prince2, Agile certifications) preferred
- Proven experience in project management, preferably in communications or marketing
- Understanding of diversity, equity, and inclusion principles (for this specific role)

Vacancy Summary

JOB TITLE:	Communications & Stakeholder Project Manager
NCI ENTITY:	Church of England Central Services
DEPARTMENT:	Data Services
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:	Occasional visits to Church House - 2 days a month for face-to-face meetings
SUITABLE FOR FULL HOMEWORKING:	<input checked="" type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term – One Year
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED FOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	TBC
COST CODE:	50500
PARENT POSITION:	8017365 – Partner and Projects Officer