

# National Safeguarding Team

## Deputy Director for Programmes and Operations

### 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 National Safeguarding Team supports churches, dioceses, religious communities, cathedrals and other Church bodies to make the Church of England a safer Church for all. It aspires to be a centre of excellence for safeguarding that creates a consistent culture of safety, trust and respect across the Church and beyond. The team is responsible for oversight of the Church's safeguarding policy, as well as safeguarding learning and development. The team manage complex and high-profile safeguarding casework, including that relating to senior clergy. Team members oversee the

provision of support to victims and survivors of abuse, as well as supervising and quality assuring regional networks of safeguarding professionals. The team is supported by a Programme Office and a highly skilled business support team.

## What you'll be doing

The role is to have Strategic oversight for any existing and potential new change programmes in the NST, Departmental risk management, Strategic Plans, Comms and Business Support. You will have responsibility for a team of approximately 16 members of staff.

Your goal is to support NST to achieve operational excellence reduce operational risk and meet strategic objectives.

### MAIN DUTIES AND RESPONSIBILITIES

#### Programmes management

- Defining governance arrangements for any new programmes and owning programmes' vision and strategic direction
- Overall accountability for planning and designing new programmes and proactively monitoring their progress, resolving operational and strategic issues, and initiating appropriate corrective actions
- Ensuring effective quality assurance and the overall integrity of programmes - focusing inwardly on the internal consistency of programmes, and outwardly on their coherence with overall NCI's organisational strategies, infrastructure planning, interfaces with other programmes and corporate, technical and specialist standards
- Managing both the dependencies and the interfaces between projects and the wider church programmes relating to safeguarding
- Managing risks to programme's successful outcome
- Ensuring compliance with the NCI's Project Management Framework and best practice

#### Contract management

- Accountable for the smooth set up and running of the NST Contract Management team
- Having a strategic oversight of the delivery of the 4 multimillion NST Contracts: Safe Spaces, NSCMS, Redress, INEQE audits
- Senior Responsible Ownership for relevant contract delivery governance groups (Safe Spaces, NSCMS to begin with)
- Ensure commercial risks are managed and resolved accordingly, and that management plans are agreed and understood across all relevant functions.
- Manage commercial risk and opportunities through strategic review in collaborate with key multi-level stakeholders across the business unit.
- Managing third party contributions to the NST, including external suppliers, joint-ventures, and business partnerships

#### Stakeholder engagement and communications

- Strategic responsibility for devising and implementing a robust comms strategy that is both internal and external to represent the NST and its various activities using various methods of communication tools.

- Representing the Church of England in external forums and in meetings with decision makers. Be an advocate on behalf of the Church, leading on national presentations and board meetings.
- Providing strategic leadership and supporting the Director's responsibility for accounting to the General Synod, the Archbishops Council, the House of Bishops, the National Safeguarding Steering Group, the National Safeguarding Panel, project boards and similar groups by the preparation of timely, appropriate papers and reports. Attending meetings as required.
- Reporting the progress of the NST programmes at regular intervals to the relevant Church bodies as well as to governance bodies.
- Investigating complaints made by service users, in accordance with the NCIs complaints policy.
- Establishing and managing constructive relationships with key stakeholders across the Church, including senior leaders, ensuring positive communication and appropriate consultation.

### **Business support**

- Overseeing the management of risk by the NST, including by developing a risk management strategy in consultation with the National Director and by taking ownership of a team Risk Log. Ensure alignment with the NCIs risk framework
- Strategic responsibility for the smooth delivery of Business support and ensuring they are supporting the service to a high standard. You will also have direct line management responsibility for the Business Support Manager.

### ***Line Management responsibilities***

- Direct line management of Senior Contract Manager, Comms Manager, Programme Manager, Business Support Manager and any other relevant roles in line with the NCIs people management policies and best practices.

### ***Strategic leadership***

- Contributing to the NST Senior Leadership team, acting as an ambassador for culture change. Playing an active and committed role in embedding good safeguarding practice and strengthening the consistency and quality of the Church's response.
- Supporting the National Director of Safeguarding to develop and deliver the NST Strategic Plan, taking personal ownership of specific strategic objectives and monitoring progress while collaborating with other leaders to ensure effective coordination and integration of the NST's work.
- As a member of the NST Senior Leadership Team, providing strategic leadership to the whole NST, promoting opportunities for business improvement and acting as a positive role model for other staff, embodying the principles of the NCI Values.

### **Other responsibilities**

- Demonstrating a commitment to the principles of diversity and inclusion when working within the NST and with external stakeholders, including in recruitment.

- Carrying out any other duties as required by the National Director for Safeguarding.

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*

- Significant experience in programme and project manager roles, including:
  - Experience managing end-to-end projects (full project life cycle) that include substantive business change and transformation elements (as well as technical activities)
  - Experience managing multiple projects in parallel
  - Experience managing contracts and suppliers in various fields
  - Significant line management experience of programme or project teams staff in Church of England context and in line with the NCIs values and policies
  - Managing budgets including having authority to authorise spend
  - Selecting and managing third-part suppliers
  - Reporting to the senior leadership
  - Working with cross-functional teams to drive transformational changes
- Significant experience managing large organisational change programmes in line with the official change management methodology in the Church of England with a proven track record of successful outcomes
- Experience using Microsoft Project or another equivalent Project Management Information System
- Good working knowledge of Excel (e.g. pivot tables, diagrams, formulas)
- Good working knowledge of project finance and budgeting in line with the NCIs budgetary cycles and policies
- Good analytical skills and attention to detail
- Experience of working in and leading multi-disciplinary teams in a complex environment in the Church of England

#### *Skills & Abilities:*

- Excellent writing and verbal communication skills including ability to clearly communicate technical concepts to both technical and non-technical audiences
- Proven track record of proactively delivering successful results
- Ability to build relationships, trust and credibility with a wide range of diverse stakeholders

- Contract negotiations
- Dedication to customer service

*Qualifications & Training:*

- Educated to degree level in a relevant field (e.g. social science, mathematics and logic, psychology) or relevant and demonstrable work experience that enables demonstrating analytical skills and an understanding of managing people, operations, data, information systems, finance, policy, and strategy
- Formal qualification in Programme and/or Project Management e.g. PGMP, PMP (PMI), Managing Successful Programmes - MSP, Prince2 Practitioner (Axelos), PPQ (APM) or equivalent certification
- Formal qualification in Change Management and demonstrated experience of the utilisation of change management methodology in successfully managing complex programmes

**Desirable**

- Understanding of the structures of the Church of England and sympathy with its work and aims
- Experience working for the Church of England, for Christian Charities, in the public or charity sectors
- Experience working with Safeguarding

## Vacancy Summary

<b>JOB TITLE:</b>	Deputy Director for Programmes and Operations
<b>NCI ENTITY:</b>	Archbishops' Council
<b>DEPARTMENT:</b>	National Safeguarding Team
<b>GRADE:</b>	Band 1 Standard Point
<b>SALARY:</b>	£82,157
<b>WORKING HOURS:</b>	Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Great Smith Street, London SW1P 3AZ
<b>HYBRID WORK ARRANGEMENTS:</b>	Working in the office as required with a minimum of 2 days per month
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term 15 months
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input checked="" type="checkbox"/> Enhanced
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8103459
<b>COST CODE:</b>	22381
<b>PARENT POSITION:</b>	National Director of Safeguarding