

ROLE PROFILE FOR Women on the Front Line 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

Reconciliation is one of the three stated priorities of the 105th Archbishop of Canterbury. The Reconciliation Team has three focus areas – Reconciling Leaders Network (which has developed *Difference*); *Peacebuilding* (supporting churches to be agents of peacebuilding in areas of violent conflict); and *Women on the Frontline* (supporting women in provinces across the Anglican Communion in places of conflict or post-conflict). This role will focus on managing programmes for the Women on the Front Line programme.

What you'll be doing

The post holder will perform an essential role in managing key relationships for the Archbishop of Canterbury's Women on the Front Line programme. This involves extensive relationship management between Mrs Caroline Welby, the figurehead of the programme, and all stakeholders including the programme's working group, contractors (e.g. website developer, proofreader) Anglican Communion partnerships and funding bodies.

MAIN DUTIES AND RESPONSIBILITIES

Project Management Responsibilities

- Ensure that the Women on the Front Line (WFL) programme strategy and implementation stages are clearly communicated to stakeholders on regular basis.
- Ensure that Mrs Welby is aware of all developments, decisions and issues, building her suggestions and directions into the planning and outworking's of the WFL work.
- Maintain and proactively lead an effective comms strategy for the WFL work for both internal use and external focus. Including producing a bi-annual newsletter.
- Manage translation of the newsletter and any other relevant communications.
- Maintain strong relationships with international WFL champions working closely with the Women on the Frontline Follow-up Coordinator.
- Manage the web developers, toolkit designers, proofreader, and other contractors to deliver projects on schedule and budget. For example, building the website and designing the toolkit.
- Hold the web developers and other contractors to account for hitting targets in design and implementation stages.

Administration and finance Responsibilities

- Provide comprehensive understanding of budgets and accounts for the WFL work and be able to participate in, draft and defend funding applications to charitable trusts for funds for future WFL work.
- Organise all administrative support for the WFL international retreats by: supporting visa application processes; negotiating prices of air travel; booking travel; working with in-country supporters to find accommodation and plan / support international WFL stakeholders in joining retreats from countries other than the UK.
- Maintain positive relationships with the largely volunteer WFL committee leaders, ensuring diary commitments for the WFL work are upheld and volunteers are aware of and able to participate in regular meeting cycles and events.
- Responsible for the day-to-day administration of WFL. For example, booking regular WFL meetings, setting up online meetings, taking minutes and actions in meetings, circulating minutes to stakeholders.
- Write reports to senior managers, trusts and funding bodies.

“All staff working at Lambeth Palace share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.”

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

- Appreciation of the volunteer sector.
- Good knowledge of Christian faith and theology, with a biblical understanding of the ministry of reconciliation.
- Proven track record in managing and working with a wide range of stakeholders and relationships, including senior leadership.

Skills & Abilities:

- Strong project management track record.
- Excellent people management skills.
- Good communicating and influencing skills.
- High competency in essential IT skills.
- Ability to problem solve and work with perseverance and adaptability.
- Ability to represent both Mrs Welby and if necessary the Archbishop of Canterbury's reconciliation ministry effectively and with confidence at a senior level
- High resilience with the ability to work under pressure, to multiple priorities, often to changing and competing demands.
- Ability to shape effective messaging for church engagement and wider.
- Excellent communication skills, ability to write clearly and accurately.
- Good IT skills, including Microsoft Excel, Outlook
- Demonstrate a passion for the ministry of reconciliation and desire to mobilise people to live out their calling as peacemakers and reconcilers.
- Operate with discretion and integrity.
- Initiative and is a collaborative team player.
- Proactive and committed to achieving results.
- Flexible in order to meet the demands of the post, and approach to office life (particularly adapting to specific needs and urgent priorities).
- In sympathy with the aims and ethos of the Church of England.
- Embody and model the practices of reconciliation across working relationships, internally and externally.

Qualifications & Training:

- Qualified to University undergraduate level (or equivalent) is desirable but not essential.

Desirable

- Experience of working with senior clergy and bishops
- Good understanding of the Anglican Communion
- If required the ability to travel internationally.

Vacancy Summary

JOB TITLE:	Women on the Front Line Project Manager
NCI ENTITY:	Lambeth Palace
DEPARTMENT:	Office of the Archbishops (Lambeth Palace)
GRADE:	Band 5 Standard Point
SALARY:	Starting salary in £38,918 (FTE) GBP
WORKING HOURS:	14 hours part time over working week
PRIMARY OFFICE LOCATION:	Lambeth Palace
HYBRID WORK ARRANGEMENTS:	Home working for 50% or working week
SUITABLE FOR FULL HOMEWORKING:	<input checked="" type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-Term
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input checked="" type="checkbox"/> Basic
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	8102543
COST CODE:	15069
PARENT POSITION:	Director of Peace Building