

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 and equips the Church to become safer for everyone. The Church's aspiration is that safeguarding is not experienced and approached as a matter of administrative compliance, rather, it should be what the Church is – something that flows from its core beliefs and values, part of its DNA. The Church has made important and positive strides over recent years. But there is still much to be done to keep children and vulnerable adults safe, and to promote their well-being.

The 2020 IICSA report on the Anglican Church highlighted some of failures in respect of child sexual abuse and, more broadly, the challenges facing the Church to get safeguarding right and made a number of recommendations, which the Church has taken seriously. It is currently running a Programme to manage a suite of projects to implement these. Recommendation 7 is about support for victims and survivors and the Church has committed to developing a redress scheme, March 2024

in collaboration with a group of survivors, offering financial and bespoke redress to victims and survivors of church related abuse. This scheme will be introduced across all parts of the Church of England and more information can be found here: [Redress Scheme | The Church of England](#) this post is located in the Redress project team within the National Safeguarding team.

What you'll be doing

The purpose of this role is to help all parts of the Church of England to participate in the forthcoming National Redress Scheme by supporting dioceses, cathedrals and other Church bodies nationally to:

- understand the potential impact of the Redress Scheme and to assess their readiness to respond;
- understand and embrace the benefits the Scheme will bring to the Church;
- and welcome the Scheme as part of the overall mission and ministry of the Church.

MAIN DUTIES AND RESPONSIBILITIES

Church Engagement

- Managing and leading on agreed aspects of activity for the project, ensuring that local bodies of the Church are supported to prepare for the Redress Scheme, delivering key objectives on time and within budget.
- Making sure that decisions made by the Redress Project Board are communicated appropriately to church bodies and that action points from governance meetings which relate to church engagement and participation are delivered
- Working with dioceses and others to understand local contexts, concerns and opportunities relating to the Redress Scheme within the wider context of safeguarding and helping dioceses and others to understand and embrace their role in delivering the Redress Scheme.
- Identifying specific concerns within dioceses and other church bodies to the Redress Scheme and developing a deep understanding of them, to help the Redress team to address these concerns by designing a Scheme which is feasible and accessible for local church bodies to participate in.
- Developing and owning a strategy to address these challenges and concerns, and building solid working relationships across the Church to generate trust and participation.
- Working with others, to contribute to and build upon best practice, with particular focus on joint working across the programme.
- Working with the Communications and Engagement Manager on adding to the stakeholder engagement strategy, including:
 - Governance
 - Stakeholder Analysis & Engagement Toolkit (type, means and frequency for each stakeholder group)
 - Communications Plan (type, key messages, and frequency of communication for each stakeholder group)
 - Contingency planning where adoption of the Redress Scheme is not embraced in time for implementation (internally and externally, including senior leaders)
- Designing and disseminating training and practical materials for church bodies to use when responding to applications made through the Redress Scheme, specifically the ways

different parts of the Church will work together to express apology and repentance to survivors of abuse

- Helping the project manager to identify and analyse risks, and prepare for risk mitigation with regard to stakeholder engagement
- Assessing gaps in training needs and propose a plan of activity to address these; including planning and commissioning or delivering training to help local church bodies respond when applications are made through the Redress Scheme.
- Helping dioceses and other parts of the Church to identify different ways of working so that they can help to deliver Redress sensitively and well.
- Working with the team to deliver the project together, to agreed milestones and outcomes.
- Taking the lead on helping various parts of the Church to prepare to deliver Redress sensitively and well ensuring that business as usual is maintained during the transition from existing practice to delivering the Redress Scheme and that necessary changes are effectively integrated.
- Arranging and attending meetings with key stakeholders undergoing changes.
- Be an integral part of stakeholder meetings with survivors and senior clergy, at events like General Synod.
- Acting as a coach for senior leaders and executives to help them champion the Redress Scheme and lead by example in embracing it. This role may also provide direct support and coaching to all levels of managers and supervisors to help them explain and implement changes with their staff.

Reporting

- Provide progress reports (including identifying emerging opportunities, risks and concerns) at regular intervals to the relevant Church bodies as well as to the Project Board, Programme Board and/or Programme Director.

Please note that while the postholder will liaise with a wide range of Church-related audiences, other colleagues will lead on survivor engagement and this postholder is not required to develop or lead on plans for survivor engagement.

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/Experience

- Substantial experience of working with Christian churches, which might be gained from working for the Church of England, for Christian charities, in the public or charity sectors.
- An understanding of the Church of England, its structure and ways of working, being able to foster good working relationships whilst understanding the pressures across the various local and national bodies.
- At least two years' experience in a role with complex stakeholders which required substantial elements of consultation or working in a secretariat for a national (preferably church-based) project.
- Extensive experience in leading, delivering and managing change via significant projects with demonstrable impact on an organisation.
- Experience of working in project teams.
- Experience in advising and reporting to senior leadership and governance bodies.
- Experience in leading communications with stakeholders internal and external to the organisation, in a context of internal and public scrutiny.
- Experience working in delivering contentious messaging on sensitive topics in high-profile contexts
- Experience working within matrix management structures.

Skills & Abilities:

- Strong communication and listening skills and an understanding of managing people, operations, data, information systems, policy and strategy.
- Building rapport quickly, actively listening and quickly taking on ideas and opinions and able to synthesize the details to feedback.
- Ability to build relationships, trust and credibility with a wide range of diverse stakeholders, including senior leaders within the NCIs and across the dioceses and cathedrals.
- Effective communication skills to generate excitement about the project vision and secure a commitment from stakeholders at all levels.
- Excellent written and verbal communication skills including the ability to clearly and credibly communicate technical concepts to both technical and non-technical audiences.
- Ability to adapt and take a pragmatic approach to obtain an effective outcome
- Good analytical skills, attention to detail and ability to process difficult/complex information.
- Strong critical-thinking skills with a proactive, solution-focused approach
- Ability to be rational, objective and unbiased when making decisions and taking action
- Strong leadership and influencing skills.
- An inspiring team member, able to build and contribute to high-performing teams, that will deliver impactful outcomes for the wider community.

Personal attributes

- Experience in listening to and communicating effectively with colleagues and stakeholders at all levels, including survivors and senior people at a national level, as well as senior Church leaders and other stakeholders.
- Willing to challenge others constructively and to be self-reflective, welcoming feedback.
- In sympathy with the aims of the Church of England.

Qualifications & Training:

- Educated to degree level or equivalent levels of professional or voluntary work experience.
- Relevant and demonstrable work experience that demonstrates working with churches at various levels.

Desirable

- Change qualification or willingness to undertake a change management course.
- Understanding of Business Analysis and/or at least 2 years experience in a business analysis role.
- Experience in delivering or commissioning training or tailored resources to help stakeholders prepare for change.
- Previous experience of a similar role in the Safeguarding context and/or in a faith setting.
- Proven track record of proactively delivering successful results in transformation projects.
- Some experience in working with either vulnerable people or service users, in local communities or other sectors, charitable or otherwise, to build a good working knowledge of safeguarding challenges in the Church.

Vacancy Summary

JOB TITLE:	Church Relations Manager (National Redress Scheme)
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	National Safeguarding Team
GRADE:	Band 3 Market Rate Salary
SALARY:	£66,150
WORKING HOURS:	35 hours per week
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ with frequent travel
HYBRID WORK ARRANGEMENTS:	Remote working available, with frequent travel in England.
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:	8102678
COST CODE:	22395
PARENT POSITION:	Click or tap here to enter text.