

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 Church of England Foundation for Educational Leadership was set up in 2017 with the mission to 'develop inspirational leaders who are called, connected, committed to deliver the Church of England vision for education'. Since then, it has operated a wide range of leadership development programmes, networks, research, conference and events, and published a range of key leadership resources to equip school leaders at every level to put their vision into practice.

Part of this provision has been as a very successful national provider of NPQ programmes. Beginning in 2017 with the delivery of NPQs for Headteachers, our suite of programmes has now expanded to include programmes for Specialist Teachers, Senior Leaders and also Executive Leaders. More recently, a partnership between the Church of England and the Catholic Education Service is also enabling programmes to be delivered more widely as together our school provision represents around 34% of the sector.

What you'll be doing

To assist with Project Deliverables and support the implementation of delivery processes through working to keep the project plan on track. To develop strong relationships across the NPQ project and support with reporting, onboarding, fulfilment of contract requirements and delivery throughout the Church of England's NPQ contract period.

MAIN DUTIES AND RESPONSIBILITIES

- Support the day-to-day management of projects, proactively monitoring with delegated responsibility for tracking key outcomes and project deliverables
- Support the Senior Programme Manager (SPM) with reporting to the Department for Education through the provision of timely and accurate data reports and analysis. Take the lead on delegated pieces of this work.
- Support the Senior Programme Manager (SPM) with reporting for internal processes through the provision of timely and accurate data reports and analysis. Take the lead on delegated pieces of this work.
- Take the lead role with audits carried out by the Department for Education of the NPQs.
- Support the SPM with creation and review of policy, systems and processes that enable the NPQ project to succeed. Take the lead on delegated pieces of this work
- Take the lead role in inducting new Delivery Partners and working with the Governance Support Officer in ensuring Delivery Partner contracts are in place.
- Support Delivery Partners with the digital side of participant recruitment, including providing support on Salesforce.
- Track project deliverables using appropriate tools, supporting the team with project delivery

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

- Experience of working within multi-faceted and complex projects
- Experience of summarising and reporting on data to stakeholders.
- Experience of organising and storing information securely and systematically.

Skills & Abilities:

- Strong analytical skills.
- Customer service skills and able to take responsibility for progressing stakeholder queries.
- Strong verbal and written communication skills
- Strong time management and organisation skills, ability to keep track of key priorities
- Proactive and able to work under own initiative to suggest solutions to problems.
- Strong sense of ownership and ability to solve problems.
- High proficiency in using survey technology, for example Form Assembly.
- High proficiency with Microsoft Office, including Excel, Word, and PowerPoint
- Key Attributes:
 - Takes personal Responsibility.
 - Organised methodical approach.
 - Pride and commitment to high standards.
 - Collaboration and team support.

Desirable

- Experience of project management of complex projects from start to end
- Experience of co-ordinating virtual events
- Advanced statistical analysis and Excel skills
- Proficiency in using survey technology, for example, Form Assembly
- Experience using Learning Management System (Eg. Blackboard) and Customer Relationship Management system (Eg. Salesforce)
- Experience in using Project Management Software (Eg. Asana)

Circumstances

Whilst this is a remote role, the post-holder will need to travel for the following reasons:

- Education Office Team Days (3 per year)
- Education Office Residential (2 days, including 1 overnight stay in the autumn)
- NPQ Team Days (approx 3 per year)

Vacancy Summary

JOB TITLE:	Senior Programme Officer
NCI ENTITY:	National Society for Promoting Religious Education
DEPARTMENT:	Education & Growing Faith
GRADE:	Band 5 Standard Point
SALARY:	£38,918
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Remote
HYBRID WORK ARRANGEMENTS:	Fully remote role with some requirements to travel
SUITABLE FOR FULL HOMEWORKING:	<input checked="" type="checkbox"/>
HOMEWORKING REQUIRED:	<input checked="" type="checkbox"/>
CONTRACT TYPE:	Fixed-Term FTC finishing on 28.02.2026
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	TBC
COST CODE:	70220
PARENT POSITION:	Rosie Cottrell