



## 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 Commissioners** has been engaged in a multi-year research programme to understand historic links to African chattel enslavement. Since August 2023, the Church Commissioners has been working with an independent Oversight Group to design a perpetual endowment which aims to bring about justice for all. Establishing the endowment and other elements of the Commissioners' response requires the delivery of a complex programme of activity, involving multiple internal and external stakeholders, a series of projects, working to different timeframes, and the establishment of appropriate governance, staffing and reporting arrangements for the programme delivery period.

The NCIs have a **Project Management Framework** for use across the organisations. To ensure there is effective governance, oversight and support, a small Project Management Office and a Chief Executive level Project Review Board have been established. The Project Management

Office provides the NCIs with the necessary project management guidelines, reporting, support and advice.

## What you'll be doing

The Project Manager is responsible for managing two workstreams of Programme Spire: Theology and Research, Engagement and Communications; working closely with the workstream leads, with support from the Programme Director, Programme Manager and other members of the programme team.

The Theology workstream will develop:

- a theological underpinning for the new governing body, so the wider market interest in this new fund can understand its Christian basis; and
- a clergy working group for ongoing engagement with the theological dimensions of healing, repair and justice for people and communities affected by African chattel enslavement.

The Research, Engagement and Communications will develop:

- an implementation phase communication plan;
- an accessible communications product which can be deployed to all Church of England churches to give congregations understanding of the Church Commissioners' response to its historic links to African chattel enslavement;
- a plan for full archive research exploration for the Church Commissioners;
- a plan for the creation of resources to tell the full story of the Church of England's connection to African chattel enslavement – which is wider than the Church Commissioners' connection, and the content for which will come from the full archive research, the new community research programme and existing research;
- a community research programme established after a process of co-design to enable research into the Church of England's links to African chattel enslavement; and
- it will prepare for and organise launch communications and events

### MAIN DUTIES AND RESPONSIBILITIES

- Responsible for successful delivery of programme projects
- Leading the planning and implementation of programme projects
- Facilitating the definition of project scope, goals and deliverables
- Development of full-scale project plans
- Managing project resources, suppliers and budgets
- Tracking project deliverables, using appropriate tools
- Provision of direction and report to project teams
- Monitoring and reporting at all levels in the organisation
- Quality assurance

- Strategic and operational stakeholder engagement, relationship building and communication
- Identification and management of risk
- Coaching and providing guidance to programme team members
- Compliance with the NCIs Project Management Framework and best practice

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

- Proven track record of proactively delivering successful results
- Good analytical skills and attention to detail
- Good knowledge of project finance and budgeting
- Excellent writing and verbal communication skills including ability to clearly communicate technical concepts to both technical and non-technical audiences
- Ability to build relationships, trust and credibility with a wide range of diverse stakeholders
- Experience of working in multi-disciplinary teams in a complex environment
- Ability to be rational, objective and unbiased when making decisions and taking action
- Excellent listening and diplomacy skills, with a genuine interest in understanding and responding to a diverse range of viewpoints.
- Personal resilience and ability to thrive in challenging situations.
- Respectful and collaborative approach to working with people who may have very different views and approaches to your own.
- Highly IT literate and proficient with common applications such as MS Office and web-based applications
- Experience using Microsoft Project or another equivalent Project Management Information System

- Educated to degree level 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.

**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.
- Formal qualification in Project Management e.g. PMP (PMI), Prince2 Practitioner (Axelos), PMQ (APM) or equivalent certification

## Vacancy Summary

<b>JOB TITLE:</b>	<b>Project Manager</b>
<b>NCI ENTITY:</b>	Church Commissioners
<b>DEPARTMENT:</b>	Church Commissioners Secretariat
<b>GRADE:</b>	Band 4    Standard Point
<b>SALARY:</b>	£46,577
<b>WORKING HOURS:</b>	35
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Great Smith Street, London, SW1P 3AZ
<b>HYBRID WORK ARRANGEMENTS:</b>	1-3 days per week in the office
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	Click or tap here to enter text.
<b>COST CODE:</b>	11129
<b>PARENT POSITION:</b>	Programme Manager 8101998

The post is offered on a fixed-term contract of 12 months and is suitable as a secondment for internal candidates.