

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

The purpose of this role is to support the delivery of the Church of England Education Office's National Professional Qualification (NPQ) program. The role is working within a team of Programme Officers that support in a variety of areas which are outlined in this job description. This team manages the administration and management of the NPQ work, which is currently undertaken in a variety of portfolios – through directly contracted Delivery Partners and via our National Programme which is delivered directly by the Education Office. Working as a team, different Programme Officers take different focuses or areas of responsibility in order to ensure the consistent delivery of high quality programmes across the country. Therefore this role offers the opportunity to develop project management skills over time in a holistic way.

MAIN DUTIES AND RESPONSIBILITIES

Internal-facing Support:

- Support the Programme Management Team with maintaining the integrity of data within Salesforce.
- Converting curriculum materials into online content, including proof-reading (e.g. checking for sense, typos, mistakes etc)
- Lead on administrative tasks relating to recruitment of potential NPQ applicants.
- Event administration, including keeping the calendar up to date, creating online meetings, liaising with staff who will participate, and ensuring Blackboard is updated as needed.
- Support Programme Management Team with preparation of monthly reports, with key updates on recruitment, engagement and quality assurance.
- Admin support within the NPQ Programme Delivery teams, including setting up online forms, managing the NPQ inboxes, Salesforce reporting and other.

External-facing Support:

- Providing first-line support within the queries arising from our NPQ inboxes.
- Support Learning Technology team with administration, including providing assistance with online events.
- Support applicants with any queries relating to the application process and IT support. Also support with liaising with participant sponsors to ensure their administration is completed.
- Supporting the quality team to track the onboarding of Coaches and Facilitators, ensuring tasks are completed on time and to the deadline.
- Providing support to ensure that Delivery Partners are completing all administrative tasks as required.
- Completing evidence checks before Participant Declarations are made to the Department for Education.

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 working in an administrative environment, including inbox management and good skills in phone/email communication with stakeholders.
- Experience working in a pressured environment, meeting milestones and key deliverables
- Working as part of a team
- Experience of compiling data, extracting and analysing information

Skills & Abilities:

- Customer service skills and ability to take responsibility for progressing stakeholder queries
- Proactive and able to work under own initiative to suggest solutions to problems
- Strong sense of ownership and ability to solve problems
- Strong attention to detail
- Proven communication skills, both written and verbal
- Excellent organisational skills
- High Microsoft Office proficiency, including Excel, Word, and PowerPoint

Desirable

- Experience in finance admin and reporting
- Strong analytical skills
- Advanced statistical analysis and Excel skills
- Proficiency in using survey technology, for example, Form Assembly
- Experience using Learning Management System (i.e. Blackboard) and Customer Relationship Management system (i.e. Salesforce)

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 (aprox 3 per year)

Vacancy Summary

JOB TITLE:	Programme Officer
NCI ENTITY:	National Society for Promoting Religious Education
DEPARTMENT:	Education & Growing Faith
GRADE:	Band 6 Standard Point
SALARY:	£33,382
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Remote
HYBRID WORK ARRANGEMENTS:	Click or tap here to enter text.
SUITABLE FOR FULL HOMEWORKING:	<input checked="" type="checkbox"/>
HOMEWORKING REQUIRED:	<input checked="" type="checkbox"/>
CONTRACT TYPE:	Fixed-Term
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:	8102667
COST CODE:	70220
PARENT POSITION:	8100802