



THE CHURCH
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

ROLE PROFILE FOR Project Manager IICSA 1&8 Project

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 is continually striving to improve its safeguarding practices. The 2020 report by IICSA on the Church highlighted failures in respect of child sexual abuse and, more broadly, the challenges facing the Church to get safeguarding right.

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. There is, however, still much to be done to keep children and vulnerable adults safe, and to promote their well-being.

The Church is a complex collection of different bodies. Most of the safeguarding work is carried out locally within the 42 dioceses and cathedrals in England. This work is supported centrally by a National Safeguarding Team (NST).

What you'll be doing

The purpose of this role is to manage the final delivery stage and closure of the IICSA 1&8 Regional Model Pilot Project. The Project Manager will work closely with the Business Change Specialist and Safeguarding Programme Manager to oversee the national implementation of IICSA Recommendation 1, support the ongoing Independent Safeguarding Audit Programme (IICSA Recommendation 8) and transition from the project phase to business-as-usual.

MAIN DUTIES AND RESPONSIBILITIES

- Owning the project plan and tracking project deliverables
- Writing, and where appropriate presenting, papers and routine updates for other governance bodies for review by SRO
- Regularly reviewing and monitoring project documentation (risk and issue register, decisions log, lessons learned etc)
- Tracking, resolving and/or escalating issues and risks as necessary
- Ensuring compliance with the project management framework and best practice
- Ensuring the agreed definitions of project scope, goals and deliverables are adhered to in all documentation
- Planning and running regular project team meetings
- Representing the project at programme and other meetings
- Overseeing the administration of the certification process for IICSA Recommendation 1
- Managing recruitment to project related roles
- Supporting the Senior Project Manager in task management for the Project Support Officer
- Engaging with internal and external stakeholders
- Coordinating legislation and policy change processes
- Contributing to planning for project closure and transition to business as usual
- Contribute to the planning and facilitation of items for team days

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 using Microsoft Project or an equivalent project management information system
- Knowledge of project finance and budgeting
- Proven track record of delivering successful results
- Experience working in multidisciplinary teams in a complex environment
- Experience writing reports

Skills & Abilities:

- Confident using MS Office
- Excellent analytical skills and attention to detail
- Ability to plan, identify dependencies and anticipate risks and issues
- Excellent written and verbal communication skills, including ability to communicate technical concepts to non-technical audiences and confidence giving presentations
- Able to build relationships, trust and credibility with a wide range of diverse stakeholders
- Able to be rational, objective and unbiased when making decisions and taking actions

Qualifications & Training:

- Formal qualification in Project Management such as PMP (PMI), Prince2 Practitioner (Axelos), PPQ (ARM) or equivalent certification, or working towards it; or at least two years of experience supporting projects as a PSO or a minimum of 1 year in a project management role.

Desirable

- Experience of project management
- 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, or within safeguarding

Vacancy Summary

JOB TITLE:	Project Manager
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	National Safeguarding Team
GRADE:	Band 4 Standard Point
SALARY:	£46,577 Pro Rata
WORKING HOURS:	35 hours per week
PRIMARY OFFICE LOCATION:	Church House, Westminster, SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	Hybrid working
SUITABLE FOR FULL HOMEWORKING:	<input checked="" type="checkbox"/>
HOMEWORKING REQUIRED:	<input type="checkbox"/>
CONTRACT TYPE:	Fixed-term 1 Feb – 31 Dec 2025, available as a secondment
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:	8103158
COST CODE:	22392
PARENT POSITION:	Business Change Specialist