



Head of Programme Delivery

Three-year Fixed-term Contract
(with the potential for continuation, subject to funding)

£55-58k per annum

Opportunity

We're looking for an outstanding person to head up the implementation of our **Living Christ's Story** Vision and Strategy, with a successful track record of leading the delivery of strategic change programmes. You will be in sympathy with the aims of the Church of England and have a feel for the dynamics of complex organisations. You will be a creative thinker with a positive outlook, and have a relentless focus on ensuring implementation to time, cost and quality, and overcoming obstacles.

This role is externally-funded, part of a significant Archbishops' Council grant of Capacity Funding. This will help us implement our ambitious vision for growth across the diocese.

Living Christ's Story

Living Christ's Story is a wide-ranging and all-encompassing statement of the Vision, aims and objectives of the Diocese of York over the next ten years. Our chosen strategy will require a 'root and branch' transformation of our mission, ministry, finances and structures. The breadth, depth and complexity of the undertaking is such that great discipline will be needed by the leadership structures, diocesan teams, deaneries and parishes to work together to accomplish our task.

A strategic programme of work is underway, under the sponsorship of the York Diocesan Leadership Team and led by the Head of Programme Delivery. Two primary workstreams have been identified: 'Mission, Ministry and Discipleship' and 'Parish Support'. These will be supported by activities within existing business structures but which will need to be managed as part of the overall programme delivery, examples being People, Finance, Data and Communications.

In connection with the first of these, our re-shaped Mission and Ministry team will enable churches to engage in God's mission to the whole of life, and to ensure that we have the right kinds of lay and ordained ministries across the diocesan family to support that.

The second workstream – 'Parish Support' – addresses the challenge that, unless we transform how we support and enable both ministry and the tasks required of the institution which is the Church of England, and lessen the administrative and reporting burden on parishes, then we cannot release sufficient energy to grow the life of the church which is the people of God.

These will be supported by work to improve the strategy and processes that drive our deployment of ministers (both ordained and lay, together with the management of our pipeline of ministerial talent and succession of key roles), to create a sustainable financial model for the support of ministry across the diocese, and to improve stakeholder engagement.

Each workstream will comprise a number of discrete but inter-dependent projects.

More information about Living Christ's Story ('LCS') can be found in the attached document Living Christ's Story – The Diocesan Vision and on our website: [Living Christ's Story - Diocese of York](#)

Job Description

The Head of Programme Delivery (HoPD) will lead the work of developing the approach to controlling and delivering the overall diocesan strategic plan, driving the implementation of that approach, and ensuring that the whole transformation programme is managed and controlled for successful realisation of the LCS vision and goals.

The transformation programme is at a relatively early stage in its development. We are very clear on what goals and objectives we want to achieve, and we have developed initial project plans and ways of working. There is still ample opportunity for the jobholder to adapt and finesse these delivery mechanisms.

Key Responsibilities

The Head of Programme Delivery will take overall responsibility for ensuring that the portfolio of change activities and, where appropriate, business as usual activities, across the Living Christ's Story transformation programme is structured and managed for successful delivery of the LCS objectives.

The programme governed by the Living Christ's Story Portfolio Board chaired by the Bishop of Selby and the HoPD will work closely with the Board, the Workstream Sponsors and the Senior Workstream Leaders to ensure that the programme is well reported and governed, highlighting areas for concern where management action is needed to maintain progress.

The HoPD will be responsible for all aspects of the programme, including planning, resourcing (within budget), monitoring and tracking, managing risks, issue and dependencies, change control, costs and budgets, reporting to the Board and other bodies, and communications with key stakeholder groups.

The Head of Programme Delivery will lead the Programme Management Office and be supported by a Programme Management Officer and, subject to funding, dedicated Project Managers deployed into the primary workstreams. The Programme Management Team will work closely with key workstream team members to ensure that all projects are well planned and adequately resourced, and are set up to provide accurate and timely progress reports, with close management of projects' risks, issues and inter-dependencies, and change control.

Strategic Planning

- Ensure that the programme plan, and its individual project plans, are underpinned by sound research and consultation, clear key performance indicators and robust measurement mechanisms.
- Managing a high-quality reporting framework, ensure the ongoing alignment of the strategic plan with financial and deployment (people) plans, especially in the light of any major developments at national or diocesan level.
- Lead the development of applications for any external funding for strategic projects, in consultation with the relevant Workstream Sponsors and Leads, the York Diocesan Leadership Team (YDLT), the DBF and internal and external stakeholders.
- Analyse proposed changes to projects' scope, duration, resourcing, or any other attribute, plus potential new projects for consideration by the Portfolio Board.

Strategic Delivery

- Oversee the reporting framework for the Transformation programme, including
 - Presenting regular tracking highlight reports for the LCS Portfolio Board
 - Oversee the production of regular updates for other key stakeholders, including YDLT, Archbishop's Council/DBF, and the national Church.
 - Overseeing the reporting lines between the LCS Portfolio Board (and the national Vision & Strategy) and the Multiply and Mustard Seed projects as they reach the end of their current national funding.
- Lead the Programme Management Office in maintaining an appropriate and thorough programme management regime, including:
 - managing dependencies between all strategic projects, proactively identify constraints and work to overcome them with the key stakeholders involved.
 - managing the key strategic risks and issues facing the overall programme, and resolving issues.
 - lead good practice in the governance and oversight of individual projects, providing guidance to workstream and project managers as necessary
 - an effective but not burdensome change control mechanism for projects and the programme overall.
 - cost and budget management and reporting, including to the national Church and any other external funders.

Change Management and Communications

- Working with Diocesan Communications staff, develop and manage an engagement plan, including online and offline events, and lead the development of planning resources to ensure that the emerging strategy is embedded across the Diocese.
- Assess the influences, interests and attitudes of the key stakeholders and align the engagement plan accordingly.
- Ensure queries from clergy, lay representatives and Board of Finance staff are responded to in a timely manner, and ensure regular communication to all stakeholders, with a mechanism for feedback.
- Lead and monitor good practice in the development and delivery of individual project communication and engagement plans.
- Maintain an overview of project communication plans, with a view to seeking synergies and avoiding clashes.
- Track how well changes are being delivered and monitor the capacity of the organisation to cope with the level of change being introduced.

Resource Management

- Manage the programme budget, monitoring expenditure and costs against the outcomes to be realised as the programme progresses.

Other Responsibilities

- The post holder will be an officer in attendance at Diocesan Synod and also relevant Project Boards for Strategic Projects.
- Participate in an annual review and appropriate continuing professional development, including participation in professional networks extending beyond the diocese
- Model a collaborative and professional approach to their work
- Encourage good relationships with immediate colleagues, other staff and external contacts
- Undertake such other duties as reasonably requested

Key Relationships

- This role reports to the Diocesan Secretary and Chief Executive Officer.
- Other key stakeholders in the work of the Head of Programme Delivery will be:
 - The Bishop of Selby
 - The Bishops and Archdeacons (each of whom have specific programme sponsorship roles)
 - DBF Directors and senior staff
 - Other Project Boards to be determined
 - The national Church, principally with the Vision and Strategy Senior Consultant
- The postholder will also work closely with colleagues in:
 - Mission & Ministry
 - Finance
 - Communications
 - Parish Support Team

This job description provides an outline of the key responsibilities of the post but is not intended to be an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The job description may be amended over time, in consultation with the post holder to meet the needs of the Diocese.

Person Specification

Knowledge and experience

Essential

- Proven experience in leading the successful implementation of strategic programmes in a complex environment:
 - Knowledge of programme and project management approaches from inception through to delivery
 - Experience of monitoring and evaluating the impact of projects, programmes and other initiatives

Desirable

- An understanding of the structures and culture of the Church of England
- Programme and Project Management certifications
- Proven experience of successful bid writing and funding applications

Skills and abilities

- Strong analytical abilities: able to assimilate and analyse quantitative and qualitative information quickly; confident in using data and insight; able to identify issues and priorities.
- Able to analyse and manage the detail of individual projects whilst maintaining the overall 'big picture' view of the transformation programme and relevant 'business as usual' dependencies.
- Self-motivated; comfortable with accountability, and able to supervise and guide others (including senior staff and clergy), work well within teams and work independently as required
- Strong oral and written communications skills; the ability to present work attractively, persuasively and accurately, orally and in writing.
- Exceptional interpersonal skills; able to get alongside others with differing skills and knowledge, and to manage relationships through listening, influencing, negotiating, collaborating and liaising
- Good management skills, able to identify and gather resources, organise and meet deadlines
- Someone who can work with others to build a team culture across organisational boundaries

Attributes

- Creative thinker with the ability to bring order to complex situations and find innovative ways of solving or pre-empting problems
- An individual who has a positive outlook, who views challenges as opportunities and can work to tight time scales
- Willing to be accountable, demonstrates responsibility, reliability and integrity
- Able and willing to change and develop with the role
- Someone who can earn build strong relationships and earn the respect of others
- In sympathy with the aims of the Church of England.

Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Diocesan Secretary and Chief Executive Officer
Contract Term	This is a three-year fixed-term appointment, with the possibility of being extended
DBS Disclosure	A DBS check is required for this post
Probationary Period	Appointments are subject to a 6 month probationary period
Location	The post is based at the diocesan office at Clifton Moor, York (flexible / hybrid working options are available)
Hours	The post is full-time, 35 hours per week. The post holder will be required from time to time to attend meetings outside normal working hours, subject to time off in lieu.
Salary	The post is grade 2. Starting salary will be in the range £55,206 to £58,056.
Pension	The YDBF offers a contributory pension scheme ("the Scheme") organised by the Church of England (the "Church") Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount
Holidays	In addition to the eight Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post (currently 45p per mile for the first 10,000 miles) and in accordance with the Diocesan Expenses Policy.

Non-contractual Benefits

Flexible Working	We offer staff a range of options for working flexibly, including regular homeworking.
Employee Benefits	We provide free parking at our York office, and our other non-contractual benefits currently include eye care vouchers and a cycle to work scheme.
Pastoral Care	We have an Employee Assistance Programme, and our Diocesan Adviser and Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matter, providing or arranging counselling and / or mediation if required.