



JOB DESCRIPTION

Job Title:	Project Support Officer
Hours:	Flexible. Minimum of 14 hours per week.
Location	Flexible - Church House, Threemilestone, Truro & home working
Contract:	2 year fixed term initially
Salary:	£28,000 - £30,000k per annum for 35 week (or pro rata if part-time). Salary dependent on experience and skills.
Background:	<p>The Diocese of Truro is currently undertaking a grassroots change aimed at positioning the Church in Cornwall to tackle the biggest spiritual and societal needs of Cornwall in the 21st Century, this work has been undertaken by the local church, through engagement with a deanery planning process.</p> <p>The Project Support Officer will help deaneries understand and implement their agreed deanery plan. Much of this work will focus around taking the aspirations of the plans and making them measurable, focusing on the outputs that are needed to achieve the desired outcomes; working with the implementation team to ensure that the plan is delivered according to the agreed timetable. The PSO will also engage with and support the development and management of other projects that will support the strategic plans of the Diocese.</p>
Responsible to:	Programme Manager

Key purpose of the Role

To ensure the successful implementation of Deanery plans and other projects, as approved by the Bishops and Deanery Synod

Main Duties

1. Project Support

- To work with deanery plan implementation teams, and other project teams, to move from aspirational or loosely defined plans, to a clearly defined project plan including; Gantt Charts, mapping outputs against outcomes and highlighting the dependencies and ensuring they are managed correctly, highlight reports, risk registers, stakeholder engagement plans, working budgets etc.
- Alert the Programme Manager to any impending critical risks or issues, particularly as they pertain to the timeline or relational matters.

- Provide project reports and updates for managers, parishes and governance bodies, including the Programme Board
- Undertake statistical and data analysis relevant to project management, eg costing, KPIs, etc

2. Change and Culture Management

- Support the Diocesan project team to help bring grass roots' culture change to the diocese
- Help develop and implement consistent and effective project management processes and practices in the organisation and wider Diocese, including parishes, and build project management capacity.

3. General

- Take responsibility for keeping up to date with own professional development and good practice
- Attend and participate in team and other staff meetings
- Undertake any other responsibilities as relevant to the role

4. Health & Safety

To adhere to the Diocese of Truro's Health and Safety policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

5. Safeguarding

To adhere to the Diocese of Truro's Safeguarding policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with your own safeguarding training at the level appropriate to the role.

This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content. It will be reviewed periodically, and may be subject to amendment.

PERSON SPECIFICATION

Project Support Officer

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Prince2 or equivalent
Experience	<ul style="list-style-type: none"> • Minimum 2 years' demonstrable experience of project management, including working on multiple projects, often simultaneously • Previous experience of complex administrative processes • Experience of using different databases and software applications • Experience of working with statistical data and producing clear and concise reports. • Experience of working with a wide range of stakeholders and managing competing priorities. 	<ul style="list-style-type: none"> • Experience of working within a charity or church environment • Experience of working with clergy and parish officers. • Experience of managing volunteers
Knowledge	<ul style="list-style-type: none"> • Good and demonstrable knowledge of techniques for planning, monitoring and controlling programmes and projects, including risk and issue management • Demonstrable knowledge of approaches that build collaboration and capacity. 	<ul style="list-style-type: none"> • A knowledge of Agile • Theological knowledge. • General understanding of how the Church of England is structured.
Skills	<ul style="list-style-type: none"> • Flexible and adaptable • Good time management and organisation skills • Effective communicator in writing and verbally; able to adapt to different audiences with ease and make project principles and jargon understandable to all, and communicate complex concepts simply • Able to quickly establish credibility and respect and build strong working relationships. • Able to use all usual MS Office IT systems and have an appreciation of how new technology and/or social media can be used in project management. • A skilled and effective problem solver 	<ul style="list-style-type: none"> • Ability to use theology to underpin change in regards to fruitfulness and sustainability • Negotiating and influencing skills.
Personal	<ul style="list-style-type: none"> • Empathy with the aims and mission of the Church of England. • Willingness and ability to travel around the Diocese • Understanding of and commitment to equality, diversity and inclusion 	<ul style="list-style-type: none"> • A practising Christian • An understanding of other Christian denominations and non-Christian faiths. • Full driving licence with access to own transport.

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, stakeholders and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

For more information about working for the Diocese of Truro see <https://trurodiocese.org.uk/about-us/working-with-us/>

