

ROLE PROFILE FOR MONITORING AND EVALUATION OPERATIONS MANAGER

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 Vision and Strategy Team has been established to support the whole Church in its embrace of and engagement with the national Vision and Strategy for the Church for the 2020s, and to support the implementation of the Emerging Church programme. The Vision and Strategy has three strategic priorities: to be a church of missionary disciples, to be younger and more diverse, and to develop a mixed ecology – doing church in varied forms and settings.

The Vision and Strategy team consults on and the Funding and Learning sub-team manages one of the largest grant-making programmes in the country, with £100m + of Strategic Mission and Ministry Investment (SMMI) disbursed annually to support the Church's mission and ministry across England, prioritising investment in the most deprived communities. The SMMI funding includes the Diocesan Investment Programme (DIP) which provides funding for dioceses to enable the bold outcomes and strategic priorities of the Vision & Strategy to become a reality in parishes and communities through programme funding, and smaller Capacity grants. The SMMI funding also includes the People and Partnerships Funding, awarded to partners and networks

to help overcome national challenges, by scaling up successful work or innovating, to better support the local church in delivering the Vision & Strategy bold outcomes, and the Lowest Income Communities Funding to sustain and strengthen the Church's mission with low income and deprived communities.

The Funding and Learning team is also responsible for managing a £300m+ portfolio of existing grants.

Key relationships are with the other sub-teams in the Vision & Strategy team, i.e. the Diocesan Support Team, and the Churches and Networks Team and with Finance, Ministry Development, Diocesan leaders and their teams. The team supports the Strategic Mission and Ministry Investment Board, which is responsible, on behalf of the Archbishops' Council, for distributing and monitoring grant funding.

What you'll be doing

The purpose of this role is to support the delivery of the Vision and Strategy by ensuring that appropriate monitoring, evaluation and learning processes are in place for each project and programme funded through SMMI. Working with dioceses, external partner organisations and other bodies as agreed, the postholder will enable Vision and Strategy consultants to monitor performance, gather evidence through independent evaluations and support the release of lessons learned within the Church. The postholder will specifically support the mid-term and endline review processes, either directly or through commissioning consultants.

The postholder will work in line with policies and direction set by their line manager (Grant Manager for Monitoring and Evaluation). Working closely with Vision and Strategy Consultants, the postholder will design and deliver mid-term reviews of strategic funded programmes, as well as the opportunity to undertake some semi-independent final evaluations for career development. It is expected that most evaluations will be undertaken by external evaluators, and this postholder will be responsible for commissioning (scheduling and contracting) from our pool of trusted consultants. The learning generated will be shared and utilised across diocesan teams to inform their future mission plans and therefore is of critical importance in the delivery of the Vision and Strategy. The postholder will support effective communications about the portfolio of funded work to key stakeholders within the national Church institutions and externally.

The role is critical in providing trustees full confidence in the use of funding and its impact. This is a strategically important role, as it directly consolidates emerging learning to further support the Vision and Strategy.

MAIN DUTIES AND RESPONSIBILITIES

Organising external mid-term reviews and endline evaluations

- Developing and maintaining a schedule of external evaluations, working closely with the team to understand the pipeline of evaluations and mid-term reviews.
- Supporting dioceses to develop terms of references (TORs) for evaluations, to maximise the learning opportunity that an evaluation brings.
- Commissioning external evaluations, mid-term reviews and/or learning opportunities from within our pool of trusted external evaluators.

- Liaise with dioceses and Vision and Strategy Consultants to ensure a good fit with the selected evaluator.

Internal reviews and evaluations

- Undertaking internal mid-term reviews for individual diocesan SMMI grants, through interviews and/or focus group discussions (where relevant) to draw out the emerging learning.
- Drafting the mid-term review report and recommendations to a standard that is helpful to dioceses in their learning and to guide the rest of the grant period.
- There will be occasional opportunities for the postholder to gain experience and develop their skills in undertaking endline evaluations, in specific cases where the project sufficiently lends itself to an internal evaluation process.

Consolidating learning

- Working closely with the Lead Strategy and Impact Analyst, M&E Manager, and Head of Funding and Learning to share lessons learned emerging from the individual grants, and to make sense of the evaluations emerging in terms of the overall monitoring, Evaluation, and Learning strategy.
- Support the gathering and dissemination of material evidencing the impact of funding, in line with the overall team MEL plan.
- Contributing to the evaluation and learning work relating to the funding programmes, ensuring this is effectively communicated on the Church Support Hub.
- Working with the Learning Delivery and Infrastructure Lead to increase accessibility to learning from evaluations, especially for inclusion on the [Church Support Hub](#).

Funding Strategy and Governance support

- Support the governance arrangements for the national Church funding, by preparing papers for the Strategic Mission and Ministry Investment Board and inputting to papers for other governance bodies.

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

Experience:

- Experience in programme delivery and/or in supporting the monitoring and evaluation (M&E) of large grant-funded projects/programmes.

- Experience in undertaking review processes (such as developing and delivering learning workshops, interviews, focus group discussions).
- Understands M&E best practices and has experience in applying evaluative criteria for projects (for example, OECD DAC Evaluation criteria).
- Experience in drafting high quality programme reports, such as mid-term reviews, evaluations, or equivalent, including recommendations; within prescribed deadlines.
- Experience of building excellent relationships and communicating effectively with staff and external stakeholders at all levels (including those at a senior level), demonstrating emotional intelligence, tact, and persuasive ability.
- Experience of disseminating the impact of and learning from substantial programmes of work (for example, delivering webinars and face-to-face events).
- Strong numeracy and literacy skills, including report-writing (evaluative reports).
- Computer literate with a comprehensive working knowledge of Microsoft Office.

Skills/Aptitudes:

- Excellent oral and written communication skills.
- Highly attentive to detail, particularly in relation to monitoring and evaluation.
- Analytical mindset, and ability to provide actionable insights and recommendations for individual projects/programmes.
- Strong report writing and summarising financial and qualitative information accurately, concisely, and clearly.
- Excellent planning and organising skills with proven ability to prioritise, manage time effectively (including meeting tight deadlines when required) and use initiative as appropriate.
- Ability to build rapport and trust with multiple stakeholders, including within short time-bound pieces of work such as mid-term reviews.

Personal Attributes:

- Accuracy and attention to detail with strong administrative capabilities.
- Highly pro-active, demonstrating resourcefulness and energy.
- Discreet and dependable in observing confidentiality.
- Friendly, co-operative, and diplomatic manner, with the ability to work well both on your own initiative and as part of a team.
- An understanding of the Christian faith and supportive of the Church of England's focus on growth.
- Desire and commitment to learn and develop in the role.

Circumstances:

- There is a requirement to undertake visits to other sites across England and a need for flexibility to work outside office hours as required.

Desirable

- Experience of reporting within a governance process to trustees and senior stakeholders, including drafting and presenting reports and financial reporting.
- Knowledge, understanding and strong interest in resourcing mission and growth across the Church of England.

Vacancy Summary

JOB TITLE:	Monitoring and Evaluation Operations Manager
NCI ENTITY:	Archbishops' Council
DEPARTMENT:	Vision & Strategy
GRADE:	Band 4 Standard Point
SALARY:	£48,577
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ OR The Old Brewhouse, Bishopthorpe, York YO23 2GE
HYBRID WORK ARRANGEMENTS:	1 day a week in the office (currently Mondays)
IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
CONTRACT TYPE:	Permanent
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:	8103686
COST CODE:	29727
PARENT POSITION:	Grants Manager (Monitoring and Evaluation)