



JOB DESCRIPTION

Project Manager for Mission

Purpose:	To provide project management for the Diocese of Truro's Transforming Mission (TM) Programme and the work to develop and implement Deanery Strategic Plans
Reporting to:	Head of Church Growth Development
Line Manager for:	Programme Support Officer
Key relationships:	Programme Board Transforming Mission Director (Head of Church Growth) Director of Ministry Bishop of St Germans (Ministry Oversight) Archdeacon of Cornwall (TM Programme Sponsor) Archdeacon of Bodmin Diocesan Secretary Rural Deans and Deanery lay leaders Clergy and other ministers Church House Staff
Location:	Church House, Threemilestone, Truro / working from home
Standard Working Hours:	35 hours per week but applications considered for flexible or part-time working (minimum 28 hours per week)
Salary:	£35,000 pa
Contract:	Permanent
DBS Check required?	No

Background

[Transforming Mission](#) (TM) is a model for the renewal of Anglican Church life funded by the Church Commissioners and the Diocese of Truro. It has been running for 3 years and is being implemented according to the principles of programme/project management. The diocese wishes to extend this management approach to its forthcoming work to develop and implement Deanery Strategic Plans. One of the bishop's top priorities over the coming years, the work these plans describe will ensure the long-term fruitfulness and sustainability of the diocese. The Project Manager for Mission & Strategy will be an expert project manager and will be pivotal to the successful delivery of both work streams.

Key Responsibilities

This role is initially responsible for two main areas of work:

1. Project managing the Transforming Mission programme (approx. 60% time) through to successful delivery



2. Project managing the Deanery Strategic planning process (approx. 40% time) and, thereafter, supporting the development and governance of missional initiatives and ministry across the Diocese

1. **TRANSFORMING MISSION**

- Day to day management of the Transforming Mission programme, proactively monitoring overall progress and ensuring that overall programme delivers to the appropriate quality, time and budget
- Work with the local TM Operations and Projects Managers to ensure each project delivers agreed outputs and to time and budget
- Manage third party contributions to the Transforming Mission programme (partners, other agencies, consultants, etc.)
- Exercise oversight of the TM programme budget, monitoring expenditure and costs against the outcomes to be realised as the programme progresses
- Proactively seek and secure additional resources both in terms of funding and in-kind contributions
- Assess the influences, interests and attitudes of the key stakeholders and align the communication and engagement plan accordingly
- Provide proactive day-to-day stakeholder engagement, building on positive feedback and identifying any barriers/resistance to change
- Track how well changes are being delivered and monitor the capacity of the organisation to cope with the level of change being introduced

2. **DEANERY STRATEGIC PLANNING**

- Support deaneries in the development of their mission and ministry strategies
- Support the governance and monitoring of these programmes of work
- Design and implement appropriate reporting processes and procedures
- Proactively monitor how each individual deanery project delivers to the appropriate quality, time and budget
- Support deaneries, parishes and churches in planning and implementing new missional initiatives and activities
- Identify and support the development of opportunities for new mission and church growth in the Diocese
- Identify partnerships and potential additional funding routes to support the development of mission and raising new missional and pioneering leaders in the Diocese

3. **GENERAL PROJECT MANAGEMENT**

- Manage projects, confirming the outputs and outcomes to be delivered, alongside the appropriate lead and lag measures, and regularly report progress to the Programme Board
- Implement the mechanisms by which lead and lag measures and other monitoring tools can be tracked

- Implement projects' governance frameworks, including the approach to effective planning, monitoring and delivery of programmes' outcomes along with project interdependencies
- Identify risks and issues that arise within and between projects, bringing to the relevant Director's and/or the Programme Board's attention the need for corrective action as appropriate

4. LINE MANAGEMENT

- To provide clear and consistent line management and support to the Programme Support Officer and other staff as necessary

5. Health & Safety

- To adhere to the Diocese of Truro's Health and Safety policy and procedures 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.
- To work closely with The Diocese of Truro's Property department and with the appropriate third parties to ensure that works carried out are consistent with health and safety legislation.

6. 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.

Occupational requirement

- There is an Occupational Requirement that the post-holder is a Christian.

Person specification is on next page



PERSON SPECIFICATION

Experience

The successful applicant will be able to demonstrate a successful track record in the following areas:

- Project management, including delivering on multiple projects, often simultaneously
- People/line management
- Proven ability to lead projects with a diverse range of stakeholders from different disciplines and with differing viewpoints
- Experience in setting and reviewing budgets and managing costs

Knowledge & Skills

- Good knowledge of techniques for planning, monitoring and controlling programmes and projects, including risk and issue management
- Strong negotiating and influencing skills, with the ability to bring order to complex situations, and find innovative ways of solving or pre-empting problems
- Change management skills and the ability to promote good practice, deal with conflict and address any barriers or resistance to change
- Excellent people management skills
- Excellent organisational & administration skills
- Ability to think strategically and act pragmatically; able to produce plans and deliver results without losing sight of the strategic context
- Strong written and verbal communication skills, including the ability to tailor words and pictures to different audiences and present credibly to senior leadership teams
- Proficiency in Microsoft Office (Word, Excel, PowerPoint); experience with project management tools, and data management systems
- Ability to deal with many types of people at all levels in a direct, tactful & diplomatic way
- Ability to build strong & effective working relationships
- Numerate (able to interpret, analyse & present data & statistics in reports, tables & graphs and able to work with budgets & financial information)

Personal Qualities

- A desire to serve the church in the Diocese of Truro, and be passionate about “Discovering God’s Kingdom and growing the church”
- A person committed to our values
- Pro-active, self-motivated and able to work on own initiative
- Willingness to work some evenings and weekends
- Diversity and inclusion statement

Desirable

- Committed to the mission of the church and sharing in faith and worship

- Experience of enabling organisational change through programme management and embedding these changes firmly in an organisation
- Experience of involvement in planning, implementing and monitoring physical infrastructure projects (small scale acceptable)
- Experience of working in faith or third sector organisation
- Relevant project management qualification e.g. Prince2 with Agile

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.