

PROGRAMME MANAGER (Part-time) 3 Year Fixed Term

JOB DESCRIPTION

The Diocese (Church of England in Suffolk) is seeking an exceptional Programme Manager to support the embedding of a programme-led approach fully into the organization.

DIOCESAN VISION & MISSION

The Diocese's four mission priorities are to grow in 'depth' and 'influence', so as to enable an increase in 'number' and become 'younger'; in achieving the vision of "Growing in God" by being "Flourishing Congregations, Making a Difference".

PURPOSE:

To be the day-to-day agent on behalf of the Director of Strategic Planning and Communications [Programme Director], and Diocese of St Edmundsbury and Ipswich Strategic Programme Board, to monitor the progress of, and facilitate the synergy and congruence between, the suite of projects and initiatives designed to enable the diocese to achieve its mission priorities and fulfil its strategic aims and objectives.

KEY RESPONSIBILITIES:

- Create, and be responsible for maintaining, an overarching programme plan, including a measurement framework that enables the tracking of project deliverables against expected targets, notably in relation to the core KPIs for the diocese.
- Monitor progress against agreed milestones and deliverables, identifying, and escalating as required project creep and project and programme related risks.
- Work with project directors, managers and leaders of other key initiatives to develop project plans for their projects and initiatives, attending key meetings as necessary.
- Effective co-ordination of any project interdependencies.
- Report progress of the programme at regular intervals to the Programme Director and produce reports in a timely manner for the Programme Board.
- Develop models and templates that enable consistent high-level reporting to the Programme Board from projects – particularly those supported by Strategic Development Funding.
- Proactively manage the engagement and communication with key stakeholders.
- Record and disseminate key decisions and actions agreed at Board Meetings

This list of responsibilities is not exhaustive, and the Programme Manager may be required to undertake other duties of a similar nature as may from time to time be required in achieving the purpose of the role.

REPORTING TO:

Director of Strategic Planning and Communications

KEY CONNECTIONS

- Suffragan Bishop (Chair of Strategic Programme Board)
- Director of Mission and Ministry
- Members of the Strategic Programme Board
- Archdeacon of Ipswich (Inspiring Ipswich Project Director)
- Inspiring Ipswich Project Manager
- Archdeacon for Rural Mission (Growing in God in the Countryside Director)
- Growing in God in the Countryside Project Manager
- Business Systems and Data Administrator
- Diocesan Administration Support and Leadership Team (SaLT)

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications/Knowledge and Experience	
<ul style="list-style-type: none"> • Sound understanding and extensive knowledge and experience of successful programme management. • Good knowledge of techniques for planning, monitoring and controlling programmes. • Good knowledge of programme and project management methodologies. • Good knowledge of budgeting and resource allocation procedures. • Experience of delivering similar programme support. • of developing programme and project management that involved a diverse range of stakeholders. 	<ul style="list-style-type: none"> • Recognised Project Management Qualification • A good understanding of the Church of England, other Christian denomination or faith-based organisation, its structures, breadth and dynamics. • Experience of working within the voluntary sector.
Skills and Abilities /Aptitudes	
<p>Strategic</p> <ul style="list-style-type: none"> • Ability to see and understand the bigger picture and to relate it to own work and that of the programme. <p>Management</p> <ul style="list-style-type: none"> • Ability to plan and organise and to ensure that deadlines and agreed targets are met. • Sufficient credibility to advise project directors, managers and teams on their projects in relation to the programme. <p>Analysis</p> <ul style="list-style-type: none"> • High-level logical reasoning and analytical abilities. 	<ul style="list-style-type: none"> • Ability to negotiate with stakeholders in complex and challenging situations.

<ul style="list-style-type: none"> • Able to find ways of solving or pre-empting problems. <p>Flexibility</p> <ul style="list-style-type: none"> • Ability to adapt personal style to meet the circumstances of a situation and so enable constructive and positive progress. <p>Communications</p> <ul style="list-style-type: none"> • Excellent oral, written and presentational skills. • Excellent interpersonal skills in group and one-to-one situations. <p>IT</p> <ul style="list-style-type: none"> • Good hands-on abilities in Microsoft Office, particularly Excel 	<ul style="list-style-type: none"> • Perceptive listener and discerner. • Experience in high level use of Microsoft Excel and/or Project.
Work-Related Personal Qualities	
<ul style="list-style-type: none"> • Supportive of the aims and objectives of the Church of England. • Able to build and maintain strong and constructive working relationships with a diverse range of stakeholders. • Resilient – able to maintain focus and momentum despite challenges, to find creative ways of dealing with difficulties. • Committed to DBF work values (Respect, Transparency, Quality and Well-being) • An amiable personality and a good sense of humour! 	

STRATEGIC PROGRAMME BOARD

As a sub-group of the Bishop’s Staff; the Strategic Programme Board oversees and manages the delivery of the suite of projects designed to enable the diocese to fulfil its strategic aims and objectives. It is chaired by the Suffragan Bishop, and supported by the Director of Strategic Planning (Programme Director) and Programme Manager.

The Board meets monthly to:

- Scrutinising and monitoring the status and progress of projects via reports from Project Directors.
- Ensuring synergy between projects and/or working with (inter)dependencies with other work, within or outside the programme.
- Resolving any strategic and directional issues between projects.
- Ensuring delivery within the agreed parameters whilst being adaptable and responsive to new and emerging opportunities.
- Providing quality assurance and ensure the integrity of benefits.
- Defining acceptable risk appetite for the programme and related projects.
- Resolving specific risks and issues within the programme.

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 129 benefices and serves approximately 660,000 people living in a geographical area of more than 1,400 square miles.

The Diocesan Board of Finance serves and supports our parishes and schools offering the people of Suffolk the opportunity to encounter God and grow in Christian faith. We strive to do this in providing service and support in line with our values of Respect, Transparency, Quality and Well-being.

Salary	The post is pro rata at Band E Point 2 of the St Edmundsbury & Ipswich Diocesan Board of Finance Salary Scales currently £23,233 (FTE £38,722)
Term	3 year fixed term contract
Pension provision	If eligible Membership of the Church of England Pension Builder 2014 Scheme following completion of probation period.
Hours of work	Part-time 21 hours pw (0.6 of FTE 35 hours per week) worked flexibly Monday to Friday. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.
Holidays	25 days paid leave in addition to the usual public holidays plus Discretionary days at Easter and Christmas (Pro-rata for part-time)
Probation Period	Three months during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 2 weeks and thereafter 1 month.
Place of work	Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ

NOTES: The current main duties and responsibilities of this post are outlined in the job description. The list is not meant to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out other related duties that are within the employees' skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

For an informal conversation please contact: Gavin Stone, Director of Strategic Planning and Communications. (01473) 298522

Application packs available from: Diocese of St Edmundsbury & Ipswich Website
<http://www.cofesuffolk.org//vacancies>

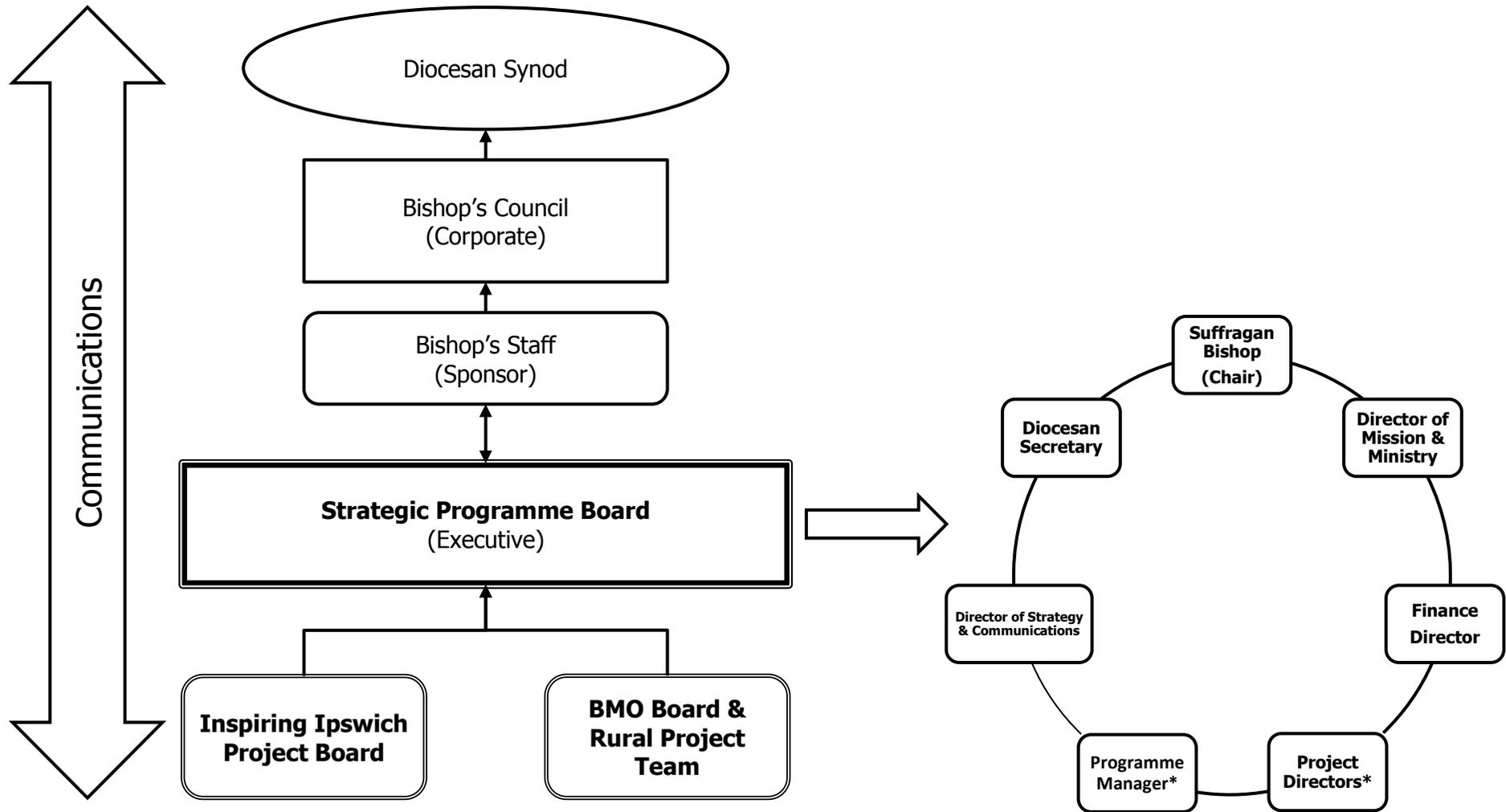
Please note: Applications will only be accepted on our DBF application forms. Please do not apply directly from online jobsites or send CVs.

Applications marked 'Confidential Application' to be sent to: HR Manager at HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Closing Date for Applications: Wednesday 27 March 2019

Interview Date: Monday 8 April 2019

Governance, Reporting and Membership:



*in attendance