



STRATEGIC PROGRAMME MANAGER Part-time (3-4 days per week), 3-Year Term

JOB DESCRIPTION

The Diocese (Church of England in Suffolk) is seeking a Strategic Programme Manager to define, manage and support the programme of work implementing the diocesan strategy.

BACKGROUND

The Diocese of St Edmundsbury and Ipswich is the Church of England's presence in Suffolk. With 445 parishes, over 110 clergy and hundreds of contacts and projects in the community across Suffolk, its strategic vision is to have flourishing congregations making a difference across the diocese, with priorities to grow in number, to bring more younger people into the church, to grow Christians in depth of faith, and to grow in the extent to which the church serves Suffolk's communities. However the diocese faces challenges: declining numbers, reduced income and a waning awareness of the presence and contribution of the church. Against this backdrop of both potential and challenge, the diocese is developing and implementing a strategic programme of work in order to ensure a flourishing and sustainable future.

PURPOSE:

To manage the definition and delivery of the strategic programme of change needed to deliver the diocesan vision and strategy. To work alongside Strategic Programme Board and individual Project Directors and Managers to enable and support this work in an appropriate manner.

KEY RESPONSIBILITIES:

- Work alongside Strategic Programme Board (a sub-group of the Bishop's senior staff), providing guidance and support to shape and define the programme of work required to deliver the diocesan vision and strategy.
- Work with the National Church's strategic transformation and change management approach in the context of the diocese to support the delivery of change.
- Maintain an overarching programme plan comprising the strands of work that contribute towards delivering the strategic aims of the diocese. Develop clear outputs, outcomes, plans and budgets for workstreams.
- Day-to-day management of the strategic programme, proactively monitoring progress of individual projects and the overall programme, and identifying and escalating project and programme related risks. Effective co-ordination of all projects and their interdependencies within the programme.
- Ensure an effective programme governance framework. Report progress of the strategic programme at regular intervals to the Strategic Programme Board and support the Board to have oversight of this programme of work and to manage it effectively.
- Develop a measurement framework that enables tracking and monitoring of programme outcomes and benefits for the diocese.
- Ensure consistent, high-level reporting to the Strategic Programme Board from major projects and effective scrutiny and oversight of the progress and outcomes of these projects – particularly those supported by Strategic Development Funding (Inspiring Ipswich and Growing in God in the Countryside).
- Work with project directors, managers and leaders of initiatives to develop plans for their areas of work attending and facilitating key meetings as necessary.

- Work with relevant members of Strategic Programme Board to align the strategic plan with financial and deployment (people) plans.
- Proactively manage the engagement and communication with key stakeholders, working closely with the diocesan communications team.
- Hold the relationship with the National Church Strategic Development Unit, ensuring updates and reporting on funding and developing future funding applications as relevant.

This list of responsibilities is not exhaustive, and the Strategic 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:

Diocesan Secretary

KEY CONNECTIONS

- Suffragan Bishop (Chair of Strategic Programme Board)
- Members of the Strategic Programme Board
- Director of Mission and Ministry
- 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
- Archdeacon of Suffolk
- Archdeacon of Sudbury
- Diocesan Bishop
- Finance Director

STRATEGIC PROGRAMME BOARD

The Strategic Programme Board oversees and manages the delivery of the programme of work designed to enable the diocese to fulfil its strategic aims and objectives. It meets 6-weekly to review progress of key strands of work, ensure alignment between projects, resolve issues and manage risks. It is chaired by the Suffragan Bishop. Members are: Diocesan Secretary, Finance Director, Director of Mission and Ministry, Archdeacon of Sudbury, Archdeacon of Suffolk, Archdeacon of Ipswich, Archdeacon of Rural Mission, Programme Manager.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications/Knowledge and Experience	
<ul style="list-style-type: none"> • Experience of strategic planning. • Experience of project and programme management including techniques for planning, monitoring and controlling programmes. • Experience of managing programmes that involve a diverse range of stakeholders. • Good knowledge of budgeting and resource allocation procedures. • Experience of analysing and presenting data to inform business decisions. 	<ul style="list-style-type: none"> • Experience of enabling organisational change and knowledge of change management approaches. • A good understanding of the Church of England, other Christian denomination or faith-based organisation, its structures, breadth and dynamics. • Experience of managing relationships with funders. • Experience of working within the voluntary sector. • Experience of developing monitoring and measurement frameworks.
Skills and Abilities /Aptitudes	
<p>Strategic</p> <ul style="list-style-type: none"> • Able to think strategically and act pragmatically; able to produce plans and deliver results without losing sight of the strategic context. • Able to bring order to complex situations. <p>Management</p> <ul style="list-style-type: none"> • Able 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. • Leadership and influencing skills, with the ability to bring about change without being in a position of direct authority. <p>Analysis</p> <ul style="list-style-type: none"> • High-level logical reasoning and analytical abilities. Able to find ways of solving or pre-empting problems. <p>Flexibility</p> <ul style="list-style-type: none"> • Able to adapt personal style to meet the circumstances of a situation and so enable constructive and positive progress. • Able to work alongside people and provide support of different types where needed. <p>Communications</p> <ul style="list-style-type: none"> • Excellent oral, written and presentational skills. 	<ul style="list-style-type: none"> • Able to negotiate with stakeholders in complex and challenging situations. • Design and facilitation of discussion and decision-making processes. • An aptitude for using data to inform discussions and decisions. • Perceptive listener and discerner.

<ul style="list-style-type: none"> • 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"> • Experience of developing stakeholder engagement plans and communications. • Experience in high level use of Microsoft Excel for data analysis and presentation.
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, and 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! 	

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 (DBF) 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 remunerated at Band E Point 3 of the St Edmundsbury & Ipswich DBF Salary Scales, currently £40,651 (full time equivalent) and will be pro-rated accordingly.
Term	3 years
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 - 28 hours per week (0.6 – 0.8 of FTE 35 hours per week) worked flexibly Monday to Friday. We are open to discussing the possibility of a full-time role. 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	Six months, during which time progress is regularly reviewed and the period may be extended.
Notice period	During probation 1 week and thereafter 3 months.

Place of work	A combination of Diocesan Office (St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ) and homeworking.
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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: Lucy de Las Casas, lucy.delascasas@cofesuffolk.org

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 Administrator at
HR@cofesuffolk.org or by post to Diocesan Office, St Nicholas Centre, 4 Cutler Street, Ipswich IP1 1UQ.

Closing Date for Applications: midday Thursday 6th May

Interview Date: First round interviews: Thursday 13th May; second round interviews: morning of Thursday 20th May.