

DIOCESE OF ST EDMUNDSBURY & IPSWICH

Programme Management Officer

Job Description

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".

The diocese is engaged in a Strategic Transformation Programme (STP) 2022 – 2031, with the aim of:-

Being a church for everyone through:-

- Doubling the number of children and young active disciples in diocese by 2030.
- Fully representing the communities we serve in age and diversity.

Providing a pathway for everyone into an accessible and contextual expression of church through:-

- A parish system revitalised for mission so churches can reach and serve everyone in their community.
- Creating 120 new Christian communities across the four areas of home, work/education, social and digital.

Empowered by:

- All Christians envisioned, resourced and released to live as disciples of Jesus Christ in the whole of life, bringing transformation to the church and world.
- All local churches, supported by the diocese, becoming communities and hubs for initial and ongoing formation.

PURPOSE

The Programme Management Officer (PMO) will support the Strategic Programme Director (SPD) in co-ordinating the delivery of our transformational change programme. The PMO will help to ensure good stewardship of the resources available for positive change in the Diocese. The PMO will do this by taking the lead in monitoring progress and ensuring all project and programme documents are up to date and accurate.

The role will also support the planning and development of changes in the programme and new projects. The post holder will take the initiative to address problems as they occur and flag them to the Strategic Programme Director. The Programme Management approach in the Diocese is one of collaboration and support.

Tasks will include completing:

- monthly highlight reports with STP Workstream Leads (Growing in God slide-pack, including STP on a page summary)
- 6 monthly reviews of workstream project plans
- 6 monthly review of STP risk management register
- 6 monthly update of transformation plan

- 12 monthly update of STP key outcome measures e.g. vocations; new worshipping communities (including Inspiring Ipswich, Lightwave and inherited parish churches outside of Ipswich)
- Updating annual workstream project plans with Workstream Leads, ensuring that these align with Transformation Plan
- Supporting Programme Project Boards (currently monthly Growing in God Project Board)
- Supporting the Strategic Programme Board (SPB), ensuring that documentation is accurate and is sent out at least 4 working days prior to the meeting
- Maintaining and updating Action Logs for Programme Project Boards and SPB
- Maintaining the Learning Log for the SDF/STF project and programme, ensuring that logs are reviewed and updated after discussion at the SPB
- Alerting the SPD to changes and issues that arise and working with the SPD and Project Managers to find solutions to challenges and adapt delivery in line with effective programme management practices.
- Supporting SPD with annual Strategic Transformation Programme reviews with National Church
- Supporting end of STF funding evaluation (July 2022 – end June 2026)

The role will provide PMO services for the following projects and the Strategic Transformation Programme funded by the Church of England's Strategic Mission and Ministry Investment Board (SMMI):-

Strategic Development Fund (SDF)

- Integration of Inspiring Ipswich and Growing in God in the Countryside (due to finish 2025/26) into STF programme

Strategic Transformation Fund (STF)

- Growing in God

Diocesan Investment Programme (DIP – anticipated from 2025)

- Growing in God
- Music, Mission and Young People
- Other projects as they evolve

REPORTING TO

Strategic Programme Director

KEY CONNECTIONS

- Strategic Transformation Programme "Growing in God" Workstream Leads
- Data Analyst
- Mission Project Officer
- Programme Accountant
- SDF Project Managers (Inspiring Ipswich and Growing in God in the Countryside)
- Network Project Manager – Music, Mission and Young People
- Associate Lightwave Leader (lead on financial sustainability for the Lightwave Community)
- Parish Resources Team
- Communications Team
- Rural/Area Deans and Assistant Deans
- Incumbents

KEY RESPONSIBILITIES

1. Lead for Programme Monitoring

- Work collaboratively with Workstream Leads and Project Managers to monitor the programme and assist them in the reporting process, taking the lead on producing the documentation.
- Be proactive in knowing what is happening on the ground so that there are no surprises. Recommend remedial action to the SPD for steer and sign-off and work collaboratively to implement remedial action.
- Provide effective services to the programme, ensuring that decisions are recorded, risk and issues documented and plans are maintained.
- Establish and maintain good working relationships with all stakeholders. This will include identifying their requirements, concerns, managing expectations and pressures in line with engagement and communications plans.
- Ability to use a structured approach to planning with colleagues/project teams and define programme steps and outcomes, scope out length and difficulty and establish plans, milestones and priorities.
- Promote the effective use of programme and project management within the Diocese
- Provide support to the SPD including arranging meetings, undertaking analyses.
- Provide day to day administrative support for programme activities.

2. Tracking Missional Impact and Evaluation

- Gather and evaluate information to inform sound decision making and provide accurate presentations or reports.
- Identify, track and evaluate the missional impact of the programme of change.
- Understand and keep updated programme and project plans, monitor progress against them and identify any deviation.
- Identify what is to be assured and establish a quality approach for the programme using an accepted methodology. This will include applying quality assurance management techniques with capacity for ongoing evaluation and amendment if required.
- Identify and evaluate likely risks and obstacles then design, operate and monitor systems to mitigate them e.g. regular risk reviews and mitigation plans.
- Identify, track and manage scope and change management. Able to analyse and evaluate impact of proposed changes on scope, and report on findings and suggest solutions. Proactively check and report any changes/ potential impacts to outputs, timescales, budgets etc.

3. Reporting

- Understand and maintain the STF/ SMMIB reporting processes; these may need to be developed over time, as more benefices are actively pursuing their Plans for Growth.
- Understand the transformation programme missional design and theory of change, in order to appraise programme reporting structures and activities, and make recommendations on the most feasible ones as the programme develops.
- Translate complex information including programme and project requirements and produce detailed summaries, including highlight reports, working with the Data Analyst and Mission Project Officer.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications	
<ul style="list-style-type: none"> Educated to degree level or equivalent 	<ul style="list-style-type: none"> A professional qualification relevant to role e.g. PRINCE2, MSP, MoR, Agile
Knowledge	
<ul style="list-style-type: none"> Good hands-on abilities in MS Office Suite, including experience in high level use of MS Excel and/or Project. Use of project management tools e.g. Gantt charts, to capture, monitor and evaluate programme progress against plan Good knowledge of techniques for planning, monitoring and controlling programme and projects Knowledge of project evaluation processes Demonstrate an understanding of the broader and strategic context of a programme and be able to interpret, influence and apply that into effective outcomes 	<ul style="list-style-type: none"> Working knowledge and previous experience of PRINCE2 or MSP methodology, even if you don't have the qualification Knowledge of Canva, Teams Understanding of the mission of the Church of England An understanding of budgetary control and resource allocation procedures
Experience Skills / Abilities / Aptitudes	
<ul style="list-style-type: none"> Experience of working in a programme or project management role or of managing a project or programme Experience of scoping, planning, implementing and evaluating multiple projects, often simultaneously Experience of active stakeholder management/ownership of programmes/ projects and brokering relationships at all levels Excellent oral, written and presentation skills 	<ul style="list-style-type: none"> Experience of managing budgets and resources

ESSENTIAL	DESIRABLE
Work-related Personal Qualities	
<ul style="list-style-type: none"> • Able to form positive, healthy professional relationships that support good delivery • Can initiate problem solving • Enjoys collaborating with people to deliver positive outcomes • Attention to detail and accuracy • Ability to work with grace under pressure to meet targets and deadlines and to re-prioritise as necessary • Resilient – able to maintain focus and momentum despite challenges, to find creative ways of dealing with difficulties. • Willingness to answer queries in a helpful, positive and encouraging way and take responsibility to ensure answers are given and resolved • To espouse the Diocese’s values 	<ul style="list-style-type: none"> • Ability to occasionally work in the evenings and weekends • Supportive of the aims and objectives of the Church of England and the Inspiring Ipswich project

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. The role description will be amended over time, in full consultation with the postholder, to meet the needs of the Diocese. The DBF is an equal opportunities employer.

GENERAL INFORMATION

About Us

The Diocese of St Edmundsbury & Ipswich has 445 parishes in 112 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.

Terms and conditions – general information

Salary	The post is Band B £33,000 - £35,000 p.a. depending on experience
Contract	This post is funded for 3 years. Additional funds will be sought in 2025 to secure funding until 2031.
Pension provision	Membership of the Church of England Pensions Board Pension Builder 2014 Scheme following completion of probation period.
Hours of work	<p>This is a full time (35 hours) per week Monday to Friday with some flexibility required and offered. TOIL (time off in lieu) is applicable for evening and weekend working to be agreed with line manager.</p> <p>The post holder will be expected to work the hours reasonably required to fulfil the duties of the post.</p> <p>We are open to part-time working options so if this is a job that excites you, please do not be put off if you are not able to commit to full-time hours.</p>
Holidays	25 days pro-rata paid leave in addition to the usual public holidays plus Discretionary days (at Easter and Christmas)
Probation Period	Six 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 main duties and responsibilities of this new post are outlined in the job description. The list is not meant to be exhaustive and is likely to evolve. It is the practice of the DBF via the line manager to review and amend job descriptions annually, in consultation with the post-holder.

For an informal discussion about the post – enquiries welcome, contact Ann Leitch – 07483 006377

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: Tuesday, 18th June 2024 at 5pm

Interview Date: Thursday, 27th June 2024