



<b>Job title:</b>	Head of Strategic Programmes
<b>Department:</b>	Strategic Programmes
<b>Reports to:</b>	Diocesan Secretary
<b>Line Manager to:</b>	Programme Delivery Manager Children and Youth Delivery Manager
<b>Key working relationships:</b>	Diocesan Strategic Programmes Board Operating Committee Finance Director Director for Apostolic Life Department for Apostolic Life Parish Support Team Leader  Leaders of apostolic partnerships and revitalisations The national church's Vision and Strategy Unit
<b>Place of work</b>	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

### **1.0 Main purpose of job**

To be responsible for delivering the diocesan programme of strategic projects, with a particular focus on the Diocesan Growth Strategy. The postholder will take oversight of the strands of the programme, both shaping the projects to maximise the potential for successful delivery and receiving and monitoring progress against financial and other delivery measures.

### **2.0 Principal duties**

- 2.1. Work closely with the senior leadership team of the diocese to manage and execute the diocesan strategy and its ongoing refinement.
- 2.2. Lead future authoring and submission of applications to receive Diocesan Investment Programme funding.
- 2.3. Effective co-ordination of all projects and their interdependencies within the diocesan portfolio of strategic programmes.

- 2.4. Lead the Strategic Programme Team and to provide line management to the team and other staff, this will include oversight of the Racial Justice Coordinator and Operations Manager for the Kindling Network. To provide direction on loading of work across the team.
- 2.5. Ensure all projects within the portfolio of strategic programmes have effective project management, governance and reporting and are delivered as planned.
- 2.6. Work with key stakeholders in identifying and evaluating potential projects and partnerships; ensure that key stakeholders communicate the vision and plans to others
- 2.7. Oversight and service the Diocesan Strategic Programmes Board.
- 2.8. Operate the programme governance framework, ensuring that the Diocesan Strategic Programmes Board, Project Stream Boards, SDF Programme Boards and relevant Diocesan committees provide cohesive and effective programme governance.
- 2.9. Drive all programmes forward and track the delivery of outcomes, adapting strategy and plans as necessary, developing implementation plans, timelines, resource allocation, budgets and metrics.
- 2.10. Manage and resolve risks and issues that arise, initiating corrective action as appropriate and escalating to Programme/Project boards as required.
- 2.11. Capture, share and deploy learning from diocesan projects.
- 2.12. Research strategic projects and programmes elsewhere; conducting due diligence on potential partners; consulting with relevant stakeholders; to develop and apply learning from elsewhere.
- 2.13. Lead the writing of progress, monitoring and evaluation reports for SMMIB, the Strategic Programmes Board, Bishop's Council and the Diocesan Synod.
- 2.14. Oversight of claiming funds from the national church, working with the Programme Finance Officer to review and authorise claims from parishes.
- 2.15. To play a full part within the Church House organisation and be part of the Senior Leadership Team and Team Leader Group.

### **3.0 General responsibilities**

- 3.1. The post holder will comply with all standards, policies and procedures set by the diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.
- 3.2. The post holder is required to:
  - support the ethos, aims and objectives of Christianity, the Church of England and the diocese;
  - keep up to date with developments in their area of work;
  - participate in the performance management process
  - engage in training and continuous professional development activities.

- 3.3. The post holder will be required to travel across the diocese and attend meetings in London.
- 3.4. The post holder will be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- 3.5. The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- 3.6. This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the diocese, following appropriate consultation.

#### **Terms and Conditions:**

**Hours of work:** this role is employed full time 37.5 hours per week by Chichester Diocesan Fund and Board of Finance.

**Probation:** The appointment will be based upon a probationary period of six months during which it may be terminated by either party by one week's notice, and thereafter by three months' notice on either side.

**DBS disclosure:** The appointment is subject to enhanced DBS disclosure.

**Salary:** The post is offered at £59,000 per annum

**Pension:** The successful applicant will be offered a pension with the Church of England Pensions Board with a flexible employee contribution between 0-6% and an employer contribution of 15.1%

**Place of work:** The post is based at Church House, Hove with the option to apply to use the diocesan remote working policy for part of the week.

**Travel and evening work:** The post will involve some travel around the Diocese and some occasional evening work and work at weekends.

**Annual leave:** An entitlement of 28 days of annual leave (of which 3 days must be used between Christmas and New Year), plus bank holidays and an additional 2 privilege days leave per year.

## PERSON SPECIFICATION

Criteria		Essential	Desirable
<b>Qualifications and Experience</b>	Experience in leading complex, large programmes of work featuring a diverse range of stakeholders	√	
	Qualified to degree level		√
	Experience of successful delivery of a programme of work within a church and/or charity context		√
	Project management qualification (Prince 2, APM or similar)		√
<b>Skills and Abilities</b>	Ability to think strategically across multiple programme stands and over time.	√	
	Good knowledge of techniques for planning, monitoring and controlling projects, including risk and issue management	√	
	Ability to write evaluation and progress reports for project against quality, cost and time	√	
	Change management skills and the ability to promote good practice and address any barriers or resistance to change	√	

	Strong literacy, numeracy and financial skills and good attention to detail	√	
	Proficient at using Microsoft Office 365 tools	√	
	Understanding of Church of England structures and governance		√
	Able to work as a member of a team and take the lead when necessary.		√
	Proven ability to prioritise, and ability to assist with strategic planning		√
	Good networking skills and ability to engage with a wide range of programme participants from varying walks of life and seniority		√
<b>Personal qualities</b>	Self-motivated and able to work independently	√	
	In sympathy with the aims and mission of the Church of England.	√	