



## SALISBURY DIOCESAN BOARD OF FINANCE

### Job Description and Person Specification

<b>JOB TITLE:</b>	<b>Programme &amp; Pathways Manager</b>
<b>TEAM:</b>	Parish Support, Governance & Administration Department, part of the Programme Office team
<b>DURATION</b>	3-year Fixed Term contract, full-time
<b>LINE MANAGER:</b>	Director of Strategy & Operations
<b>RESPONSIBLE FOR:</b>	2 FTE: <ul style="list-style-type: none"><li>• Business Insight Analyst &amp;</li><li>• Programme &amp; Pathway Administrator</li></ul>

*Occupational Requirement: This post is subject to an Occupational Requirement under the provisions made in the Equality Act 2010 that the post holder is an active and practising Christian. The successful candidate will be in alignment with the vision, aims and ethos of the Church of England.*

#### JOB PURPOSE

Lead and support the successful delivery of the vision & strategy programme and bring courageous Christian leadership and strategic thinking that enables local leaders to deliver the mission pathways (projects), revitalising mission across the diocese.

#### DUTIES AND RESPONSIBILITIES

##### **Direct the Vision & Strategy programme development, daily management and reporting.**

- Plan, design, implement and advocate the strategic programme, confirming the outputs and outcomes to be delivered, alongside the appropriate lead and lag measures.
- Ensure effective day-to-day management, monitoring and regular reporting on programme and project activities in line with accepted 'project and change management' best practice. This will include reporting to governing bodies on progress status, risk logs, dashboards, monitoring & evaluations framework, coordinating meetings and programme activities, etc.
- Embed the programme governance framework, manage interdependencies, provide professional change management services, manage and resolve risks and issues.



- Manage the programme budget, monitoring expenditure and costs against the outcomes to be realised as the programme progresses. This includes managing and meeting all relevant reporting and spending criteria where the programme applied for and receives external funding.
- Coordinate and manage the external funding bid activities and manage third party contributions to the programme (partners, other agencies, consultants, etc).
- Develop and implement a vision and strategy monitoring, evaluation and learning framework based on agreed outputs and outcomes.
- Direct the development and embed the use of evidence-based insight that enables the diocese to achieve its strategic outcomes and effectively deploy resources and support. Oversee the development of ongoing information analysis capability across the organisation, facilitating effective data comprehension and innovation in its usage.

**Provide courageous Christian leadership and strategic thinking that enables local leaders to deliver the mission pathways (projects) within the wider diocesan vision.**

- Working with the Director of Mission & Ministry, develop a collaborative overarching Mission Design for the Missional Pathways, setting the trajectory for missional growth and enables its delivery.
- Facilitate the interconnection of the Mission, People and Finance Plans and overlap between the missional pathways (projects) and the mission enablers including, Growing Faith (children and young people), and Missional Accompaniment.
- Offer prayerful discernment and work collaboratively with the missional pathways (projects) to create locally led strategic plans and facilitate their effective implementation. Enable local leaders to develop and embed a culture of monitoring, evaluation and learning which impacts on local, diocesan and national practice.
- Facilitate learning networks in conjunction with the missional enablers around aspects of practice within the missional pathway group.

**Vision & Strategy advocacy, communication and engagement**

- Be a visible advocate and enabler for the diocesan vision & strategy, facilitating and/or participating in relevant meetings, events, project development and change management at all levels within the organisational and the communities of the diocese.



- Working with the Communications team, proactively manage the vision & strategy programme engagement and communication plan.
- Hold the relationship with the National Church Strategic Development Unit (and other external bodies / partners), ensuring updates and reporting on funding and developing future funding applications as relevant.

This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

#### ADDITIONAL INFORMATION

The role requires a high level of confidentiality and will involve dealing with sensitive data which at times has the potential of having an emotive impact on the reader.

The post holder must always undertake activities in accordance with legislative and regulatory requirements.

The post holder must always carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a "time off in lieu" basis.



## Person Specification

Attributes	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>Educated to degree level or extensive relevant qualifications, training and experience.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Extensive experience (10 years or more) of managing programmes and projects in a complex environment.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in/with the Church of England.</li> </ul>
<b>Competencies &amp; Behavioural requirements</b>	<ul style="list-style-type: none"> <li>Enabling and embedding organisational change through programme management.</li> <li>Strong leadership and influencing skills, with the ability to bring order to complex situations and find innovative ways of solving or preempting problems.</li> <li>Proven ability to lead large-scale engagement programmes featuring a diverse range of stakeholders from different disciplines and with differing viewpoints.</li> <li>Good knowledge of techniques for planning, monitoring and controlling programmes and projects, including risk, issue and change management.</li> <li>Ability to deal with conflict and address any barriers or resistance to change.</li> <li>Ability to think strategically and act pragmatically.</li> <li>Strong written and verbal communication skills.</li> <li><b>Occupational requirement (Equalities Act 2010) as an active and practising Christian, aligned with the vision, aims and ethos of the Church of England.</b></li> </ul>	

**Employee Name:**

**Line Manager Name:**

**Signature:**

**Signature:**