

JOB DESCRIPTION & PERSON SPECIFICATION

# Programme & Pathways Manager

APPLICATION DATE BY

8 May 2024



# Hello and welcome!

## What are we looking for?

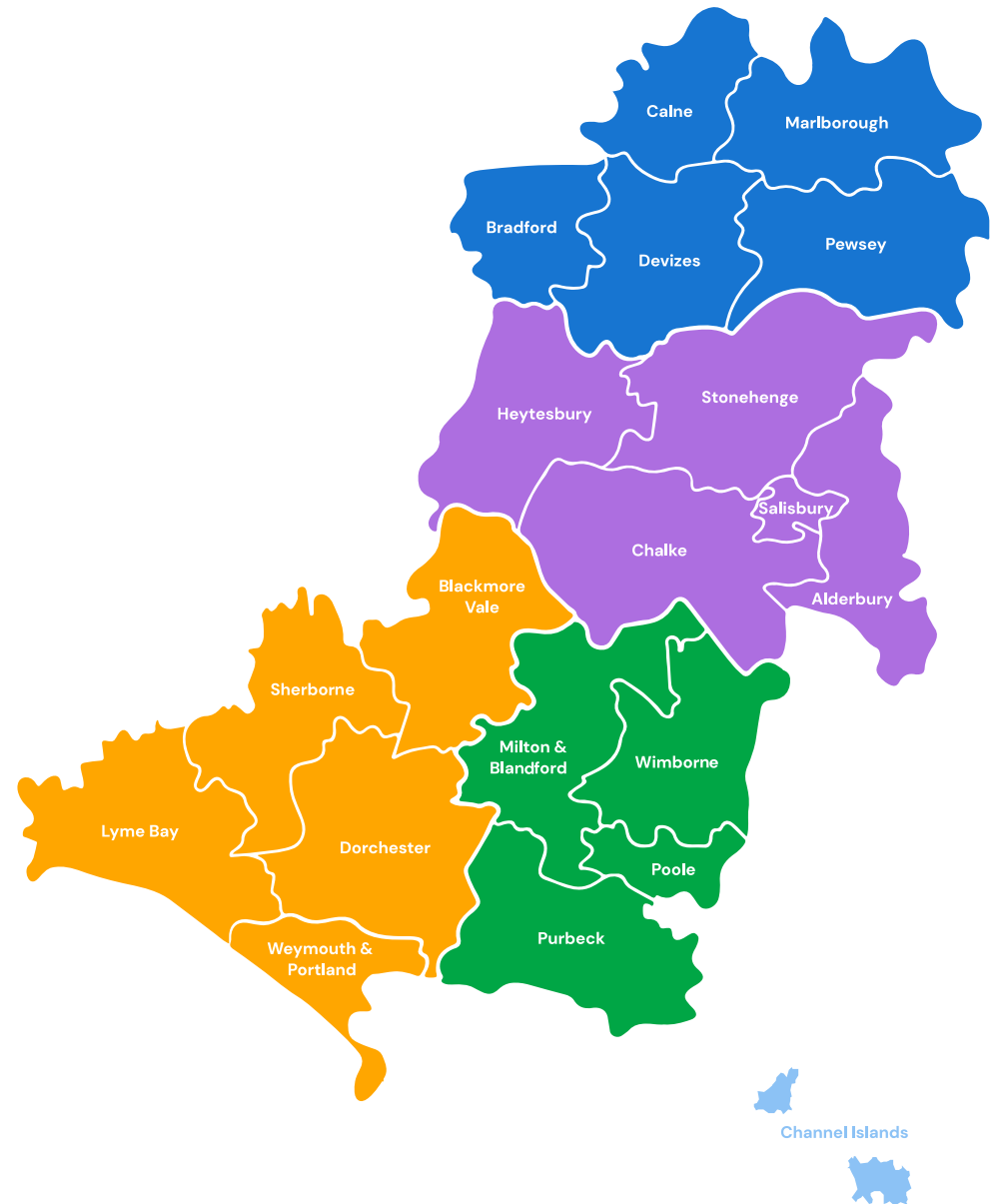
Are you a courageous Christian leader with extensive project and change management experience. Do you feel called to coordinate the delivery of the mission, people and finance initiatives that underpin our vision and 5 strategic paths (priorities)? Do you want to Make Jesus Christ Known in every place, so that all may flourish and grow, seeking his Kingdom here and now. If this is you, we would really like to meet you.

You will join the Parish Support, Governance and Administration team on a full-time three year fixed-term contract, leading and managing the Programme Office with two staff, responsible for the successful delivery of the ten-year vision and strategy programme. The Diocese of Salisbury is a medium sized organisation with a huge reach – with thousands of young people

in our church schools, and hundreds of churches across Dorset, Wiltshire, Hampshire, Devon and the Channel Islands, we support people of all ages.

We are looking for a person with strong leadership and influencing skills, with the ability to bring order to complex situations and find innovative ways of solving or pre-empting problems. You will be confident in engaging with a diverse range of stakeholders with differing viewpoints, thinking strategically and acting pragmatically.

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 and your appointment will be subject to an Enhanced DBS check.



# Our vision and priorities

**Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now.**

We pledge ourselves to action through:

- Creative partnerships in local mission
- Courageous Christian leadership
- Working for justice
- Climate action
- Financing the future sustainably

As a result we will be more relevant, valued and successful; working hard to meet real needs with compassion and simplicity.



# Working with us

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## The role

The role is offered as a three-year fixed term contract with a full time working pattern of 35 hours per week. We provide a supportive workplace culture, are committed to sustainable work/life balance, and offer opportunities for flexible and remote working.

Part-time or shared contract hours could be considered.

## What we offer

We offer competitive and attractive compensation and benefit package.

In addition, we provide a non-contributory pension scheme of **10% pension contribution** (comprising 9.5% pension; 0.5% death in service cover); and which may rise by a further 3% if matched by a 3% contribution from the employee. Our family friendly policies create an environment where our employees are fully engaged and thriving in their responsibilities.

We offer **28 days paid annual leave**, which is inclusive of 4 days office closure during Easter and Christmas. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

## Job role

Programme & Pathways  
Manager

## Hours

35 hours p/w

## Duration

Three years fixed term

## Salary

Up to £61,950 (Grade 2E)

## Team

Parish Support, Governance  
and Administration

# Programme & Pathways Manager job description

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**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 initiatives that revitalise mission across our communities.**

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

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- Plan, design, implement and advocate the strategic programme of initiatives.
- 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.
- Embed the programme governance framework, manage interdependencies, provide professional change management services, manage and resolve risks and issues.

## **Provide courageous Christian leadership and strategic thinking that enables local leaders to deliver mission initiatives within the wider diocesan vision.**

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- Develop a collaborative overarching Mission Design for the mission initiatives, setting the trajectory for missional growth and enables its delivery.

- Offer prayerful discernment and work collaboratively 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.**

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- 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.

# Personal specification

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## Qualifications & Training required

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- Educated to degree level or extensive relevant qualifications, training and experience

## Behavioural Requirements/ Competencies

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- Enabling and embedding organisational change through programme management.
- Strong leadership and influencing skills, with the ability to bring order to complex situations and find innovative ways of solving or preempting problems.

- Proven ability to lead large-scale engagement programmes featuring a diverse range of stakeholders from different disciplines and with differing viewpoints.

- Good knowledge of techniques for planning, monitoring and controlling programmes and projects, including risk, issue and change management.

- Ability to deal with conflict and address any barriers or resistance to change.

- Ability to think strategically and act pragmatically.

- Strong written and verbal communication skills, which at times can prove emotive.

## Experience required

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- Extensive experience (10 years or more) of managing programmes and projects in a complex environment.
- Desirable to have experience of working in/with the Church of England.

**For full job description and person specification see [here](#).**

# Application process

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As part of your application please submit the following:

**Part 1** – Complete an [Application Form](#).

**Part 2** – One-page letter no more than 750 words, telling us about yourself, your motivation for applying for the role the values and experience you will be bringing to the role, including how you meet the criteria as an active and practising Christian.

**Part 3** – A current CV

**Closing date** Wednesday 8 May

**Shortlisting** Friday 10 May

**Interview** Tuesday 14 May in person in Salisbury (afternoon)

**Please return applications with supporting documentation by email to:**  
[hradmin@salisbury.anglican.org](mailto:hradmin@salisbury.anglican.org)

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role; please contact the HR Team on [hradmin@salisbury.anglican.org](mailto:hradmin@salisbury.anglican.org)

To ensure the fairness of the selection process, shortlisting will be based upon the information you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. A copy of our privacy policy for job applicants can be downloaded [here](#).

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. We are committed to the safeguarding and protection of everyone within our community. Our safeguarding principles can be found [here](#).

Further details regarding the interview process will be communicated at the time shortlisted applicants are invited for interview.

If you are unfamiliar with the Church of England, Diocese of Salisbury please feel free to peruse our [website](#). You can also find out more about the team you will be working with on the website as well.



**“The Spirit of the Lord is on me, because he has anointed me to proclaim good news to the poor. He has sent me to proclaim freedom for the prisoners and recovery of sight for the blind, to set the oppressed free, to proclaim the year of the Lord’s favour.”**

LUKE 4: 18 – 19

[www.salisbury.anglican.org](http://www.salisbury.anglican.org)  
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