

# Projects Coordinator



Job description and  
person specification





# Welcome

**Are you passionate about planning, coordination and delivering significant projects that will make a difference in the lives of people and their communities? Are you interested in working with a diverse team who are united in the quest to deploy their skills and gifts for service?**

We are looking for a person that is curious, agile and enjoys working with a range of stakeholders to be our Projects Coordinator and deliver meaningful change; a newly created role to help implement our diocesan vision and five strategic priorities. Through providing project capabilities across the charity, you will help us to be more effective in serving our communities across Dorset and Wiltshire. The Diocese of Salisbury is a medium-sized organisation with a huge reach – with thousands of young people in our schools, and hundreds of churches and clergy, we support and minister to people of all ages.

## 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; Championing Climate Justice; 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 the Diocese of Salisbury

The role is offered as a Fixed Term Contract for 3 years, with a 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.

## 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.

<b>Line manager:</b>	Director of Strategy and Operations
<b>Hours:</b>	35
<b>Duration:</b>	3 years
<b>Salary:</b>	£42,625.00 pa
<b>Team:</b>	Parish Support
<b>Responsible for:</b>	N/A

# Job description

Coordinate, track and report on projects within the programme of work to implement our diocesan vision and five strategic priorities. Engage with stakeholders to create common purpose and collaboration in the delivery of key activities and monitoring of outcomes.

## Daily coordination of multiple project activities

- Coordinate and proactively monitor progress of multiple projects and the activities undertaken by the relevant workstreams, to ensure outputs and outcomes are in line with the overall Vision & Strategy programme delivery. Help to manage the interdependencies and the interfaces between the projects within the programme and wider organisational activities.
- Support the development, implementation and reporting of project plans, status reports, risk logs, project budgets and dashboards. Collate the relevant information for the ongoing monitoring and evaluation learnings framework.

## Stakeholder management

- Help to create a positive environment for change, demonstrating an understanding about the impact of proposed initiatives. Work with the Communications team to curate communications and relevant resources for stakeholders, organise and administer engagement opportunities, respond to queries and develop mechanisms for ongoing feedback and learning.
- Proactively and regularly engage with stakeholders, building on positive feedback and identifying any barriers to change. Attend, facilitate and participate in relevant meetings and events across the diocese.
- Liaise, shape and share best practice nationally across the Church of England network.





# Person specification

## Qualifications & Training required

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- Education to A-level or equivalent
- Further relevant certification, qualification(s) is desirable.

## Experience required

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- Demonstrable experience in a planning / coordination / project-type role – minimum of 3 years.

## Competencies & skills required

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- Up-to-date advanced knowledge of Microsoft Office, specifically Excel, PowerPoint and SharePoint.
- Relevant technical project management skills, e.g. familiar with software, principles, models and approaches.
- Curious, agile and collaborative, able to respond effectively to changing and competing priorities. Ability to think strategically and act pragmatically.
- Ability to successfully influence a range of stakeholders that creates a sense of common purpose and advocacy. Confidently translate project and change management terminology and concepts to any audience.
- Excellent administrative, organisational and presentational skills, demonstrating methodical, systematic and thorough attention to detail.
- An understanding of and empathy with the aims and ethos of the Church of England.

## Other requirements

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- Travel within the diocese (counties of Wiltshire and Dorset)
- Weekend and evening working occasionally, to attend meetings and events
- Driving licence or means of transport is needed

# Completing an application form

As part of your application please submit the following:

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**Part 1** Complete an Application Form. **This can be found via this link.**

**Part 2** A one-page cover letter, not more than 500 words describing yourself and telling us your motivation for applying for the role.

**Part 3** A current CV.

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

<b>Closing date</b>	20 October 2023
<b>Shortlisting date</b>	25 October 2023
<b>Interview date</b>	3 November 2023

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 (Tunde and Natalie) on [hradmin@salisbury.anglican.org](mailto:hradmin@salisbury.anglican.org).

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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](#).

Whilst this role does not require you to be a practicing Christian, we would request you to be in sympathy with and be comfortable with the aims and ethos of the Church of England, and a basic knowledge of its structures would be desirable, but not critical.

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's, [Diocese of Salisbury](#) please feel free to peruse our website [The Diocese of Salisbury \(salisbury.anglican.org\)](http://The Diocese of Salisbury (salisbury.anglican.org)).

You can also find out more about the team you will be working with [here](#).