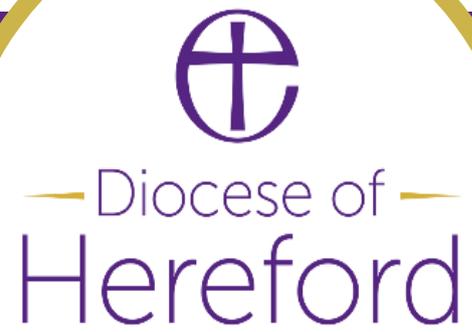


Job Description:

Diocesan Programme Manager



Job Purpose:

The Programme Manager is responsible for helping to design and deliver strategic projects that successfully enable the achievement of the outcomes set out in the Diocesan Strategy. This includes ensuring the processing or applications for Strategic Mission Funding and that robust governance is in place to monitor and evaluate projects.

The Programme Manager is responsible for the assisting in the setting up and delivery of the Youth Hubs Pilot project, which is being funded jointly by the Central Church's Diocesan Investment Programme and the Diocesan Strategic Mission Fund. The aim of the pilot is to produce a replicable model for youth mission and evangelism in a rural context.

Dimensions:

The Diocese has committed to a budget of £4m for missional projects in its Strategic Mission Fund between 2019-31.

The Youth Hubs Pilot Project is initially a 3-year pilot with a budget of £870k.

Accountabilities:

Assist with the production and submission of applications for internal Strategic Mission Fund for mission- focused projects.

Define any programme governance framework, including the approach to effective planning, monitoring, and delivery of the programme's outcomes.

Administration of the quarterly meetings of the Strategy Projects Management Board and ensuring relevant reports are submitted to Bishops' Staff, Finance Committee, Bishop's Council and Synod.

Day to day management of programmes in the early days of projects, proactively monitoring overall progress and ensuring that individual projects and the overall programme deliver to the appropriate quality, time and budget.

Work with the Bishop's Staff Team to ensure the implementation of actions arising from the Diocesan Strategy.

Support the lead officers to ensure the successful implementation of restructuring fund projects i.e. Church Building Strategy and Parish Giving.

To talent spot project-management and change-management skills within the diocese and to nurture, train and evolve these to ensure diocesan sustainability on change-management skills into the future.

Youth Hubs Pilot specific:-

Define the project's governance framework at a local and diocesan level. This will include the approach to effective planning, monitoring, and delivery of the project's outcomes.

Plan and design the project's measurement framework confirming the outputs and outcomes to be delivered, alongside the appropriate lead and lag measures.

Assist in the production of the research methodology and measures working towards the production of an adaptive model to scale up across the diocese and in other rural dioceses.

Undertake annual project reviews and "deep dives" to periodically evaluate the progress of the pilot project with the Church Commissioner's Funding and Learning Team and other relevant partners proposing amendments/additions to the ways of working as a result.

Assist in the delivery of effective stakeholder engagement in the areas which will host the other Youth Hubs proposed in phases 2 and 3.

With the Lead Intergenerational Missioner plan and design phases 2 and 3 of the Youth Hubs project and submit timely applications for further funding from the Diocesan Investment Programme in liaison with the diocese's Church Commissioner partner.

Day to day management of the Youth Hubs Pilot in the early days of projects, proactively monitoring overall progress and ensuring that individual projects and the overall programme delivery to the appropriate quality, time, and budget.

Programme Development

- Identify emerging learning from projects including the Youth Hub pilot and design appropriate adaptations to the missional design and make recommendations to the Local Partnership Groups and the Strategic Projects Management Board.
- Support the development of strategic capacity across the senior staff (lay and ordained) of the diocese.
- Develop the headline metrics / outcomes framework for use across the diocese.
- Collaborating with colleagues to align work with the Diocesan Strategy

Programme Management

- Oversee day to day implementation of projects, in liaison with the relevant project leads and relevant stakeholders.
- Co-ordination of the current projects (for example):
 - Youth Hubs Pilot
 - Lifelink Chaplaincy Project
 - St Peters/St James Project
- Report to the Strategic Projects Management Board on
 - progress
 - proposed changes to the delivery model and project plan for approval,
 - any barriers to delivery
 - the management of risks
 - financial issues

Change Management & Communications

- Manage the development and implementation of Project Communications Plans (with active stakeholder engagement)
- Use lessons learned to track the delivery of change and influence the capacity of the diocese to cope with change.

Resource Procurement and Financial Management

- To develop future funding bids to the Church Commissioners (and others) which would support the strategy based on strategic interventions to generate growth.
- Have overall responsibility for the financial management of projects and funding bids

Special Features

Flexibility required regarding working hours with occasional evening or weekend work when necessary.

Key working relationships:

Internal:

Diocesan Secretary
Director of Mission & Ministry
Lead Intergenerational Missioner
Communications Team
Finance Team
Education Team
Bishop's Staff Team

External:

Church Commissioners
Other Funders
Incumbents
PCC's
Secondary schools
Missional Youth Church Network
Other Diocesan Programme Managers

Organisation Chart



Qualifications & Experience

AREA	ESSENTIAL	DESIRABLE
Knowledge/ Qualifications/ Membership of Professional bodies (or equivalent)	Educated to degree level or equivalent. Programme and project management certifications or substantial experience of managing programmes and projects in a complex environment.	
Type of Experience required	Experience of enabling organisational change through programme management and embedding these changes firmly in an organisation 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 and issue management.	Working with those of faith.

Competencies

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • A desire to serve the church in the Diocese of Hereford and passionate about enabling spiritual/numerical growth. • Strong leadership and influencing skills, with the ability to bring order to complex and ambiguous situations and find innovative ways of solving or pre-empting problems. • Change management skills and the ability to promote good practice, deal with conflict and address any barriers or resistance to change. • Ability to think strategically and act pragmatically; able to produce plans and deliver results without losing sight of the strategic context. • Strong written and verbal communication skills, including the ability to tailor words and pictures to different audiences and present credibly to senior leadership teams. • Ability to work flexibly and develop role and responsibility levels accordingly. • Strong organisational skills resulting in an ability to work on own initiative. • Creating processes and systems to collect and record data to evidence the delivery of outcomes. • Excellent communication skills, high IT literacy and proven influencing skills. • Sympathetic to working with people of faith and the ethos of the Church of England. 	<ul style="list-style-type: none"> • Understanding of the organisational structure, breadth and dynamics of the Church of England or the capacity to learn quickly. • Some evidence of creative thinking. • Previous experience of writing funding applications.