CHURCH ARMY .ORG

AGILE LEAD

Application Pack

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ROLE OF AGILE LEAD

About the Role:

You will be the champion for all things agile in our communications team – promoting effectiveness, efficiency and excellence in all we do. You'll adapt strategies based on user needs, market conditions, and our strategic priorities. You'll drive innovation and continuous improvement while managing resources and capacity.

The Agile Lead is responsible for leading and managing the communications team through agile methodologies and workflows to optimise productivity and ensure timely delivery of projects. This role requires a proactive approach to adapting strategies in response to changing user needs, market conditions, and organisational priorities.

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About the Team:

You'll collaborate with the Head of Communications & Digital Engagement, Brand and Digital teams to ensure cohesive strategy and execution across all communication channels. You'll also engage with stakeholders across the organisation for insights and feedback.

The Agile Lead will play a pivotal role in driving innovation and continuous improvement within the Church Army's communications team, while also managing resource allocation and capacity planning.

This job might be for you if:

- You have experience with agile methodologies and leading teams through agile workflows.
- You're skilled at strategic planning and adapting to changing needs and goals.
- You excel at monitoring and evaluating project outcomes using data and feedback.
- You're a natural leader who fosters a culture of experimentation and adaptation.
- You enjoy working collaboratively with a diverse team and engaging with stakeholders.

Andrew Horton, Head of Communications & Digital Engagement

JOB DESCRIPTION

Job Title:	Agile Lead
Responsible To:	Head of Communications and Digital Engagement
Relating To:	Brand and Content Lead, Digital Lead and Communications and Fundraising Teams.
Purpose:	The Agile Lead is responsible for leading and managing the communications team through agile methodologies and workflows to optimise productivity and ensure timely delivery of projects.
Objectives:	1. Agile Workflow Management: To implement agile practices to ensure efficient team workflow, prioritises tasks, and mentors team members in agile methodologies. 2. Strategic Planning and Adaptation: To adapt communication strategies to evolve needs and goals, driving innovation for enhanced communication effectiveness. 3. Monitoring, Evaluation, and Improvement: To assess project outcomes using data and feedback, while establishing metrics for tracking team performance and project success. 4. Change Management and Leadership: To foster a culture of experimentation and adaptation. 5. To be an active member of the Co.Lab team

RESPONSIBILITIES AND KEY TASKS:

1. Agile Workflow Management - To implement agile practices to ensure efficient team workflow, prioritises tasks, and mentors team members in agile methodologies.

1.1 Implement and lead agile practices such as sprints, stand-ups, and retrospectives to manage the communications team's workflow and projects.
1.2 Triage incoming requests and prioritise tasks based on urgency and Strategic importance, ensuring effective allocation of resources across the team.
1.3 Guide team members in agile methodologies, fostering a collaborative and flexible working environment.

2. Strategic Planning and Adaptation - To adapt communication strategies to evolve needs and goals, driving innovation for enhanced communication effectiveness.

> 2.1 Continuously assess and adapt communication strategies to align with evolving user needs, market conditions, and organisational goals.
> 2.2 Lead the team in identifying and implementing innovative solutions to enhance the effectiveness of Church Army's communication efforts.

3. Monitoring, Evaluation, and Improvement - To assess project outcomes using data and feedback, while establishing metrics for tracking team performance and project success.

> 3.1 Work with the Digital Lead, Digital Project Manager and Digital Analyst (agency), to regularly monitor and evaluate the outcomes and impacts of communication projects, using data and feedback to measure success and identify areas for improvement.
> 3.2 Develop metrics and KPIs to track team performance and project success, facilitating data-driven decision-making.

4. Collaboration and Stakeholder Engagement - To foster a culture of experimentation and adaptation.

> 4.1 Work closely with the Head of Communications & Digital Engagement, Brand Lead and Digital Lead to ensure cohesive strategy and execution across all communication channels.
> 4.2 Work with the Digital Analyst (agency) and engage with stakeholders across the organisation to gather insights and feedback, ensuring that communication strategies are well-informed and comprehensive.

5. To be an active member of the Co.Lab team:
5.1 To share in the life, objectives and shared practices of the Co.Lab team.
5.2 To attend and take part in Co.Lab gatherings.
5.3 To share in the general responsibilities of all staff with regard to welcoming visitors, dealing with post, handling phone calls and general enquires as required.

General

- Stay abreast of the latest trends in agile methodologies and communication technologies to continuously enhance team capabilities.
- Participate in Communications Team leaders' meetings, contributing to the broader strategic discussions and decision-making processes.
- To undertake any such duties as are commensurate with the post at the direction of the line manager or their senior.
- To be active as a member of the Communications team, demonstrating and encouraging participation in team meetings and in the overall objectives and life of the team
- To attend an annual appraisal and regular one to ones with your line manager

- To undertake any training as required for the role as identified in an appraisal or supervision
- To adhere to Church Army's contractual and non-contractual policies at all times. These are outline in the Staff Handbook and on Church Army's intranet document library.
- Act in the best interest of Church Army at all times

TRAINING

As a responsible employer we value the importance of professional formation and expect our employees to commit to ongoing training towards fulfilling their roles. We will provide you with the support you need to succeed, including professional training where appropriate, regular 1-2-1s with your line manager and all the support that comes from being part of a national charity and a loving community.

ROLE REQUIREMENTS

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below.

All aspects of the person specification will be assessed via the application form, interview and selection process, and within pre-employment check (e.g. references).

The candidate will need to model the Church Army values in their work and life. You must be in sympathy with the vision and values of Church Army and be willing to represent the organisation in public.

Essential:

Knowledge and Understanding:

- Strong understanding of agile methodologies and practices.
- Knowledge of strategic communication principles and tactics.
- Familiarity with data-driven decision-making and performance metrics.

Experience:

- Proven experience leading a team using agile methodologies.
- Experience in strategic planning and adapting communication strategies.
- Demonstrated experience in monitoring and evaluating project outcomes.
- Experience working collaboratively with diverse teams and stakeholders.

Skills:

- Excellent leadership and team management skills.
- Strong strategic thinking and problem-solving abilities.
- Proficient in prioritising tasks and managing resources effectively.
- Excellent communication and interpersonal skills.
- Ability to foster a collaborative and flexible working environment.

Attributes:

- Proactive and innovative mindset.
- Strong commitment to continuous improvement and learning.
- Ability to adapt to changing needs and conditions.
- Collaborative and team-oriented approach.

Desirable:

Knowledge and Understanding:

- Understanding of the Church Army's mission and values.
- Knowledge of digital communication channels and tools, including project management apps.

Experience:

- Experience working in a charity or faith-based organisation.
- Experience in capacity planning and resource management.
- Previous experience in change management and fostering a culture of adaptation.

Skills:

- Advanced skills in data analysis and interpretation.
- Proficiency in using digital project management tools.
- Strong presentation and facilitation skills.

Attributes:

- Passion for innovation in communication strategies.
- Ability to engage and inspire team members and stakeholders.
- Strong organisational skills with attention to detail.

OUTLINE TERMS AND CONDITIONS

Location	Wilson Carlile Centre, Sheffield. We are currently operating a 60/40 hybrid model for an office/home split.
Salary	£35,403 per annum based on 37.5 hours a week
Hours	30 – 37.5 hours a week. [0.8 or full-time appointment]
Pension	Church Army is an auto enrolment employer. If you are eligible for pension contributions, you will be enrolled into a qualifying scheme and minimum pension contributions will be made by the employer.
Annual Leave	25 days per annum plus bank holidays.
Probation Period	6 months
Contract Type	Full Time, Open Ended
Notice Period	3 Months (after Probation Period)
DBS Requirement	A DBS check is not required for this post. However, all staff are expected to read and comply with Church Army's Safer Ministry Policy.
Occupational Requirement	None. However, due to the nature of this post we do require the successful candidate to be in sympathy with, and have respect for and behave in a way that reflects, Church Army vision, values and ethos.

We also offer our staff:
- Life Assurance cover at 3 x salary
- Access to employee perks scheme through Life Works
- Access to cycle to work scheme
- Free Employee Assistance Programme available to staff 24/7
- Free confidential counselling service

WHAT MAKES US CHURCH ARMY

Our Vision

For everyone everywhere to encounter God's love and be empowered to transform their communities through faith shared in words and action.

See our **We Are Church Army** video.
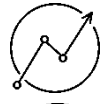
Our Values

Everything we do is underpinned by our GRACEUP values:

Generous - We believe God is generous and we want to model that generosity to others.

Risk-taking - We have a long heritage as a pioneering movement, taking calculated risks and giving our staff permission to try new things.

Accountable - We are accountable to God and others, and we want to be reliable and responsible to high professional standards.

Collaborative - We are committed to partnering with others who share our values; we believe collaboration enhances the potential and outcomes of our work.

Expectant - We are hopeful, expecting God to do new things through our frontline work and the Church Army community.
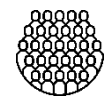
Unconditional – We believe God loves everyone and every person is significant in His eyes. We serve anyone regardless of their age, gender, race, sexuality, faith, ability, status or circumstances.

Prayerful - We listen to God through prayer, and we want to be obedient to Him. We want to be like Jesus in all we do.

Working with Us

We aspire to see our teams reflect the communities they serve, and to have a diversity of people and views reflected across our organisation. We are a Christian charity working with people of all faiths and none. We ask that our team, where being a Christian is not a requirement, to respect and be sympathetic to our history, work, vision and values.

We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from candidates from black and ethnic minority backgrounds. We are an equal opportunities employer and we do not discriminate on the basic of any characteristic, including those protected by the Equality Act.

Church Army staff have access to a wide range of benefits, and you can find some of these listed on our website below our vacancies.

APPLICATION PROCESS

To apply, **please submit a Church Application Form** which is available to download from the job advert on our website.

Deadline: 12/08/24

Interview date: W/C 26/08/24

What to expect from our Recruitment Process:

- Upload your completed application form on our website, or email it to **recruitment@churcharmy.org**
- One of our team will acknowledge your application
- Applications are shortlisted against the person specification
- You will be contacted as to whether you have been invited to interview

Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- Successful completion of a probationary period
- Two satisfactory references

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.

For more information about Church Army please visit: **www.churcharmy.org**