

Job Title	Hackney & Islington Programme Manager
Reports to	Archdeacon of Hackney: Programme Team Lead
Team	Stepney Area Team
Department	Stepney Area
Location	St Anne’s Hoxton (Stepney Training Centre)
Contract type	3-year Fixed term: Full Time with need for flexible working schedule with evenings and weekends at times
Job Grade	E

Job Purpose The Hackney & Islington Programme Manager manages the Hackney and Islington Programme (HIP); a catalyst programme that galvanizes growth across the Hackney and Islington boroughs through fostering strategic and sustainable partnerships and church plants, resulting in a mixed ecology of churches that are increasingly young, culturally diverse, impacting low-income communities, and seeing a renewal of catholic mission.

About the London Diocese Fund (LDF) and the Diocese of London The Diocese of London is the group of Church of England organisations located in North London. It comprises of c400 parishes north of the River Thames and within the M25 motorway, and also includes, schools, chaplaincies, missional communities, and other organisations. The Stepney Episcopal Area is the south-eastern area of the Diocese of London and contains three London Boroughs/Deaneries – Tower Hamlets, Hackney and Islington. The HIP aims to support all parishes (51) within the Hackney and Islington deaneries (26 directly at present). The LDF is the employment body and the central team that serves and supports all teams within the Diocese of London.

Our Mission, Values, Ambitions and Priorities **Mission:** *For every Londoner to encounter the love of God in Christ.*
Ambitions: *Confident Disciples, Compassionate Communities, Creative Growth.*
Priorities: *Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.*

Equality, Diversity, and Inclusion Statement The Diocese of London and Church of England are committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.

Job Scope

Direct and indirect reports	Line managed by the Archdeacon of Hackney (Programme Team Lead) No reports
Budget responsibilities	Manage HIP budget (circa £12 million)
Revenue responsibilities	May help us secure additional funds
Key Relationships	<ul style="list-style-type: none"> • HIP Steering Group • HIP Programme Board • HIP workstream delivery teams • Stepney Area team, incl. Stepney MSO and Youth Development Worker, etc • Diocesan 2030 Vision Programme Office • Diocesan Ambition and Priority Leads and teams

Job Responsibilities

- Work closely with the Archdeacon of Hackney (HIP Lead) - supporting them in the delivery of HIP, managing priorities in partnership with them.
- Establish and manage programme management systems and processes, to facilitate and track change taking place on the ground.
- Oversee timely, safe recruitment and management of HIP staff, lay leaders and volunteers – in collaboration with HIP team, Diocese and parishes.
- Provide administrative leadership of the project: Track delivery of the HIP plan, delivery, budget, payments to parishes (in partnership with the 2030 Vision Programme office) and outcomes, organise and attend monthly progress and governance meetings, ensure actions are followed etc.
- Provide termly progress reports for National Church (HIP funders), and key Diocesan stakeholders.
- Work closely with each of the Steering and Delivery group team members, resourcing and enabling each to carry knowledge and understanding of how to link more aspects of each stream with others as appropriate, always working closely with the Archdeacon along the way. The four workstreams are (church partnerships, youth ministers, estates work, Catholic renewal)
- Proactively encourage and enable collaboration between four workstreams and churches from across the two deaneries as well as key stakeholders (including the Diocesan 2030 Vision Programme office and Diocesan Ambition & Priority teams) - to bring about growth in line with the HIP Programme Plan. Equip and support parties in this as necessary.
- Develop and maintain strong working relationships with key stakeholders: facilitate effective and efficient communication with all stakeholders.
- Source, analyse and use data to inform and assess progress being made – ensuring all lessons learnt are captured, to be fed into future strategic decision making for all parishes across the HIP, Area and beyond.
- Join the Area's Leadership team meetings as well as Diocesan Ambition and Priority lead meetings on occasion, by invitation as appropriate.
- Identify, compile and submit any potential additional missional funding bids as opportunity arises - to enhance or expand the ongoing existing work, or future sustainability of the project.
- Managing the relationship with churches, ensuring good relationships, and the smooth running of all operational matters relating to the use of any church or other building by a New Worshipping Community.

Qualifications,
experience,
knowledge,
skills, and
other
requirements

Person Specification		
Criteria	Essential	Desirable
<i>Education and experience</i>		
Educated to Degree or equivalent, or higher	X	
Excellent people skills: evidenced emotional intelligence and ability to lead and develop others	X	
Team player with experience of working in complex teams	X	
Proven ability to handle a project work and plan effectively, at scale and with wide breadth	X	
Experience of supporting the delivery of strategic change	X	
Able to handle a diverse workload, prioritise and keep to deadlines while maintaining a professional and confident manner.	X	
Administratively efficient with strong attention to detail.	X	
Experience of facilitating workshops and leading meetings	X	
An imagination with a flair for resourceful problem-solving through innovation and creativity	X	
Experience of operational Church life, (ideally with experience of church planting and growth) and an understanding of the particularities of churches of different traditions		X
<i>Knowledge and skills</i>		
Cross-culturally literate and interested and supportive of intercultural vision	X	
Good data handling and data presentation skills	X	
IT literate (MS Office Suite used): Experienced with excel	X	
Dynamic and self-motivated	X	
Understanding of Social Media, / the ability to learn		X
<i>Other requirements</i>		
Right to work in the UK	X	
Empathetic to the vision, mission and values of the Church of England	X	

Person Specification – Competencies and Behaviours	
Focus on Self	Shows commitment to achieving challenging and complex goals; demonstrates a high level of personal motivation
	Respects and represents the organisation in an honest, ethical, and professional way and helps others to understand their obligations to reflect expected standards of behaviour
	Recognises and adapts to individual differences and perspectives in culture, style, and viewpoint
	Is flexible, adaptable and maintains appropriate self-care; constructively raises and works through issues and challenges and seeks alternative solutions
Focus on Others	Requests and provides information in well written formats; prepares written material that is well structured and easy to follow by the intended audience
	Utilises facts, knowledge and experience to support recommendations; respectfully provides own point of view and works to understand the perspectives of others
	Models and promotes teamwork and encourages a culture of recognising the value of collaboration; fosters productive working relationships and builds culture of consultation and works proactively to overcome barriers to collaboration
Focus on Team	Encourages and supports participation in induction, training, professional and personal development; expects, equips, and resources people to unleash their potential
	Supports others to succeed in change; accommodates changing priorities and responds flexibly to uncertainty and ambiguity
	Identifies and follows safe work practices and takes action to address hazards, near misses and incidents
Focus on Service	Actively seeks out input from others and shares own ideas to achieve best outcomes; makes sound, timely decisions leading to effective service delivery
	Applies secure processes and systems for capturing relevant workplace knowledge; applies policies for the protection of confidentiality of people
Aligns with strategy	Actively nurtures both formal and informal contacts to facilitate the progress of work by proactively sharing information, best practices, respective interests and areas of expertise
	Researches and analyses information and makes recommendations based on relevant evidence Identifies issues that may hinder completion of tasks and finds appropriate solutions
	Enables others to understand the strategic direction of LDF and explains the reasons behind decisions; connects with others outside of direct team/department for information and expertise to support own activities and objectives and achieve alignment

Note: The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.