

Head of Project Management Office (PMO)

Role Description and Recruitment Pack



Contents

| | |
|--------------------------------------------|---|
| Contents..... | 2 |
| Role overview..... | 3 |
| Why this position is important to us..... | 3 |
| The impact you will have in this role..... | 3 |
| Welcome to Stewardship..... | 4 |
| Our vision and values..... | 4 |
| Job detail..... | 5 |
| Overview..... | 5 |
| Main responsibilities..... | 5 |
| It's all about you... .. | 6 |
| Desired skills and experience | 7 |
| Working for us | 8 |
| How to apply..... | 9 |

Role overview

| | |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title: | Head of Project Management Office (PMO) |
| Hours: | Full time, 35 hours per week, although we can be flexible for the right candidate. |
| Contract: | Permanent |
| Location: | 1 Lamb's Passage, London, EC1Y 8AB There is some flexibility to work remotely, although you must be able to work in the office at least two days per month, or as the organisation requires. |
| Reports to: | Chief Financial and Operating Officer |
| Salary: | £55,000 - £60,000 p.a. depending on skills and experience |
| Closing Date: | Wednesday 5 th February 2025 Interviews on 25 th February 2025 |

Why this position is important to us

The Head of PMO is a critical role to help us evaluate, prioritise and sequence projects to ensure that we allocate our resources in line with our strategy. We are in the early stages of forming a PMO at Stewardship and the role holder will be instrumental in shaping and implementing ways of working, within the PMO team and across the organisation. The role will foster collaboration and help inform decision making for the Executive Team and Leadership Team. The role is key to ensuring that strategic progress reporting to relevant stakeholders, including trustees, is clear, concise and timely.

The impact you will have in this role

You will have the opportunity to make a huge impact! Through robust project portfolio management and governance, the role holder will keep us focused on achieving our strategy and deploying resources accordingly. They will co-ordinate decision making within the Leadership and Executive Teams and ensure that that the aforementioned teams and trustees are informed about the project portfolio and progress of strategic initiatives. As we are in the beginning stages of setting up a PMO, you will have the opportunity to shape the team and ways of working.

Welcome to Stewardship

Stewardship serves Christian donors, workers, charities and churches in the UK and beyond called to faithfully steward their personal, professional or ministry resources for God's glory.

Founded over a century ago by a small group of Christians who partnered to facilitate financial support for Christian ministries, today we help over 30,000 people experience the joy of generosity, giving more than £100 million each year in support of over 6,000 charities, 4,000 churches and 2,000 Christian workers.

Our vision, mission and values

Our vision is to a thriving Kingdom economy where God's people steward resources generously to advance the Gospel. We help Christians be the best stewards of the resources God gives them.

Our four core values underpin all the work we do at Stewardship:



To find out more about Stewardship, [please view our short video clip](#)

Job detail

Overview

The purpose of the Head of PMO is to own, communicate and govern the organisation's overall project portfolio. The role holder will be instrumental in supporting Stewardship to achieve our strategy and will drive collaborative working across the organisation.

A key focus of the role is to work with the Executive and Leadership Teams to monitor our progress against our strategy, through reporting on agreed key performance indicators and the balanced scorecard. This will include reporting to trustees.

As this is a small team, there may be times when the Head of PMO is required to act as a Project Manager on certain projects.

This is a senior role in the organisation and forms part of Stewardship's Leadership Team. As such, the role holder will need to demonstrate the attributes of a servant leader – important characteristics of this style of leadership include humility, transparency, awareness, listening, empathy, community building and helping people to flourish. The role holder will have line management responsibilities for two project managers.

Main responsibilities:

To include, but not limited to:

Leadership & Culture (20%):

- As a member of the Leadership Team, actively contribute to decision making in a constructive manner and demonstrate servant hearted leadership to foster a safe, productive environment where our people thrive.
- Lead cross-functionally with empathy and understanding, championing and modelling our organisational values.
- Nurture and develop direct reports, investing in their development and providing guidance on projects and tasks as required.

Project Management Office (60%):

- Responsible for developing, implementing and running a best-in-class Project Management Office, embedding Agile DSDM project management standards and methodology to facilitate best practice across the organisation.
- Responsible for prioritising, sequencing and monitoring the overall project portfolio for Stewardship, encompassing Technology and non-Technology projects. This will require significant collaboration across teams.
- Ensure rigorous governance of the project pipeline, facilitating decision making and communication of the impact of changes to the pipeline.
- Identify dependencies and trade-offs across the project portfolio, working with stakeholders to maintain a consistent, efficient, and effective approach to coordinate successful delivery.
- Work with project teams to produce and communicate regular, transparent, and consistent reporting to the Leadership and Executive Teams and trustees, including reporting on key performance metrics to demonstrate progress against our strategy.

Project Management (20%):

- There may be instances where the Head of PMO is required to act as a project manager on specific projects.

Any other duties as requested by the Chief Financial and Operating Officer.

It's all about you...

We recognise that to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team and culture.

- You should possess 3-5 years of previous PMO experience, demonstrating the ability to manage and govern an organisation's project portfolio.
- You are able to clearly demonstrate experience in facilitating prioritisation and decision making across different stakeholder groups of varying levels of seniority, making use of frameworks where appropriate.
- You are resilient when faced with challenge and problems and proactively seek out and propose feasible solutions to move forward.
- You have strong leadership and line management skills, obtained through previous experience. You thrive when working collaboratively and can build relationships easily.
- You have strong verbal and written communication skills and have experience in producing and presenting formal and informal updates and reports to senior stakeholders e.g. Executive Team and trustees. You are able to communicate complicated content in a simple and easily understandable manner.
- You should be a motivated self-starter, able to work independently, prioritising tasks. You should be comfortable working under pressure to challenging deadlines, able to adapt to rapidly changing situations and workloads, be well organised and able to multi-task.
- You should be willing to offer your perspective and are able to challenge constructively where required. You can clearly understand and articulate the risks in a situation and are able to take a balanced view in relation to those risks.
- You will be a practicing Christian and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement. You should also be able to demonstrate enthusiasm for the Christian purposes of the organisation and a readiness to support and contribute to its ethos.
- It would be desirable to possess a strong working knowledge of the Agile DSM project methodology and Project Management experience.

Desired skills and experience

| Skills and experience | Essential | Desirable |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| You will meet our Occupational Requirement to be a practicing Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement. | ✓ | |
| Have the Right to Work in the UK (we do not offer sponsorship arrangements). | ✓ | |
| 3-5 years of Project Management Office (PMO) experience. | ✓ | |
| Clearly demonstrable experience in facilitating project prioritisation and decision making. | ✓ | |
| Strong line management and leadership skills. | ✓ | |
| Strong verbal and written communication skills, particularly in reporting on the progress of strategic projects and programmes. | ✓ | |
| Proficient in Agile DSDM methodology. | | ✓ |
| Project Management experience. | | ✓ |

Working for us

Q. What are the usual working hours?

A. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation.

Q. How much Annual Leave do you offer?

A. All full-time employees receive 27 days Annual Leave, and 8 days bank holiday leave.

Q. What are the pension arrangements?

A. Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary into a group personal pension scheme (applicable after 3 months service).

A salary sacrifice scheme for personal contributions is also available.

Q. Is it possible to work from home?

A. Yes, we are happy to offer flexibility for this role but would expect you to be able to work in our London office for a minimum of 2 days each month, or as required by the organisation.

Q. What staff benefits do you offer?

A. Once probation has been passed, there are number of benefits available to staff:

- Subsidised exercise membership
 - Hybrid and flexible working options
 - Contribution to your charitable giving account
 - Generous leave allowances
 - Long service awards
 - Participation in the Cycle to Work Scheme
 - Death in Service benefit (4x annual salary)
 - Option to join a Health Cash Plan
 - Interest-free season ticket loan
-



How to apply



Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement, by:

- Active membership of local church congregation.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues, where appropriate.



Contact us

For any questions or to arrange an informal conversation about this role, please contact Joan Gray, our People, Culture & Place Administrator, on:

Telephone: 020 8502 5600 extension 307

Email: careers@stewardship.org.uk



How to apply for this position

You can apply online for this role at www.stewardship.org.uk/about-us/careers

Please remember to also upload a copy of your C.V. along with a covering letter that demonstrates what you would bring to this role, to Stewardship and how you fulfil the Occupational Requirement.