



**The Diocese of
Southwark**

Project Manager

Job Information Pack

Closing date: Monday 18th November 2024

Interview date: Tuesday 26th November 2024





The Diocese of Southwark

Diocesan Staff Purpose

To lead, enable, serve, support, and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark

JOB DESCRIPTION

Job Title:	Project manager
Contract:	9 years, fixed term
Hours of work:	35 hours per week, over 5 days
Salary:	£43,000
Location:	Trinity House, 4 Chapel Court, Borough High Street, SE1 1HW
Job Purpose:	<p>To support:</p> <ul style="list-style-type: none">• the implementation of strategic funded projects through the specific interventions in places identified for this funding• the wider replication of learning from projects across the Diocese• the communication to the wider church of these learnings <p>Through:</p> <ul style="list-style-type: none">• the detailed project management of all stages of projects under the guidance of the Head of Implementation of Strategic Programmes• the collaborative working with Project leads, both Diocesan and Parish, to proactively monitor the project• the coordination of all strategic and operational aspects of the project.
Key relationships:	<p>Bishop's Lead for Strategic Development DIP Programme Manager Director of Mission and Pioneering Ministry Incumbents and other parish and local leaders in the places receiving funding SDF Core Project Team DIP Core Programme Team The Diocesan Project Board which includes the Diocesan Bishop, the Diocesan Secretary and Archdeacons Director of HR Director of Finance</p>

Background:

This is an exciting opportunity for an individual with demonstrable project management experience to play a key role supporting the delivery of our Diocesan strategy, Southwark Vision 2024-2035, Christ Centred Outward Focused.

Funding has been awarded by the National Church for specific projects in places across the Diocese of Southwark where there is a clear opportunity for church growth and this role will be key in the implementation of our strategy in each of these places. The Project Manager will be working within the Strategic Development Unit, specifically working on existing funded projects including SDF3, Innovation Fund and Flourish, with a focus on monitoring progress and capturing learning.

Main responsibilities

The Project Manager working closely with the Head of Implementation of Strategic Programmes and the DIP Programme Manager, is responsible for the day-to-day management of the project (from initial set up through to successful delivery) and the capturing and clear recording of learning from projects. This will involve the implementation, co-ordination and tracking of the project plans for existing projects and any new projects that may arise, as well as regular reporting on the ongoing monitoring and clear articulation of any risks.

Project Management/ Co-ordination

- Day to day management of the project, proactively monitoring overall progress and ensuring that individual projects and the overall programme delivers to the appropriate quality, time and budget and that key learning is recorded and communicated.
- Proactively identify any risks and issues that arise, at an individual project and Diocesan level, initiating corrective action in consultation with the Head of Implementation of Strategic Programmes and members of the Core Project Team.
- Report progress of the project at regular intervals to the Head of Implementation of Strategic Programmes, the Core Project Team and the Project Board, including tracking the delivery of outputs and outcomes, and making suggestions for improvement.
- Attending strategic meetings, providing updates and minuting meetings.
- Drafting of reports, with high level of numerical analysis, for circulation at a Diocesan level and for the National Church.

Learning and evaluation

Play an active part in the formal evaluation of projects and develop, under the direction of the Head of Implementation of Strategic Programmes, the way the learnings are captured throughout the projects as well as in the formal evaluations.

Change Management & Communications

- Implement and develop the communication and engagement plan, mindful of Southwark Vision.
- Regularly assess the influences, interests and attitudes of the key stakeholders to ensure the communication and engagement plan is well aligned to the cultural changes in the Diocese.
- Track how well changes are being delivered and monitor the capacity of the organisation to cope with the level of change being introduced.
- Ensure your work is fully aligned to the Diocesan Staff Values and Staff Purpose.

Resource Management

Monitor the project budget, monitoring expenditure and costs against the outcomes to be realised as the projects progresses.

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities, including our mandatory training for unconscious bias.

Confidentiality

Maintaining confidentiality and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post holder, and you may be asked to perform any other duty as directed from time to time.

Data Protection

All staff must undertake relevant training and ensure that they comply with the requirements of the General Data Protection Regulation.

Person Specification

Essential	Desirable
Experience and qualifications	
Relevant experience project management including co-ordinating programmes and projects in a complex environment	Programme and project management qualification
Excellent written and verbal communication skills, including the ability to tailor words and pictures to different audiences and present credibly to churches and leadership teams	Graduate in a numerate discipline
Awareness and understanding of techniques for planning, monitoring and measuring programmes and projects, including risk management	
Substantial, proven, experience of handling data, preparing accurate reports using data and addressing data issues including resilience	
Evidence of change management skills and the ability to promote good practice, deal with conflict and address any barriers or resistance to change and a proven ability to support organisational change	
Skills/Aptitudes	
Influencing skills, with the ability to bring order to complex situations and find innovative ways of solving or pre-empting problems	Experience and demonstrable ability to work with a diverse range of stakeholders from different disciplines and with differing viewpoints
An understanding of diversity and cross-cultural dynamics	
Ability to be pragmatic; able to produce plans and tenaciously deliver results without losing sight of the strategic context	
High level of numeracy	
Excellent IT competency in Word, Excel and PowerPoint	
Ability to work under pressure, to changing and simultaneous deadlines	
Ability to deal sensitively and diplomatically with a range of people	
Ability to maintain a high level of confidentiality	

Good understanding of financial budgeting and budget management	
A completer-finisher with excellent attention to detail and a real passion for detail	
Character and personal qualities	
A desire to serve churches in Southwark Diocese with a passion for enabling spiritual and numerical growth.	A desire to serve churches in Southwark Diocese with a passion for resourcing mission and ministry, that enables spiritual and numerical growth
An ability to cope well with times of change and encourage others in the similar situations	Being an active worshipping member of the Church of England or a church in communion with it
A pro-active attitude, but also happy to work as a member of a team and to the plans of others	
Be self-motivated, with the ability to work well both independently and as part of a team	

DIOCESE OF SOUTHWARK

Project Manager

Full time- 35 hours per week

Outline terms and conditions

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House, although you will be required to visit area offices in Kingston and Croydon from time to time, and home visits may be required.

Salary

The post has the salary range of £43,000 dependent on previous experience.

Probation

The appointment is subject to the satisfactory completion of a six-month probationary period.

Holiday Entitlement

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an entitlement to 2 local and 8 national bank holidays. The leave year runs from 1st January to 31st December.

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Cycle to Work Scheme

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Employee Assistance Programme

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months' notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

2. Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London, which is south of the Thames, together with the eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers sixteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people's life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

The Diocese is divided into six archdeaconries and twenty-five deaneries, overseen by the Bishop of Southwark, who is supported in his pastoral work in the Diocese by three area bishops, the Bishop of Kingston, Bishop of Woolwich, and Bishop of Croydon, as well as six archdeacons.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark.

Trinity House and the Area Offices

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

The Diocese of Southwark serves...

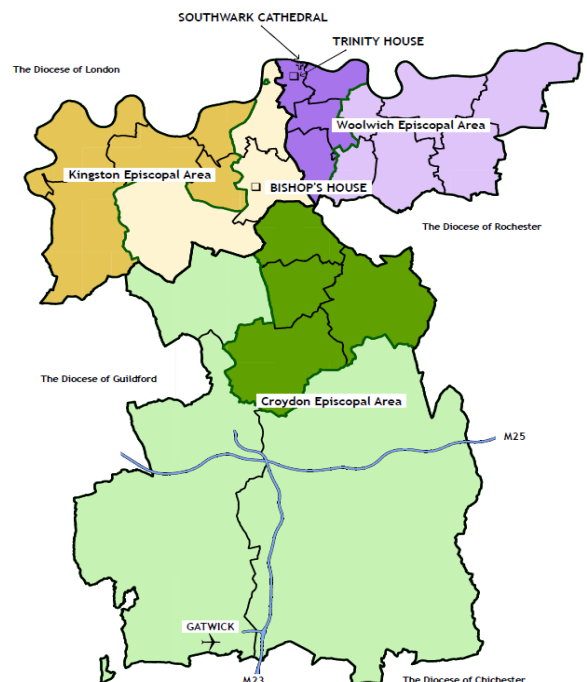


2.9 million people

in the **16** local authorities of South London and East Surrey

through **356** places of worship – a church of England presence in every community

and **103** church schools educating more than **37,000** young people



SOUTHWARK VISION 2024 – 2035

Christ Centred | Outward Focused

Southwark is a diverse and vibrant Diocese in so many ways, from the energy of the inner city to the beauty of the Surrey Hills. We are one of the largest Dioceses in the Church of England, serving the people of South London and East Surrey. We take joy in the distinctiveness and variety of God's gifts and people. You will find churches that offer welcome, care and dignity in Christ's name to their parishes; chaplains walking along side those in education, hospitals, and prison; and pioneering communities seeking to reach out and serve in new ways.

Our vision is founded on mutual commitment, speaking well of one another and walking together in the pilgrimage of faith. Supporting, encouraging, and resourcing each other in our common task, we seek to be a Diocese that is Christ centred and outward focused.

Our priorities are:



Parishes

We value all our parishes and are committed to enabling and serving them, so they can minister to the whole people of God in their local context.



Ministry

We will maintain the highest possible number of stipendiary clergy and grow our lay ministries. We will ensure that our parishes are served by well-resourced and well-supported clergy, including self-supporting ministers. We will continue to foster and grow our lay ministries including new pipelines for children and youth workers in ministry.



Growth

We will grow our existing churches, including revitalisation initiatives, and establish new worshipping communities. We want to see our Diocese surpassing pre-pandemic levels of attendance in the next five years, to include mixed ecology of worship patterns Sunday to Saturday and grow a further 10% by 2035.



Youth & Diversity

We are committed to becoming a younger, more diverse Diocese. We wish to see our churches evolve to better reflect the communities in which they serve and the gifts of the whole people of God.



Deepening our discipleship

Christ is at the heart of our faith and we will only grow by being intentional about going deeper in our journey with him, replicating our learning and sharing our resources.



Healing

We will seek God's healing for our communities and our world. Christ's call for healing and reconciliation requires us to grapple with many of the issues that we face including safeguarding, social justice, racial justice and care for creation.



The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Vision and priorities. These are known under the banner of ‘Lead, Enable, serve’ and are summarised in the table that follows below.

DIOCESAN STAFF PURPOSE
To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.
DIOCESAN STAFF AIMS
<ul style="list-style-type: none">• To support our parishes and clergy so that they are energised, equipped, and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.• To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practice.• To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.• To resource, and support mission and evangelism, vocational discernment, training, and ongoing development for lay and ordained ministries.• To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.
DIOCESAN STAFF VALUES
Effective Stewardship of resources
Collaborative Team Working
Respect for all
Transparent Accountability

