

Job Title	Partnerships Operations Project Manager
Reports to	HIP Programme Manager
Team	Stepney area
Department	Parish Support
Location	Working across multiple sites in Hackney & Islington
Contract type	1.0FTE, fixed term 18 months
Requirement	No DBS Required

Job Purpose The purpose of this role is to bring additional operational capacity to new church plants and partnerships. This role will work across multiple partnerships on a fixed term basis to support the operational set up of new partnerships and leading operational improvements where there are existing processes. This role will be pivotal in establishing sustainable operational excellence, allowing ministry teams to undertake missional work.

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 London, north of the River Thames. It is overseen by the Bishop of London and is made up of parishes, schools, chaplaincies, missional communities, and other organisations across 18 Boroughs.

The London Diocesan Fund (LDF) is the main charity that supports the work of the Diocese as a whole by generating income, providing a wide range of services and paying and housing its clergy.

Our Mission, Values, Ambitions and Priorities

Mission: *For every Londoner to encounter the love of God in Christ.*

Values: *Creative, Together, Thriving, Respectful*

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 is 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.

Safeguarding Statement

The Diocese of London is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Job Scope

Direct and indirect reports	None
Budget responsibilities	Advising on parish budget, in collaboration with incumbents and parish teams
Revenue responsibilities	None
Key Relationships	<ul style="list-style-type: none">• Stepney Clergy• Stepney area team• Youth Development Worker• Catholic Mission Enabler• Partnership parish teams• Freelance contractors and service providers

Job Responsibilities

- Support new church partnerships and plants to develop strong operational functions.
- Work collaboratively with parish team members, scoping the operational needs that require supporting, reviewing or developing
- Set-up new or review existing operational functions, including HR and recruitment, finance, reporting, fundraising, buildings management.
- Develop digital and communications processes including website development and newsletter templates.
- Lead on development and implementation of volunteer and event management systems.
- Work with parish leaders to develop operational sustainability beyond the term of this role.
- Identify operational needs in support of missional activities, supporting missional project planning and project management.
- Support with partnership reporting processes as part of the Hackney and Islington funded programme.
- Develop a pipeline of income generation opportunities, including rental agreements and grant funding.
- Develop an operational toolkit of policies and best practice for future plants and partnerships

Qualifications, experience, knowledge, skills, and other requirements	Person Specification		
	Criteria	Essential	Desirable
	Education and experience		
	Relevant Project Management qualification		X
	Experience implementing new systems	X	
	Relevant finance or HR administration qualification		X
	Change management	X	
	Experience of grant management or reporting on funding objectives	X	
	Knowledge and skills		
	Strong operational and administrative skills	X	
Strong stakeholder management skills	X		
Knowledge of good governance practices		X	
Knowledge of recruitment processes	X		
Strong IT skills	X		
Other requirements			
Experience of parish operations		X	
Practicing Christian, committed to upholding the values and mission of the Church of England	X		

Person Specification – Competencies and Behaviours	
Focus on Self	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
	Listens to, acknowledges and is responsive to diversity of experiences, perspectives, values, and beliefs
Focus on Others	Causes understanding in others by developing logical and well-reasoned arguments; writes fluently in a range of styles and formats
	Develops networks and cooperates with colleagues and partners within and outside LDF
	Proactively contributes to a positive team spirit; engages with others to share information and solve issues and problems jointly
Focus on Team	Positively communicates the nature of and reasons for change
	Supports others to succeed in change; accommodates changing priorities and responds flexibly to uncertainty and ambiguity
	Identifies and follows safe work practices; takes action to address hazards, near misses and incidents

Person Specification – Competencies and Behaviours	
	Identifies people's needs and methods for engagement; oversees service delivery and cooperates across work areas to improve outcomes for people

Focus on Service	Understands individual role and team/unit service delivery objectives and aligns activities accordingly. Initiates and develops goals and plans and uses feedback to inform future planning; accommodates and responds with initiative to changing service priorities and operating environments
	Gives appropriate rationale for adopted solutions in line with organisational strategy
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 reviews arguments, opinions and interrelationships before making judgements; sources valid, reliable, and sufficient information to make sound decisions
	Actively contributes to improvements and innovations; actively participates in reviews of policies, programs, practices and services

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.