



## Chelmsford Diocesan Board of Finance Job Description

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- Job Title:** Programme Manager (with focus for the Bradwell Episcopal Area) (Fixed Term contract for three years)
- Reports to:** Head of Missional Programme Management
- Salary:** £45,000 to £48,000 per annum subject to qualifications and experience
- Contract:** Three-year fixed-term contract
- Hours:** This is a full-time role (35 hours per week) with the opportunity for hybrid working and flexible working.  
Part-time working may be considered for an exceptional candidate with a minimum of approximately 28 hours per week.
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### Purpose Statement

Chelmsford Diocese seeks to 'travel well' with its parishes 'to enliven disciples to make disciples' through a coherent programme of change initiatives and projects. This role is key to developing mission initiatives based on research and planning to deliver programmes of change.

### Reporting Structure

The line management relationship is with the Head of Missional Programme Management, though there is a strong working relationship with the Episcopal Area Team.

### Nature and Scope

The Diocese of Chelmsford is the Church of England in East London and Essex. It is led by the Bishop of Chelmsford, assisted by three Area Bishops (Barking, Bradwell and Colchester) and seven Archdeacons. The Diocese is vibrant and growing with our 470 parishes and 144 schools across Essex, the unitary authorities of Southend and Thurrock, and five East London Boroughs serving a population of 3,278,701 (2021 census). We have 579 churches, which are served by around 415 clergy and 200 lay ministers.

The Diocese covers more than 1,500 square miles that stretches from the east coast to the Thames and ranges from countryside to towns and suburbs.

This role will be based in the Diocesan Programme Management Office and will join the two existing Programme Managers who work with the Barking and Colchester Episcopal Area Teams respectively. This role will focus on supporting the Bradwell Episcopal Area Team.

The role will be required to 'travel well' with those seeking funding in parishes and deaneries to develop mission. The job holder will support colleagues to develop their mission that is strategically in line with area priorities. They will provide expert advice, support each project



through research to help define outcomes and milestones and develop an initial plan that is robust enough to receive external funding.

The job holder will be employed by the Chelmsford Diocesan Board of Finance (CDBF). The CDBF is a company, and registered charity, that manages the business and operational affairs of the diocese, including matters relating to Finance, Property, Communications and Media, Safeguarding, Governance, Human Resources, Information Technology and Data Management, as well as Mission and Ministry which deals with training and supporting our clergy. We aim to serve our parishes and churches, worshipping communities and church schools with accountability and responsibility.

## **Principal Accountabilities**

### **1) Programme Development**

- Work collaboratively with the Episcopal Area Team to develop successful applications for external funding for missional growth, including the development and writing of project plans and funding applications.
- Contribute to the missional strategy, training and implementation of that strategy in the context of church growth and discipleship.
- Work collaboratively within the PMO team ensuring shared learning and a consistent approach to programme management is taken across the three episcopal areas.
- Plan and design the programme outputs in line with the National Outcomes Framework and National and Diocesan timelines.
- Work collaboratively post funding with the Episcopal Area(s), including parish clergy to ensure the delivery of the programme of work.
- Define the programme's governance framework consistent with the other episcopal areas, including the approach to effective planning, monitoring and delivery of the programme's outcomes, while being sensitive to the Church culture and structures and existing governance already in place.
- To play an active part of the participative change across the Episcopal Areas(s) in explaining the benefit of taking a project approach and encouraging participation in that approach.
- Design and implement the mechanisms by which lead and lag measures can be tracked.
- Assist and tracking of project budgets, as appropriate.

### **2) Change Management and Communications**

- In collaboration with our communications specialists envision senior leaders and local clergy via effective communication of the programme objectives and deliverables.
- Promote good practice on fresh expressions, church planting and pioneer ministry. Help new forms of church through their lifecycle from initiation to sustainable congregations who are missionally active.



- Ensure the proactive day-to-day stakeholder engagement, building on positive feedback and identifying any barriers/resistance to change and taking forward mechanisms to disenable such barriers/resistance.
  - Design and implement a system for tracking how well changes are being delivered and monitor the capacity of the organisation to cope with the level of change being introduced.
- 3) Complete role-related and general Diocesan training, as required.
  - 4) Ensure that the principles of Data Protection, confidentiality, health and safety and safeguarding, are adhered to, and maintained throughout the course of duties.
  - 5) Work collaboratively with other Diocesan Departments and wider contacts and undertake such other reasonable duties as may be required, including by the Head of Missional Programme Management and the Chief Executive.

### **Key Stakeholder Contacts**

- Head of Missional Programme Management
- Bishops and Archdeacons
- Wider Episcopal Area Team
- PMO Team
- Chief Executive and Dean of Mission, Ministry & Education
- Diocesan Communications Team
- Data Team
- Parish Clergy and PCCs



## Person Specification

### Essential:

Whilst there is not a genuine occupational requirement for the postholder to be a practising Christian, it is key that the postholder has a good understanding and knowledge of the Church of England and the Christian Faith, as well as being passionate about developing the mission in Chelmsford Diocese.

- Educated to degree level or qualification in project management.
- Demonstrate significant project management experience, ideally managing either a large project or programme of work.
- Experience of enabling organisational change through programme management and embedding these changes firmly in an organisation.
- A desire to serve the church in the Diocese of Chelmsford and passionate about enabling growth.
- Strong leadership and influencing skills, with the ability to bring order to complex situations and find innovative ways of solving or pre-empting problems.
- Stakeholder management skills, including the proven ability to lead large-scale engagement programmes featuring a diverse range of stakeholders from different disciplines and with differing viewpoints.
- Good knowledge of techniques for planning, monitoring and controlling programmes and projects, including risk and issue management.
- Change management skills and the ability to promote good practice, deal with conflict and address any barriers or resistance to change.
- Practical attitude with a strong record of personal delivery in project management.
- Ability to think strategically and act pragmatically; able to produce plans and deliver results without losing sight of the strategic context.
- Strong written and verbal communication skills and proven track record of writing successful funding applications.
- Driving licence and access to own transport. The post may involve attendance at meetings within the diocese, possibly including travel in ULEZ zones. The post holder must be able to travel and would normally be expected to drive. (This is an essential requirement except in cases where the prospective post holder has a disability under the terms of the Disability Discrimination Act, where a reasonable adjustment could be accommodated).

### Desirable:

- Understanding of the organisational structure, breadth and dynamics of the Church of England.
- Qualifications in project and programme management (but essential criteria if prospective candidates do not hold a degree – see essential list above)



## Outline of Terms and Conditions

<b>Role</b>	Programme Manager
<b>Responsible to</b>	Head of Missional Programme Management
<b>Salary</b>	£45,000 to £48,000 per annum, subject to experience and qualifications
<b>Hours</b>	<p>This is a full-time role based on a 35-hour working week, but the postholder may be required to work additional hours as to meet the reasonable requirements of the role. The normal office hours are 09.00 to 17.00, Monday to Friday.</p> <p>The post holder will be entitled to time off in lieu for attending meetings outside office hours.</p> <p>This role is offered on a full-time basis, however a part time appointment, not less than approximately 28 hours per week, would be considered for an exceptional candidate.</p>
<b>Pension</b>	Enrolment in the Church Workers' defined contribution scheme (a non-contributory scheme with an 11% contribution by the Board), plus in-service life cover.
<b>Annual Leave</b>	25 days plus 8 public holidays pro rata. (rising to 29 days after 5 years continuous service). Pro-rata for part-time staff
<b>Contract Term</b>	3-year fixed term contract
<b>Probation Period</b>	6 months
<b>Notice Period</b>	After service of one month, but during the probationary period - 1 weeks' notice. Upon successful completion of the probationary period- 1 month.
<b>Expenses</b>	Working expenses are paid at the Diocesan rates.
<b>Base and Travel</b>	<p>Diocesan Office, 53 New Street, Chelmsford, CM1 1AT. You will also be required to work at other locations within the Chelmsford Diocese in line with the requirements of your role, which may include some travel in ULEZ zones.</p> <p>Hybrid Working may be considered (60% of working time to be undertaken at the Diocesan Office).</p>
<b>Contract</b>	The contract of employment will be with the Chelmsford Diocesan Board of Finance (CDBF).



## Pre-employment Administration

### Checks:

The contract is subject to:

- 2 satisfactory references, including from current and/or most recent employer
- Completion of a Confidential Declaration form
- A Basic DBS check
- Driving Checks (Driving Licence, road tax, MOT and car insurance)
- Educational/Professional Registration Qualification Certificate

### Right to work:

- The post-holder must have proof of eligibility to work and reside in the UK. A check will be undertaken.

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## Employee Benefits

- Flexible & Hybrid Working, including from commencement of employment (if applicable to the role)
- 35 hour working week (full time)
- Enrolment in the Church Workers' pension scheme (non-contributory scheme with an 11% contribution by the Board),
- In service life cover of three times annual salary,
- 25 days Annual Leave plus 8 public holidays pro rata. (*rising to 29 days after 5 years continuous service*)
- Payment of professional fees/memberships (for relevant roles)
- Employee Assistance Programme, with access to 24/7 helpline and counselling
- Family friendly policies, including enhanced Maternity, Paternity and Shared Parental leave and pay
- Attractive City Centre Location with good transport links
- Spacious offices, with free on-site car parking