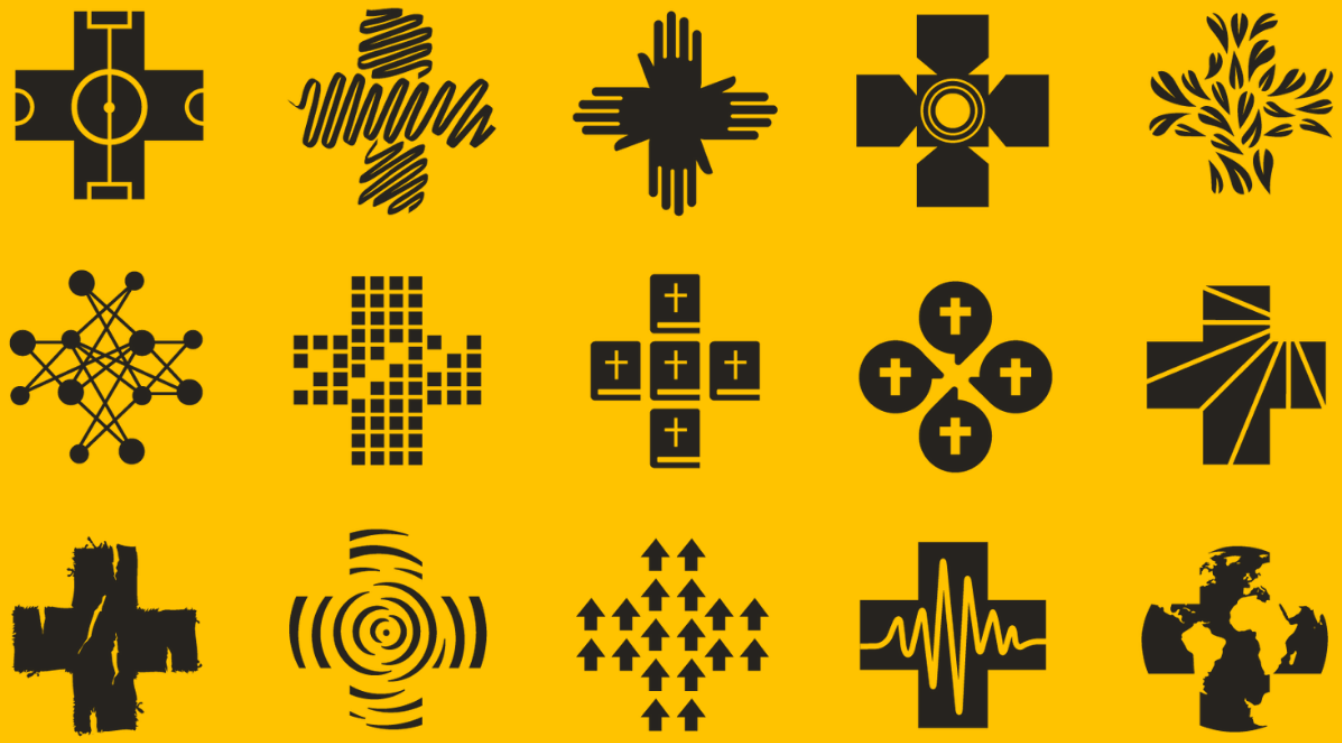
Stewardship

Active generosity

Project Manager/Business Analyst

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, mission and values 4

Job detail 5

Main responsibilities 5

It's all about you… 6

Desired skills and experience 7

Working for Stewardship 8

How to apply for this role 9

Role overview

Title: Project Manager / Business Analyst

Hours: 35 hours per week

Contract: 12 months

Location: 1 Lamb's Passage, London, EC1Y 8AB
There is some flexibility to work remotely, although you must be able to work in our London office at least one day per week, or as the organisation

Reports to: Head of Project Management Office

Salary: £42-45k per annum

Closing Date: 9am 14 December 2026

Why this position is important to us

As part of our strategy work in 2023, we identified the need to improve how we manage projects, successfully deliver change and ensure best practice across our organisation. To address this, we created a Project Management Office team, which leads in the development and monitoring of our strategic change portfolio, as well as establishing our agile project management framework and governance principles. In 2027, our strategy is looking to further grow and develop areas of our business, and hence we are looking to appoint a 12-month Project Manager/Business Analyst to support us to achieve this growth.

The Project Manager/Business Analyst role forms part of the PMO Team. The role will include management of priority projects across the Stewardship agile change portfolio, as well as the analysis and improvement of business processes across Stewardship. The role will also work with teams across Stewardship to improve workflow, through identifying and resolving challenges and dependencies, enabling teams to more effectively deliver organisational priority projects and BAU activities. The successful delivery of projects and improving our business processes, is an essential part of enabling us to achieve our strategic objectives.

The impact you will have in this role

The scope for impact in this role is immense! We have an exciting change portfolio, with a packed project pipeline, consisting of small to large projects with varying levels of complexity. The role holder will work cross functionally across the organisation to ensure we achieve our change targets, through delivering projects on time, to budget and required level of quality, as well as improving business processes across Stewardship Teams.

You will be supporting the organisation to develop new agile, collaborative ways of working, and the role holder will need to help others understand the benefits of working within the Agile framework.

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

Role overview

We are seeking a talented and highly motivated Project Manager/Business Analyst with business analysis and workflow management experience to join our Project Management Office. The ideal candidate will possess strong analytical skills, excellent problem-solving and communication abilities, and a proven track record in managing projects using agile methodologies. This role requires a curious, investigative mindset to develop a deep understanding of business processes, the ability to translate business needs into requirements, and the capability to track progress, remove impediments and ensure continuous delivery of value by optimising team performance.

Main responsibilities

To include, but not limited to:

Portfolio and Project Management (60%)

- Work with relevant stakeholders to clearly define the project scope, objectives, requirements, deliverables and benefits within the Agile PM framework.
- Develop detailed project plans and manage project implementation, constantly managing the triple constraint of time, cost and features/requirements.
- Ensure that project benefits are monitored and realised.
- Work with project teams to find solutions to problems and challenges encountered, understanding and managing trade-offs and dependencies, escalating delays, reporting risks and issues as appropriate.
- Support, train and mentor other Stewardship colleagues to effectively implement agile project management methodologies including relevant work products, backlogs, and sprint processes.
- Contribute towards the PMO Team leadership of the overall strategic change portfolio, including monitoring progress of projects within the portfolio.
- Collect, document and share project learnings.

Business Analysis (30%)

- Evaluate, document and review business processes (both within BAU and projects) to define the existing methods, uncover opportunities for improvement and anticipate and define solutions that may bring improvement
- Work with business and technology colleagues to understand and document business requirements and develop agile solutions
- Facilitate value stream mapping exercises, identify bottlenecks, and collaborate with your colleagues to enhance delivery velocity.
- Where there are changes to business processes, collaborating with managers to ensure changes are implemented effectively, and that the value added by these changes is measured quantitatively.

Workflow and Capacity Management (10%)

- To work closely with Heads of Teams (particularly Technology, Enterprise Architecture and Product) to understand and manage capacity within their teams, identifying sequencing and dependencies and plan workload for team members, balancing BAU and project work.

- Monitor progress of projects, product changes and BAU activity, working with Heads of Teams to ensure that challenges in relation to resourcing capacity are addressed.
- Provide support, training and coaching to end users as needed.
- To support and foster a culture of continuous improvement by facilitating retrospectives and helping the team implement best practices.

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 be:

- An excellent analytical thinker with strong problem-solving skills
- A strategic, intellectually curious thinker with focus on outcomes
- A strong communicator with excellent presentation skills
- Flexible and adaptable, able to quickly learn new applications, processes, and procedures
- A strong planner with excellent organisational skills
- Detail oriented, producing work of a high standard
- Able to work independently and as part of a team
- A practising 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.

Desired skills and experience

Skills and experience	Essential	Desirable
You have the Right to Work in the UK (we do not offer sponsorship arrangements)	✓	
You will meet our Occupational Requirement to be a practising 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	✓	
Educated to Bachelor degree level (or equivalent experience), preferably in Business Administration, Information Technology, or a related field.	✓	
Demonstrated experience in any two of the following: Project Management, Business Analyst and Capacity Management.	✓	
Proven experience in Agile project management, including planning, execution, and delivery	✓	
Proven experience of building collaboration between teams to solve problems and increase team effectiveness	✓	
An inquisitive analytical mindset	✓	
Strong communication and presentation skills, (both written and verbal) You have excellent time.management skills, being able to work well under pressure and prioritise tasks under rapidly changing circumstances.	✓	
Strong IT skills, with a good working knowledge of all core Microsoft 365 applications.	✓	
You have an eye for detail and a passion for excellence in your work.	✓	
You have a flexible and resilient approach to work, with a confidence to handle shifting priorities in your work	✓	
Proficiency in Agile project management tools and software		✓
Certification in Agile methodologies (e.g., Scrum Master)		✓

Working for Stewardship

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 1 day per week.

Q. What staff benefits do you offer?

A. We have generous benefits available to staff:

- Generous leave allowances
- Hybrid and flexible working options
- Contribution to your charitable giving account

Once probation has been passed

- Subsidised exercise membership
- Cycle to Work Scheme
- Electric Car Scheme (conditions apply)
- Death in Service benefit (4x annual salary)
- Option to join a Health Cash Plan
- Interest free season ticket/personal/study loan (conditions apply)
- Long service awards

We are a Living Wage Employer

How to apply for this role



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.



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.



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

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1 Lamb's Passage, London EC1Y 8AB

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