



## JOB DESCRIPTION

<b>Job Title:</b>	Project Manager
<b>Reporting to:</b>	Diocesan Secretary
<b>Based:</b>	The Diocesan Office, Newport with some flexible working
<b>Hours:</b>	37.5 hours per week, including some evening and weekend work
<b>Salary:</b>	£40,902

### Job Purpose

Over the next six years, the Diocese of Monmouth is embarking on an ambitious growth programme to extend our ministry in local communities.

To help achieve our goals, we need to embed project-management methodology to plan, deliver and monitor all our growth projects. We need an ambitious and organised project manager to support local teams to successfully deliver these projects, and enable us to monitor, evaluate and report regularly and accurately on progress made.

Growth is a priority for our diocese and the Project Manager will work with our churches, Ministry Areas and Bishop's & Diocesan Office teams.

### Key duties are as follows:

- Work with the Diocesan Project Board to identify project requirements, delivery timelines and costs.
- Develop detailed project plans to guide project teams and revise these based on changing needs and requirements.

- Monitor project performance to ensure timely delivery, adherence to budget and intended quality outcomes.
- Conduct regular lessons-learned sessions and exemplify a culture of continuous improvement.
- Compile and submit project status reports to management , the Diocesan Committees and other key stakeholders.
- Work effectively with all relevant stakeholders to support efficient project implementation. This will include adapting own working style to fit the context of the Church in Wales.
- Display excellent leadership and communication skills to liaise effectively with project stakeholders at all levels of seniority.

## Who we are looking for...

We are looking for an experienced project manager, who can rely on their expertise while tailoring their approach to the context and reporting requirements of the Church in Wales.

**You should be a self-starter** - someone who can combine their creative and time-management skills to motivate and organise local church teams to embrace new initiatives, develop new, innovative projects, and see these through to completion. The ability to communicate well, both verbally and in writing, will be key to success.

**You should have experience of reporting on project progress to diverse audiences.** Reporting and accountability are key in this role; to support this, you will have direct access to meet with the bishop, as project sponsor. You will be expected to meet regularly - both individually, and together with other project managers across the province - with the nominated officer of the Representative Body, as funder.

**You will have experience of working with finance colleagues** to ensure that accurate and detailed income and expenditure records are being kept for the project and summarised as part of the regular project reporting.

**Location:** The diocesan office team works in a flexible pattern of hybrid working based in the diocesan office with some working from home when required. The post holder will be expected to travel across the diocese in connection with their duties. Occasional travel to national meetings elsewhere in Wales may be required.

**Benefits:** The Diocesan Board of Finance will make a contribution of 10% of salary to its pension plan. The employee is expected to contribute at least 5% of salary to the pension plan.

**Status of post:** Permanent (subject to a six-month probationary period).

**Hours of work:** Full time (37.5 hours per week). Part-time applicants will also be considered. The post holder will be expected to work some flexible and unsocial hours, including occasional weekend and evening work. Overtime is not payable but an equivalent amount of time off in lieu may be taken.

**Leave allowance:** Full-time holiday entitlement is 25 days per calendar year (increasing by 1 day per year of service up to 30 days) plus bank holidays.

Part-time workers are entitled to a pro rata amount of annual leave and bank holidays based on the number of days and hours they work each week.

For more information or an informal chat – please contact Isabel Thompson (Diocesan Secretary) - [isabelthompson@cinw.org.uk](mailto:isabelthompson@cinw.org.uk) or 07493 669511

**Closing date** – Monday 25<sup>th</sup> November at 9am

**Interviews** - Friday 6<sup>th</sup> December at the Diocesan Office, 64 Caerau Road, Newport



## Person Specification

Ess = Essential    Des = Desirable

Criteria	Ess	Des
A practising Christian with a vibrant faith		*
Able to articulate a strong empathy with the role of the Church in Wales in the 21st century	*	
<b>Qualifications</b>		
University Degree or equivalent	*	
Recognised Project Management qualification e.g. Prince 2/MSP	*	
<b>Experience</b>		
Proven track record of successful project management	*	
Experience of leading and managing people	*	
Evidence of continued professional development	*	
<b>Strategic leadership, knowledge and understanding</b>		
The ability to translate strategy and vision into operational planning , projects and evaluation of performance, outcomes and impact	*	

Capacity to navigate complex organisational dynamics and to inspire change	*	
Ability to recognise opportunities for growth and future sustainability	*	
Ability to use statistical and data analysis tools and critical thinking to inform planning, support, and challenge	*	
Financial literacy with the ability to take responsibility for budget and resources	*	
Understanding of governance relating to Church in Wales Mission Areas		*
Understanding of diocesan structures and local Mission Areas		*
Skills & personal qualities		
Willingness to take the initiative in relation to new opportunities with the ability to respond creatively and successfully	*	
Ability to motivate Mission Area teams, recognising their strengths and empowering people to respond positively to change	*	
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Demonstrate excellent skills in communication	*	

Ability to speak and write in English (and ideally in Welsh) fluently and accurately	*	
Ability to articulate knowledge and understanding in ways relevant to a range of audiences with the confidence and expertise to lead training	*	
Ability to build strong and effective working relationships	*	
Competence in use of a range of IT programs and ability to embrace new technologies to improve efficiency and effectiveness	*	
Additional factors		
Holder of a current driving licence and access to transport	*	
Satisfactory DBS check	*	