



## **JOB DESCRIPTION**

<b>Job title:</b>	<b>Project Manager</b>
<b>Reporting to:</b>	<b>Diocesan Secretary</b>
<b>Based:</b>	<b>The Diocesan Office, St Asaph, with some flexible working</b>
<b>Hours</b>	<b>35 hours per week, including some evening and weekend work</b>
<b>Salary:</b>	<b>£40,000</b>

### **Job purpose**

Over the next six years, the Diocese of St Asaph 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 Diocesan Office team, Mission Areas and Hub Churches.



## Key duties are as follows:

- Work with the Diocesan Programme team 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 and 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 Oversight group 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.
- Develop 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.



## Person specification

Ess = Essential Des = Desirable

Ev = Evidence A = Application Form I = Interview and selection tasks R = Reference

Criteria	Ess	Des	Ev
A practising Christian with a vibrant faith		*	A, R
Able to articulate a strong empathy with the role of the Church in Wales in the 21 <sup>st</sup> century	*		A, I
<b>Qualifications</b>			
University Degree or equivalent	*		A
Recognised Project Management qualification, e.g. Prince 2/MSP	*		A, I
<b>Experience</b>			
Proven track record of successful project management	*		A, I, R
Experience of leading and managing people	*		A, I, R
Evidence of continued professional development	*		A
<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	*		A, I
Capacity to navigate complex organisational dynamics and to inspire change	*		A, I
Ability to recognise opportunities for growth and future sustainability	*		A, I
Ability to use statistical and data analysis tools and critical thinking to inform planning, support, and challenge	*		A, I, R
Financial literacy with the ability to take responsibility for budget and resources	*		A, I, R
Understanding of governance relating to Church in Wales Mission Areas		*	A, I, R
Understanding of diocesan structures and local Mission Areas		*	A, I
<b>Skills &amp; personal qualities</b>			
Willingness to take the initiative in relation to new opportunities with the ability to respond creatively and successfully	*		A, I, R
Ability to motivate Mission Area teams, recognising their strengths and empowering people to respond positively to change	*		A, I, R
Demonstrate excellent skills in communication	*		A, I, R
Ability to speak and write in English (and ideally in Welsh) fluently and accurately	*		A, I, R
Ability to articulate knowledge and understanding in ways relevant to a range of audiences with the confidence and expertise to lead training	*		A, I, R
Ability to build strong and effective working relationships	*		A, I, R
Competence in use of a range of IT programs and ability to embrace new technologies to improve efficiency and effectiveness	*		A, I, R
<b>Additional factors</b>			
Holder of a current driving licence and access to transport	*		A
Satisfactory DBS check	*		A

