

PROJECT SUPPORT OFFICER
DBF - SOUTHWELL

JOB PROFILE	
Title:	Project Support Officer
Contract:	Fixed term 3 years
Reports to:	Programme Manager
Location:	Jubilee House
Basis of employment:	35 Hrs
DBS check required? (Yes/No)	Yes - There is a genuine occupational requirement for the post holder to be a committed Christian in the Anglican tradition or another member denomination of Churches Together in England.
Date written/updated	9 th October 2024

PURPOSE OF ROLE
<p>As the Diocese for Southwell & Nottingham seeks to implement its refreshed vision and strategic priorities of Growing Disciples of Christ with Compassion, Confidence and Courage, the level of complexity of programme and project activity has increased significantly.</p> <p>The Project Support Officer (PSO) will play an important role in supporting the Programme Manager and Project Manager in ensuring effective systems and processes are in place to support the effective implementation and delivery of a coherent programme of change initiatives. This role will be part of the expanding Programme Management Office (PMO).</p> <p>The role will involve supporting the implementation of the refreshed diocesan vision and strategy by providing much needed capacity to ensure effective support systems are established to maximise outcomes. It will include areas such as documentation, reporting and meeting management support across a range of projects across the diocese.</p>

MAIN RESPONSIBILITIES
<p>Supporting the Programme and Project Managers in liaising with project leads to embed and maintain the following:</p> <p>Documentation Management:</p> <ul style="list-style-type: none">- Including assisting in the production and maintenance of project plans, risk registers, issue / action logs, and other project related documents.- Following up on outstanding project actions in a timely fashion.- Keeping all project folders in the shared area up to date and assist in maintaining effective and efficient filing structures. <p>Reporting:</p>

- Support the production of project reporting on a regular basis, through use of local strategic plans (Growing Disciples Plans).
- Monitor the completion of project reports.
- Support consolidation of submissions from projects to prepare Programme Board and any other project reporting.

Meeting Management:

- Schedule all project meetings, setup IT and manage attendance.
- Prepare agendas, create meeting packs where required, write minutes and track meeting actions through effective use of actions logs.
- Respond rapidly to diary changes where required.

ROLE DIMENSIONS

People management	None
Key relationships – internal	Programme Manager Project Manager Diocesan Lead for Growing Younger Disciples Children & Youth Work Trainer & Enabler Discipleship & Ministry Team
Key relationships – external	Project Leads/Vicars in Parishes CoE National Vision & Strategy Team

PERSON SPECIFICATION

	Essential	Desirable
Personal Characteristics	<p>A person who shares the values of the Church of England and, whilst not necessarily an Anglican, is a practising Christian.</p> <p>A desire to serve the church in the Southwell and Nottingham Diocese and an interest and commitment to enabling church growth.</p> <p>Team player, who can work collaboratively in a diverse team.</p>	
Competencies and Skills	<p>Excellent organisational skills, adaptable and flexible.</p> <p>Ability to build and develop relationships at all levels.</p> <p>Strong oral and written communication skills.</p> <p>High attention to detail and ability to analyse and present information.</p>	<p>Ability to provide training/coaching to church leaders on project management disciplines.</p>

	Competent user of Microsoft Office in particular, Outlook, Word, PowerPoint, and Excel. Good level of numerical ability.	
Qualification and Experience	Educated to degree level standard or equivalent level of work experience. Experience or demonstrable ability to work with diverse stakeholders towards a common aim or plan.	Experience of working in a project management environment, using a range of project management documentation. Project or administrative based qualifications or training.
Knowledge and Understanding	Understanding the importance of church growth.	Understanding of the organisational structure, breadth, and dynamics of the Church of England. Understanding of the principles of project management.
Special Requirements	Willing and able to work flexibly, recognising that Church life does not fit normal office hours. You can expect to work some evenings and weekends and to attend and participate in meetings/events.	

TERMS OF EMPLOYMENT

Work pattern	Standard working hours are 35 hours per week.
Salary	The salary range for this role is £25,546-£28,387 depending on experience. Plus 10% pension contribution.
Holiday	25 days + 3 concessionary days (at days predetermined) + 8 bank holidays
Probation	6 months