

Programme Support Officer: Recruitment Process and Timetable

Closing Date: Friday 29th January 2021 at 12noon

Interviews: Thursday 4th February 2021

Start Date: to be agreed, but as soon as possible

Application forms should be returned to:

humanresources@carlisle-diocese.org.uk

Church House
19-24 Friargate
Penrith
CA11 7XR

Context and Background

This is an exciting time at the Diocese and across the county as we have recently refreshed our ecumenical vision, God for All, and are in the process of developing a renewed strategy under four key vision areas- Follow Daily, Speak Boldly, Tread Gently and Care Deeply. We are recruiting a Programme Support Officer to support the implementation of key strategic priorities, and in particular the 'Reaching Deeper' project.

This post is funded through our latest Strategic Development Fund project "Reaching Deeper" and will be subject to continued funding following the end of the five-year project. Reaching Deeper (2020-2025) forms an integral part of the overall diocesan and ecumenical God for All vision and strategy.

ROLE DESCRIPTOR

PART 1

JOB TITLE: Programme Support Officer (0.6 FTE)	
REPORTS TO: Programme and Strategy Manager	
DEPARTMENT: Programme and Strategy Support	
PURPOSE OF ROLE : To support the effective running of Diocesan Vision and Strategy and its associated implementation	
KEY ACCOUNTABILITIES : The Programme support Officer will play a key support role in the delivery and implementation of diocesan vision and strategy- God for All. This role will focus on supporting programme activities.	
<ul style="list-style-type: none"> • Programme responsibilities will include: <ul style="list-style-type: none"> ○ To collect and analyse data in order to monitor and evaluate the impact of the various God for All programmes, in particular for the Reaching Deeper programme ○ To be responsible for the collation and presentation of data regarding Mission Community development progress, liaising with the Strategy Development Officers ○ To support the Programme and Strategy Manager as required with key activities in implementing and maintaining Reaching Deeper programme management and operational processes, and across God for All programme activities • To work within the Diocesan Programme Management processes • To answer routine correspondence and take minutes where required • To work collaboratively across other administrative support roles to ensure continual provision of administrative support and cover/extra capacity is provided where appropriate. • To undertake other duties that, from time to time, may be required 	
FINANCIAL IMPACT (How much and for what)	NETWORK (Key people with whom the role liaises and for what purpose)
DIRECT : n/a	INTERNAL : Programme and Strategy Manager, Northern Mission Centre Director Programme Support Administrator, Pioneer Enabler Team Leader,
INDIRECT : Reporting on funds received from student fee income	EXTERNAL : denominational church leaders, local church groups, Church Commissioners
NUMBER OF DIRECT REPORTS : n/a	

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
TECHNICAL COMPETENCE	
Technical Skills & Qualifications	
<p>Good standard of educational achievement</p> <p>Highly competent in Microsoft Office</p> <p>Good standard of literacy</p> <p>Good written and oral communication skills</p>	<p>Foundation level project management qualification e.g. PRINCE2 Foundation</p> <p>Ability to travel around the Diocese</p>
Knowledge and Experience	
<p>Knowledge of office procedures</p> <p>Experience of collecting and collating data for monitoring purposes</p> <p>Ability to communicate confidently with individuals both within and outside the organisation</p> <p>Ability to create and maintain administration processes and systems</p> <p>Ability to work under pressure in a busy working environment and able to multi-task</p> <p>Experience of minute taking</p>	<p>Recent experience of using IT to support remote-working, collaboration, and event planning</p> <p>Experience of working in a Programme Management Office (PMO) or project environment.</p> <p>Awareness of The Church of England and its structures</p>

BEHAVIOURAL COMPETENCE

Personal Effectiveness

- proven record of projects to successful conclusion within timescales and with limited resources
- provide energy and leadership for delivering the God for All vision
- takes responsibility for own work and work in teams

Personal style

- enthusiastic about promoting evangelism and outreach
- professional, approachable, trustworthy and inspires confidence
- enthusiastic about learning from others and experience

Methods of working

- organised
- focuses on outcomes not process
- self-motivated individual with demonstrable ability to work autonomously and manage own workload
- happy to do significant hands-on work
- enthusiastic about using IT to improve performance
- work effectively in a project based setting
- creative approach to delivering outcomes

People skills

- works well with others to achieve outcomes, building informal teams
- forms strong partnerships with other individuals and organisations
- work well as part of networks or communities of practice, for example sharing stories, ideas, connecting people and resources.
- understands the complexity of working with volunteers

Communication

- highly effective in engaging stakeholders including church leaders
- influencing and lobbying skills

Benefits

Salary	£26,264 FTE pa (pro rata for part time employees)
Pension	a non-contributory, defined contributions scheme (employer's contribution is 15% of salary)
Car	mileage paid at 45ppm
Office provision	office space in Church House, Penrith
Mobile phone	smartphone with remote access to email
Working expenses	Funded as appropriate
Other benefits	<ul style="list-style-type: none">▪ 34 days annual leave incl bank holidays (pro-rata for part time employees)▪ 35 hrs a week flexi-time system in operation▪ time off in lieu of hours worked at evenings and weekends