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**Rural Mission**

**Project Manager**

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**RECRUITMENT  
INFORMATION**

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- The Cumbrian Way
- About the role
- Job Description and Person Specification
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## God for All: our strategic vision

This is a significant, hope-filled but challenging time for the Church of England in Cumbria. Alongside our ecumenical partners the Diocese of Carlisle is working towards our vision and strategy, **God for All**, throughout the 2020s.

The vision centers around four key values which frame our priorities:

**1. Follow Daily:**

We will help each other to follow Jesus more closely, seeking to grow as his disciples in all aspects of life, both corporately and as individuals

**2. Care Deeply:**

We will listen to our local communities, and respond in loving service, seeking to transform injustice, challenge oppression and pursue peace & reconciliation

**3. Speak Boldly:**

We will share our faith in Jesus Christ in everyday ways, seeking to connect with everyone, especially those currently unrepresented in our churches. We'll do this in both time-honoured & pioneering ways.

**4. Tread Gently:**

We will strive to safeguard the integrity of God's creation, seeking to sustain and renew the life of the earth

These are the building blocks that help us define our core purpose as Church and our main tasks: the values and priorities on which the strategy is built.

At the heart of the God for All strategy are our ecumenical Mission Communities, which have formed across Cumbria since 2014. They help to keep the Church missional, local and sustainable. The central tenet of Mission Communities is for local Christians to come together under the guidance and inspiration of the Holy Spirit to:

- discern what God is calling the Church to be and do in our various contexts, developing appropriate local strategies, priorities and plans
- serve our communities together in Christ's name
- reach out to our communities as one
- be a local presence of worship and prayer for our communities
- improvise faithfully as we proclaim the Gospel afresh in this generation
- resource the body of Christ so that He might be at work in us

At a County level our focus is on six components, specific spheres of action with individual aims that will equip Mission Communities to:



**Follow Daily** **Care Deeply**  
**Speak Boldly** **Tread Gently**



**Ministry:** discern and release the ministry it needs, both in terms of people and gifts.

**Buildings:** plan the future of our physical presence in local communities and think through how buildings can be sustainable servants of our communities.

**Growing Younger:** supporting local churches in nurturing Christian faith and spiritual flourishing of young people from birth to 25 years of age, in a contextually appropriate way

**Church Planting and Pioneering:** extend our reach to those who do not currently engage with Church.

**Eco:** achieve our environmental commitments including the CofE becoming Net Carbon Zero by 2030.

**Digital:** engage more effectively in the digital environment.

We are not trying to pre-determine the Church of the future. Rather, we are journeying into the unknown. This is not a strategy that outlines a utopian vision of the future that we assume can be brought to fruition simply by working harder and smarter. Rather, it is an adaptive process that helps us navigate the future together with **hope and realism**.

Nonetheless, any strategy has to start with the end in view and that requires some vision of what the Church of the future might look like. We illustrate a flourishing church in Cumbria through ‘a parable of the garden’. A healthy garden does not need to be large to flourish as a place of beauty, growth and abundance.

A healthy garden is a structured, productive space, constructed around the well-established plants, those with deep roots and a visible presence, and which also represent the memory of the garden in this place. However, it is also a place of new varieties, some cross-fertilised and some imported. Sometimes you have to let things grow to see if they will work. There is an element of trial and error in the development of a mature garden.

A healthy garden contains the past, present, and future within it. This what we hope and plan for within the Church in Cumbria.

## The Cumbrian Way and Rural Mission

The Cumbrian Way (TCW) is a £6.779m programme that will help Cumbrian churches grow missional, younger and more diverse faith communities awarded to the Diocese of Carlisle by the national church of England. It invests significant resources in helping us to implement our strategic vision, God for All.

As part of this programme, the Diocese has been awarded funding for a three-year pilot to support parish growth and leadership development in three of our deeply rural Mission Communities. The pilot will work with the three local rural Mission Community leadership teams to identify the most effective areas of support to release missional energy.

A key aspect of this work is a collaborative consultation process, which will ensure the pilot is co-created with them i.e. shaped by the needs and insights of those working in the local rural parishes. Each Mission Community area will have financial resources allocated to them to provide the capacity to implement the approaches that have been identified through the consultation process. As this is a pilot project, we expect significant evaluation and iteration in the planning and thinking. We believe that this work will have a long term impact in our learning and discernment for helping to shape future mission in rural contexts, both within the diocese and nationally.



### About the role

As Rural Mission Project Manager, you will lead our rural pilot workstream as part of The Cumbrian Way programme. You will work collaboratively, co-creating plans and assisting our three rural Mission Communities to implement them. You will be able to effectively identify appropriate methodologies of evaluation for piloting new, innovative ideas.

The role forms part of the Diocesan Programme Management Office, so you will be comfortable working within a structured project environment, whilst being able to build effective working partnerships with local churches and their leadership teams.

With an understanding of the Church of England and its values, you will also be able to communicate with various groups of stakeholders in a jargon-free yet focussed way. Most importantly, you will have a passion to see rural churches and the communities they serve thrive.

This post is externally funded through the Church of England's Strategic Mission and Ministry Investment fund, initially for a 3 year fixed term.

For more background or an informal conversation, please contact Kerry Roughton, Head of Programme Management, at [kerry.rougton@carlisle-diocese.org.uk](mailto:kerry.rougton@carlisle-diocese.org.uk)

### Job Description

JOB TITLE: Rural Mission Project Manager (0.5 FTE)

REPORTS TO: Head of Programme Management and Strategy Support

DEPARTMENT: Programme and Strategy

PURPOSE OF ROLE : To project manage the Rural Mission Pilot Project, in line with PMO processes and wider diocesan strategy.

KEY ACCOUNTABILITIES:

- To manage the Rural Mission workstream of the Growing in Mission project. Activities include, but are not limited to:
  - Working with local stakeholders to create and pilot concepts and ideas
  - Creating, maintaining & updating the workstream plan/timeline
  - monitoring, reporting and reviewing the effectiveness of the work
  - accounting for risk mitigation and issue resolution
  - advising and collaborating on project and workstream communications
  - reporting on agreed outcomes and impact by collecting, collating and presenting information as part reporting, monitoring & evaluation
  - Change control management
  - meeting with the workstream workers on a regular (at least quarterly) basis.
  - Contributing to the annual funders report for the project



- actively managing the workstream budget
- maintaining workstream standards and sharing good practices, lessons learnt, and good news stories
- advising the board on decisions, escalations and upcoming changes within agreed tolerances.
- Contribute to an effective, creative, collaborative project-based working environment and culture across the diocese.
- Ensure safeguarding best practice procedures and diocesan policy is maintained in all areas of responsibility
- As appropriate, take part in national networks for project and programme managers in the Church of England/faith sector.
- To undertake other duties that, from time to time, may be required.

### PERSON SPECIFICATION

#### ESSENTIAL CRITERIA

#### DESIRABLE CRITERIA

##### *TECHNICAL COMPETENCE*

##### **Technical Skills and Qualifications**

- Educated to degree-level in relevant subject area or equivalent experience
- Project management qualification e.g. PRINCE2 Practitioner, APM practitioner or demonstrable project management skills
- adept at using Microsoft Office 365 suite of applications to collaborate and work remotely, especially the use of Microsoft Excel
- Qualification in analytics and/or evaluation methodologies
- Evidence of continued professional development in relevant area e.g. communication, theology, management, leadership
- Experience of using MS Project and Project Online

##### **Knowledge and Experience**

- Skilled problem solver and analytic thinker, able to investigate and breakdown underlying issues, assimilate information holistically, and then identify potential implications and sensible solutions.
- Strong evaluation skills and experience of using evaluation methodologies for project work
- Experience of understanding organisations with complex structures and multiple stakeholders with diverse needs
- Experience of engaging and supporting local leaders and communities in shaping and co-creating interventions which address local needs.
- Ability to establish and maintain positive and mutually beneficial working relationships with key stakeholders, with a particular ability for understanding the perspectives and feelings of others.
- Evidence of working successfully with a wide range of church traditions and styles of ministry.



- Experience in project management and in managing innovation and pilot projects
- Experience of project reporting, monitoring and evaluation methods.
- Experience of managing risk and escalations in a programme board setting.
- Excellent effective and persuasive written and oral communication skills, including presentations and report writing
- Effective and efficient organiser with great initiative.
- Ability to prioritise competing demands and deliver to a high standard consistently.
- Experience and understanding of the structures of the Church of England or a willingness to gain in-depth knowledge of the structures of the Church of England to a local level

### *BEHAVIOURAL COMPETENCE*

#### **Personal Qualities**

- Comfortable moving easily between strategic context and detailed practical planning
- Committed to working collaboratively with others
- A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve, staying focused on goals over an extended period.
- Willingness to support others who are not familiar with project management methodologies.
- Adaptability, a positive attitude to change and a willingness to learn.
- Willingness to travel around the Diocese, with access to a vehicle for work purposes.

#### **FINANCIAL IMPACT**

Project implementation budget

Work-related expenses

NETWORKS (Key people with whom the role liaises and for what purpose)

#### **EXTERNAL:**

Mission Community Leaders and local clergy/lay workers

Colleagues doing similar work in other (Northern) dioceses and relevant national agencies and networks

Diocesan Support Team

#### **INTERNAL:**

Head of Programme Management, other PMO staff, Diocesan Secretary, Director of Mission, Ministry Support and Innovation, Archdeacons, Finance Team,

NOMINATED DEPUTY (where applicable):N/A

#### **TERMS AND CONDITIONS**

Salary: £34,000 FTE (this role is 0.5FTE)



## Rural Mission Project Manager

Pension: Church of England Pensions Board Church Workers non-contributory, defined contributions scheme (employer's contribution is 15% of salary)

Car: mileage paid at 45ppm

Office provision: the post is based in Church House, Penrith but the Diocese operates a flexible working policy, and home working for some of the working week is the norm.

IT and Mobile phone: laptop and smartphone with remote access to email

Working expenses: fully funded as appropriate

Other benefits: 34 days annual including public holidays (pro-rata for part time employees)

Hours: 35 hrs per week with a flexi-time and TOIL system in operation. There will be a requirement to work outside normal office hours for some of the time.

This post is subject to funding through the Church of England's Strategic Ministry and Mission Investment fund.

Any offer of employment is subject to:

- Two references (one must be current employer)
- Health Check
- Right to work check
- Enhanced DBS check and Church of England Declaration form if applicable (if the DBS or declaration form are not completed the offer of employment will be rescinded)

## Useful Links and Further Information:

Diocese of Carlisle: <https://www.carlisediocese.org.uk/>

God for All General: [www.godforall.org.uk](http://www.godforall.org.uk)

