



DIOCESE of
WINCHESTER

Strategic Programme Manager

Job Description

Responsible to:	Diocesan Secretary & Chief Operating Officer
Hours:	Full Time (35 hours per week). Some flexibility in number and delivery of working hours will be considered.
Salary:	SP 21 £54,981 (2023)

Overall Purposes:

- Responsibility for the development and ongoing management of national funded projects (known as SDF funded projects) in the Diocese of Winchester and for future applications for funding as part of the strategic programme.
- Lead the Strategic Development Team to deliver the existing programme of SDF funded strategic mission projects.
- Work closely and in collaboration with the senior leadership team of the diocese to support the development and implementation of diocesan strategy.

Context:

The Diocese of Winchester is committed to supporting the flourishing of our parishes and worshipping communities as they seek to serve, disciple, evangelise and pastor the people of our diocese.

In recent years we have undertaken a programme of strategic projects in partnership with the national Church of England Strategic Development Fund, to help build and grow sustainable mission and ministry across the diverse and changing population we serve. These projects are at a pivotal point as we seek to maintain and grow the momentum of recent years, whilst exploring new opportunities for the future. The role of Strategic Programme Manager will be fundamental in delivering this exciting programme of work.

Job Description

Key Tasks:

1. Programme Development

- Continue the development of the existing programme, including as necessary to adapt the programme plan and design, confirming the outputs and outcomes to be delivered, alongside the appropriate lead and lag measures.

- Ensure the implementation and ongoing development of the programme's governance framework, including the approach to effective planning, monitoring and delivery of the programme's outcomes.
 - Implement the mechanisms by which lead and lag measures can be tracked.
 - Lead on development of future funding applications for additional strategic projects in line with diocesan strategy.
2. Programme Management
- Day to day management of the programme, proactively monitoring overall progress and ensuring that individual projects and the overall programme deliver to the appropriate quality, time and budget.
 - Manage and resolve any risks and issues that arise, initiating corrective action as appropriate.
 - Effective co-ordination of all projects and their interdependencies, both within and external to the programme.
 - Manage third party contributions to the programme (partners, other agencies, consultants etc).
 - Report progress of the programme at regular intervals to the Strategic Programme Board and other relevant stakeholder groups, including tracking the delivery of outputs and outcomes.
 - Ensure learning from projects is gathered, disseminated and embedded in the organisation to continually improve project delivery and mission.
3. Change Management & Communications
- Assess the influences, interests and attitudes of the key stakeholders and align the communication and engagement plan accordingly.
 - Proactive day-to-day stakeholder engagement, building on positive feedback and identifying any barriers/resistance to change.
 - Track how well changes are being delivered and monitor the capacity of the organisation to cope with the level of change being introduced.
 - Work with the diocesan communications team to develop and implement a communications strategy for the programme.
4. Resource Management
- Manage the programme budget, monitoring expenditure and costs against the outcomes to be realised as the programme progresses.
5. Strategy Development
- Support the Bishops Staff Team (senior leadership team) in developing diocesan strategy, providing inputs to identifying areas for strategic development including data analysis, and supporting strategic planning.
6. Leadership of the Strategic Development Team
- Lead the Strategic Development Team and line management of staff team of project managers and other staff.

- Ensure all projects have effective project management, governance and reporting and are delivering as planned.

Key Working Relationships

The Bishop of Winchester (currently vacant)

The Diocesan Secretary & Chief Operating Officer

Suffragan Bishops

Other members of the Bishop's Staff Team

The Heads of Departments

Diocesan Support Team (Vision & Strategy), CofE Church Commissioners &

Archbishops' Council

Person Specification

Education

- Educated to at degree level or equivalent and evidence of continuing professional development.
- Programme and project management certifications or substantial experience of managing programmes and projects in a complex environment.
- It will be a requirement of the appointment that Safeguarding Training – C1 and Safer Recruitment training is completed along with:
 - a. Equality and Diversity
 - b. GDPR
 - c. Fire Safety Awareness
 - d. DSE for Home workers/office workers
 - e. First Aid refreshers
 - f. Office Health and Safety

Experience & Training

- Understanding of the organisational structure, breadth and dynamics of the Church of England.
- Substantial experience of programme and project management and developing strategic plans. Comfortable operating as a senior practitioner with a senior leadership team.
- Experience of enabling organisational change through programme management and embedding these changes firmly in an organisation.
- Proven ability to lead large scale engagement programmes featuring a diverse range of stakeholders from different disciplines and with differing viewpoints.
- Able to comprehensively understand and manage budgets and finance matters.

Skills and Personal Competencies

- Strong leadership and influencing skills, with the ability to bring order to complex situations and find innovative ways of solving or pre-empting problems.
- Good knowledge of techniques for planning, monitoring and controlling programmes and projects, including risk and issue management.

- Change management skills and the ability to promote good practice, deal with conflict and address any barriers or resistance to change.
- Ability to think strategically and act pragmatically; able to produce plans and deliver results without losing sight of the strategic context.
- Able to establish relationships with and influence complex networks of people whose cooperation is needed for the success of the organisation.
- A demonstrable team player with a collaborative and open working style. Able to work under pressure, flexible in attitude, highly organised and able to work to deadlines.
- Strong written and verbal communication skills, including the ability to tailor words and pictures to different audiences and present credibly to senior leadership teams.
- A resilient person, not afraid of being accountable, will speak up and challenge constructively and stand their ground when necessary.

Other

- A desire to serve the church in the Diocese of Winchester and passionate about the programme aim of enabling spiritual and numerical growth.
- The person appointed will need to communicate, in an informed way, the strategic priorities of the Winchester Diocese, as well as the Church's ministry and mission. An understanding of and a commitment in principle to the Church's ministry and mission and the strategic priorities of the Winchester Diocese is therefore essential.
- Confidential, respects and maintains confidentiality.
- Current driving license and access to a vehicle.

Notes:

The following general principles should be observed:

- a) This role will be based at The Diocesan Office, Wolvesey (Diocese of Winchester, Wolvesey, Winchester, Hampshire, SO23 9ND).
- b) The role is full time worked flexibly to meet the requirements of the role. The post will require the post holder to work into the evening on occasions and on occasional weekends. Evening and weekend work will be considered part of the full-time, or part-time hours allocated to this role.
- c) As the post holder will be required to travel about the diocese, sometimes outside usual business hours and to remote locations, having access to one's own transport will be essential. The role holder must hold appropriate business use car insurance.
- d) The role is offered on the basis of the post holder having a right to work in the UK.
- e) Employer will be The Winchester Diocesan Board of Finance. As such the post is under the leadership of the Diocesan Secretary & Chief Operating Officer. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.
- f) **This job description and person specification is not an exhaustive list of tasks and responsibilities.**