



DIOCESE of  
**WINCHESTER**

# PROJECT RELATIONSHIP MANAGER FOR GROWING RURAL PARISHES PROJECT

## JOB DESCRIPTION

Responsible to: Strategic Programme Manager

Main Purpose: To maintain the relationship with the rural benefices participating in the nationally-funded Growing Rural Parishes Project (GRPP), coordinating the various project activities, and monitoring and reporting on progress.

To work with the Strategic Programme Manager to run the annual bidding round for new GRPP awards, supporting benefice teams with the bidding process.

To contribute rural input for future diocesan bids under the Diocesan Investment Programme (DIP).

Hours: 21 hours per week (3 days)

Salary: £29,505 per annum for part-time 3 days/21 hours  
(£49,176 per annum full-time salary)

Appointment Term: Permanent role subject to probation period

### Background and Context:

The Strategic Development Team manages Winchester Diocese's portfolio of mission and ministry programmes funded initially under the Strategic Development Fund (SDF) and more recently under the Diocesan Investment Programme (DIP). The Team is led by the Strategic Programme Manager.

DIP funding is awarded by the national church to dioceses to support them to undertake transformational programmes aimed at revitalising mission and ministry and growing the Kingdom of God in terms of numbers of worshippers and depth of faith.

The Diocese is dedicated to supporting rural mission and ministry and hence a key strand of its funded programmes is focused on assisting rural multi parish benefices. The support is

both practical in nature, providing funding for administrative help and upgrading websites and branding, as well as missional in providing advice on developing children and families worship and establishing new worshipping communities.

This support originally took the form of the Benefice of the Future project and has continued and expanded under Growing Rural Parishes.

As a Diocese, we recognise the incarnational aspect of rural ministry. Hence the emphasis in our support of rural benefices is on developing close working relationships with rural ministry teams to help them flourish.

## Responsibilities and Purpose:

1. Develop and maintain close relationships with the leadership teams of the rural benefices participating in GRPP, providing signposting to project support as required
2. Work with the Archdeacon of Winchester, the Rural Development Officer and the PA to the Archdeacon of Winchester to coordinate the arrangements for the GRPP Benefice Learning Days.
3. In conjunction with the Strategic Programmes Finance Officer, oversee the GRPP project budget, ensure that funding agreements are in place with each participating GRPP benefice and monitor the usage of their funding.
4. Monitor the performance against outcomes of each participating GRPP benefice, gathering the relevant data on a quarterly basis and preparing the 'project packs' for use at Programme Board meetings.
5. Share an understanding of the Diocese's Benefice of the Future work and lessons learned and provide updates on the learning from GRPP.
6. Prepare the first draft of the GRPP Annual Report for review by the Strategic Programme Manager
7. Organise, with support from the Strategic Programme Manager, the annual bidding round for new GRPP participants. This will include preparing the bidding document, supporting rural benefices to prepare their bids, and preparing the papers for the Bishop's Selection Panel as well as drafting the overall bid document which then goes forward for national approval.
8. Provide input, drawn from personal experience of rural ministry, into the new diocesan DIP bid which will include an enhanced GRPP strand. This is to ensure that the bid is as attuned as possible to the needs of rural benefices.

## Key Relationships:

- Strategic Programme Manager
- Benefice leadership teams
- Archdeacon of Winchester (GRPP Project Sponsor)
- Rural Development Officer
- Strategic Programmes Finance Officer

- Senior Project Manager
  - Diocesan Missioner
- 

## Person Specification

### Education and Professional Qualifications:

1. Educated to at least degree level, preferably with a relevant post graduate qualification and evidence of continuing professional development.
2. It will be a requirement of the appointment that Safeguarding Training (level to be determined) 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

### Background and Experience:

3. Demonstrable experience of working for the Church of England in a rural context, drawn from either ministry (Ordained or Lay) or acting as a parish officer.
4. A good knowledge of relevant project management tasks, such scheduling, directing and organising project activities; monitoring, controlling and communicating project progress; tracking issues and risks; financial and procurement management; document management and quality assurance procedures.
5. Experience of data collection, analysis and performance review.

### Skills and Personal Competencies:

6. *Relationship management* – someone with a high level of pastoral skills who builds rapport and maintains long-term relationships with key individuals; confident, professional and approachable manner; excellent interpersonal skills; able to be robust yet polite, exerting influence without authority.
7. *Project management* - ensures project is delivered on time and within budget through: analysis and planning; organising activities; monitoring results and changing priorities; resource management; data collection and reporting.
8. *Personal initiative* - takes responsibility and accountability for tasks and actions; knows when discussions need to turn to action; identifies opportunities and acts upon them; and tries different and new ways of dealing with problems and opportunities.

9. *Collaborative team working* - acts as part of the Strategic Development Team and works towards achieving team goals and outcomes.
10. *Effective communication* - communicates well (both orally and in writing) and puts across thoughts and ideas through a variety of communication methods; able to research, digest, analyse and present material clearly and concisely.
11. *Organisation and administration* - has excellent organisational skills and strong administrative skills, including the ability to utilise standard Microsoft Office packages, social media applications, and the interest and ability to expand knowledge and use of other software packages.
12. *Flexibility and adaptability* - works under own initiative with the flexibility and adaptability to juggle a range of different tasks and remain calm and efficient when under pressure; comfortable taking decisions with a degree of ambiguity.
13. *Creativity and innovation* – creates a safe space for openness; encourages creativity; supports development of new ideas; and stimulates shared learning.
14. *Confidentiality* - complete discretion and confidentiality when dealing with sensitive information and conversations.

**Other:**

15. A person who is already committed, or will commit, to the strategic priorities of Winchester Diocese as set out in Walking the Wessex Way ([Vision and Values - Diocese of Winchester](#))
16. Current driving licence and access to a vehicle.

**NOTES:**

The following general principles should be observed:

- a) This role will be based at The Diocesan Office, Old Alresford Place, Old Alresford, SO24 9DH. Please note that there are no public transport links to Old Alresford.
- b) The role is subject to a 6-month probation period.
- c) It is anticipated that some home working may be available, once the post holder has learnt the role.
- d) The role will require some travel about the diocese, sometimes outside usual business hours (including evenings and weekends) and to locations that are not served by public transport. The role holder will need to have access to their own transport and appropriate business use vehicle insurance.

- e) There will be some evening and weekend work with notice, and this will be considered part of the contracted hours. The role requires a flexible approach to working hours where working times vary according to the needs of the work including some evening and weekend work. The post holder will manage their own hours in discussion with their line manager.
- f) The role is offered on the basis of the role holder having a right to work in the UK.
- g) The employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Diocesan Secretary and Chief Operating Officer. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.

**This job description and person specification is not an exhaustive list of tasks and responsibilities.**

.....  
Agreed SK/SMB 7 Mar 2025