

JOB DESCRIPTION & PERSON SPECIFICATION

Programme Officer

APPLICATION DATE BY

4 November 2024



Hello and welcome!

What are we looking for?

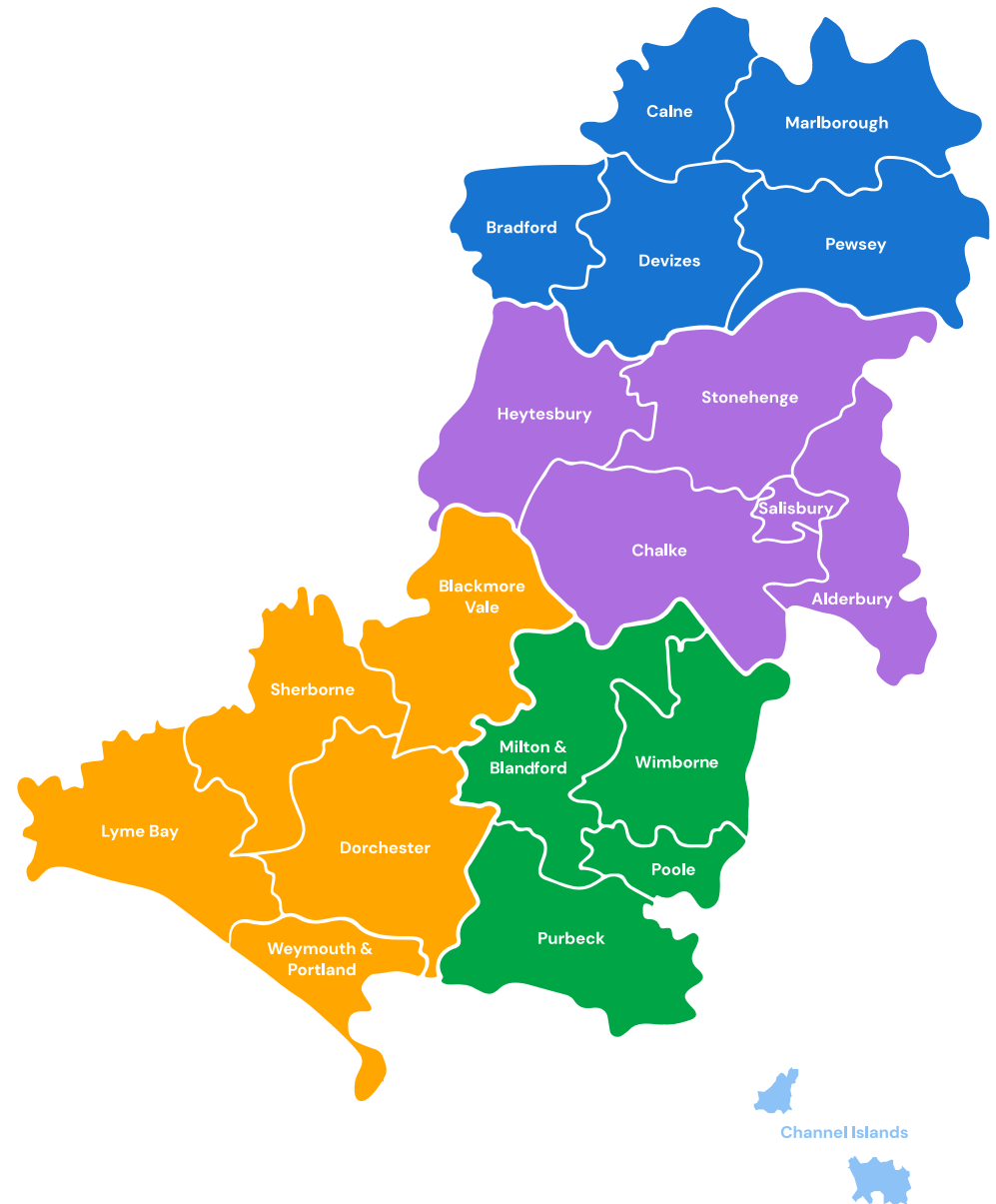
We have an exciting new opportunity available for a fulltime enthusiastic and experienced programme officer who has worked as part of a project or change management team, to join our programme office on a two-year fixed term basis and be part of the delivery of key strategic initiatives.

The Diocese of Salisbury is a medium sized organisation with a huge reach –with thousands of young people in our church schools, and hundreds of churches across Dorset, Wiltshire, Hampshire, Devon and the Channel Islands, we support people of all ages.

We are looking for a self-motivated individual who is able to demonstrate their ability to be highly-organised, prioritise their own workload and communicate effectively with a wide range of people.

You will have an inquiring mind, proactively consider ways of working that improve administrative provision, be proficient with Microsoft Office 365 and be willing to learn and work with new technologies. Accuracy and attention to detail is essential, including financial skills and report writing.

If this is you, we would really like to meet you.



Our vision and priorities

Our vision is to make Jesus known in every place so that all might flourish and grow seeking His Kingdom, here and now.

We pledge ourselves to action through:

- Creative partnerships in local mission
- Courageous Christian leadership
- Working for justice
- Climate action
- Financing the future sustainably

As a result we will be more relevant, valued and successful; working hard to meet real needs with compassion and simplicity.



Working with us

The role

The role is offered as a full time, fixed term contract for the period of 2 years. We provide a supportive workplace culture, are committed to sustainable work/life balance, and offer opportunities for flexible and remote working.

What we offer

We offer competitive and attractive compensation and benefit package.

In addition, we provide a non-contributory pension scheme of **10% pension contribution** (comprising 9.5% pension; 0.5% death in service cover); and which may rise by a further 3% if matched by a 3% contribution from the employee. Our family friendly policies create an environment where our employees are fully engaged and thriving in their responsibilities.

We offer **28 days paid annual leave**, which is inclusive of 4 days office closure during Easter and Christmas. In addition to this, we provide a robust wellbeing scheme for our employees through our employee wellbeing partners.

Job role

Programme Officer

Hours

35 hours p/w

Duration

Fixed Term Contract for 2 years
(Grant Funded)

Salary

Up to £28,875 (Grade 5E)

Team

Programme Office as part of
Parish Support, Governance
and Administration

Programme Officer job description

Provide high-quality co-ordination and support that enables the successful delivery of the vision & strategy programme.

Key Responsibilities

- Support programme governance administration – reporting, documentation, communication, finances – as well as servicing of meetings.
- Provide support to project leads that enables timeliness, collaboration and cohesion across the programme.
- Obtain and record tracking of programme progress towards outcomes, support the preparation of regular reports and follow up on actions.
- Be a visible advocate and enabler for the vision & strategy, participating in relevant meetings, events, project development and change management at all levels within the organisational and the communities of the diocese.
- Follow up on actions/requests, record decisions and proactively engage with all stakeholders to assist people and the programme to stay on track.
- Help to prepare future (grant) funding applications.
- Be a visible advocate and enabler for the vision & strategy, participating in relevant meetings, events, project development and change management at all levels within the organisational and the communities of the diocese.
- Build relationships with the National Church Strategic Development Unit, other diocesan strategy teams and other external bodies / partners, learning from and sharing best practice.

Personal specification

Qualifications & Training required

- Good standard of literacy and education (at least A level or equivalent)
- It is desirable to have project or change management qualifications

Experience required

Experience of providing project support in complex environments including support to meetings and committees.

At least 2 years of experience working as part of a project or change management delivery team or context.

Competencies & Behavioural requirements

- Proficiency and demonstrable experience working with Microsoft Office 365 and cloud-based virtual environment and a willingness to learn and work with new technologies and programmes as necessary.
- Excellent communication skills capable of relating well to a wide range of people with varying expectations.
- Self-motivated, flexible, highly organised, and able to effectively prioritise, control and organise your own workload so that multiple aspects are managed appropriately.
- A high level of accuracy and attention to detail including financial skills and report writing.

- Inquiring mind, proactively considering ways of working that improve administrative provision.
- Sympathetic to the aims and ethos of the Church of England.

[For full job description and person specification see here.](#)

Application process

As part of your application please submit the following:

Part 1 – Complete an [Application Form](#).

Part 2 – Letter no more than two sides of A4, telling us about yourself, your motivation for applying for the role, and the skills, knowledge and understanding based on your experience you will be bringing to the role using the job description and person specification as your reference.

Part 3 – A current CV

Closing date 9am on Monday 4th November 2024

Shortlisting 5 or 6 November 2024

Interview W/C 11 November (in person in Salisbury)

If you think you can make a real difference in this role and you would like to discuss your interest further through an informal conversation, or if you have any queries about the role; please contact the HR Team on hradmin@salisbury.anglican.org

To ensure the fairness of the selection process, shortlisting will be based upon the information you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. A copy of our privacy policy for job applicants can be requested from HR.

We are committed to the safeguarding and protection of everyone within our community

Please return applications with supporting documentation by email to:
hradmin@salisbury.anglican.org



“The Spirit of the Lord is on me, because he has anointed me to proclaim good news to the poor. He has sent me to proclaim freedom for the prisoners and recovery of sight for the blind, to set the oppressed free, to proclaim the year of the Lord’s favour.”

LUKE 4: 18 – 19

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