**Strategic Programme Manager - Job Description**

**Job Title**: Strategic Programme Manager

**Salary:** £44,864 – £48,976 per annum, dependent upon skills and experience   
Fixed Term post for a period of 3 years

**Responsible to:** Strategic Programme Director

**Place of Work:** Church House, 5500 Daresbury Park, Daresbury, Warrington, WA4 4GE and some travel around the Diocese of Chester. Hybrid working available for up to 40% (2 days a week) working from home.

**Hours of work**: Full time – 35 hours per week

**Job Profile:**  To manage key elements of the Diocesan Strategic Programme and deputise for the Strategic Programme Director.

**Key Responsibilities**

To directly support the Strategic Programme Director in:

* Co-ordinating the definition and articulation of the diocese’s strategic plan
* Managing and overseeing strategic projects on behalf of the Bishop’s Core team
* Ensuring that all Church House support functions (Ministry & Outreach, HR, Finance etc) are aligned with the delivery of the diocese’s vision.

To act as the Strategic Programme Director’s deputy, representing them at meetings as required, carrying much of the detailed work within any external bid development and being specifically responsible for development of our missional intelligence system.

As well as being focused on developing, articulating, and managing our missional strategy, the person in this role will need to be data-minded and have strong strategic analysis skills. They will have a good understanding of database systems, their underlying design and structure, and their implementation and operation across an organisation. They will be able to sell the data vision, consult on and determine system requirements, manage system development, roll out and training, and encourage engagement. They will also need good project management skills, and the ability to plan, structure, sequence and lead multiple programmes of work simultaneously.

**Planning**

To support the Strategic Programme Director in:

* Developing the diocese’s strategic plan, with particular focus on the under-pinning data analysis and modelling to support decision making
* Clearly defining programmes and projects necessary to deliver the vision of the diocese.
* Aligning strategic and tactical plans with financial and deployment (people) plans.
* Developing the planning, monitoring and analysis of projects/programmes to assess their impact and the delivery of our desired outcomes.
* Preparing applications for any external funding.

**Delivery/Reporting**

To support the Strategic Programme Director in the delivery of the strategic programme, and in particular to:

* Develop a data collection and management strategy
* Manage the design, development and implementation of an integrated Missional Intelligence System, that will allow us to capture and analyse information about the diocese, and monitor the impact of our transformation programme.
* Take responsibility for specific elements of the overall portfolio of programmes and projects, proactively monitoring progress and ensuring delivery to agreed quality, time and budgets.
* Manage the reporting of progress to senior stakeholders at regular intervals, including tracking the delivery of outputs and outcomes.

**Change Management & Communications**

To support the Strategic Programme Director in the management of culture change:

* Helping to create a positive environment for change, demonstrating an understanding/sensitivity to the impact of proposed changes.
* Assessing the influences, interests and attitudes of key stakeholders and working with the Director of Communications to explain our strategic objectives, inspire people with stories about the progress we are making, and invite them to join in with our missional approach.
* Tracking how well changes are being delivered and monitoring the capacity of the organisation to cope with the level of change being introduced.

Please note: this list is not exhaustive and the post-holder will be required to undertake duties commensurate with the role.

**Key Relationships**

* This role reports to the Strategic Programme Director.
* The postholder will also work closely with:
  + All teams across Church House
  + The Diocesan Bishop, Suffragan Bishops and Archdeacons
  + The four Strategy Working Groups
* The role will also involve close engagement with clergy, church officers, and parish leadership teams across the diocese.

**Summary of Terms and Conditions**

***Probationary Period:*** Appointments are subject to a 6-month probationary period

**This job description does not form part of your Contract of Employment.**

December 2024