

**Strategic Programme Officer - Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| **Knowledge & Experience** | * Coordinating, supporting and administering the delivery of strategic programmes: * Knowledge of programme and project management approaches from inception through to delivery. * Practical experience of quantitative and qualitative analysis, and understanding of: * data analysis processes (inspecting, cleansing, transforming, and organisation of data). * Producing engaging reports. * Manipulating and interpreting data according to stakeholder requirements. * Working with large volumes of data and databases, ensuring quality, integrity, and accuracy of data. * Ability to communicate results clearly (orally and in writing) to non-technical users. | * Experience of monitoring and evaluating the impact of projects, programmes, and other initiatives. * Using data and data modelling to discover useful information, inform conclusions, and support decision-making. * Managing large data sets and databases, ensuring their quality, integrity, and accuracy. * Experience of using budget and scenario models. * Working on multiple projects at once and dealing with a large range of stakeholders. * Experience of working with and influencing senior management level in an organisation. * An understanding of the structures and culture of the Church of England. |
| **Qualifications and Training** | * A degree (or relevant experience) |  |
| **Skills & Abilities** | * Good analytical abilities: * able to assimilate and analyse quantitative and qualitative information quickly; * confident in using data and drawing insights from it; * able to identify issues and priorities. * Strategic thinking skills with practical planning and implementation skills. * Relational and motivational skills. * Good oral and written communications skills; the ability to present work attractively, persuasively, and accurately, orally and in writing. * Good interpersonal skills, able to get alongside others, listen and engage. * Good self-management skills, able to identify and gather resources, organise, and meet deadlines. * Someone who can work with others to build a team culture across organisational boundaries. * MS office proficiency with strong Excel knowledge. | * Proficiency with Power BI. * Experience with analytical tools and dashboarding. |

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| **Attributes** | * Analytic approach. * Able to work with people at all levels and with differing skills and knowledge. * An individual who has a positive outlook, who views challenges as opportunities. * Willing to be accountable, demonstrates responsibility, reliability, and integrity. * Team player with the ability to work on own initiative. * Someone who can build strong relationships and earn the respect of others. | * Evidence of continued learning. * Creative thinker. |
| **General** | * Full driving licence and access to a car. |  |

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