

**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.
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| **Qualifications and Training**  | * A degree (or relevant experience)
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| **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.
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| **General**  | * Full driving licence and access to a car.
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December 2024