**Strategic Programme Officer - Job Description**

**Job Title**: Strategic Programme Officer

**Salary:** £32,271 - £34,225 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 provide support to the Diocesan Strategic Programme team.

**Key Responsibilities**

To directly support the Strategic Programme Director in:

* Co-ordination and administration of Strategy Working Groups, and their defining, articulating, and monitoring of each stream of the diocese’s strategic plan
* Co-ordination and administration of strategic projects on behalf of the Bishop’s Core team
* Liaison with all Church House support functions (Ministry & Outreach, HR, Finance etc) to ensure they remain aligned with the delivery of the diocese’s vision.

To provide project and administrative support and undertake detailed work in external bid development, and supporting the roll-out and on-going maintenance and administration associated with our missional intelligence system.

As well as being able to articulate, and explain our missional strategy, the person in this role will need to be data minded and have good strategic analysis skills. They will have a good understanding of database systems, their underlying structure, and their operation across an organisation. They will be able to articulate the data vision, support development, roll out and training, and encourage engagement. They will also need project management skills, and the ability to coordinate and administer multiple programmes of work simultaneously.

**Planning**

To support the Strategic Programme Director in:

* Developing the diocese’s strategic plan, in particular ensuring Strategy Working Groups operate well, and that decision-making is supported with good data and modelling.
* Co-ordination and administration of the programme of work and projects necessary to deliver the vision of the diocese.
* Monitoring and analysing 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:

* Help roll-out, training and correct adoption 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.
* Prepare progress reports for senior stakeholders at regular intervals, and track 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.
* Coordinating work with the Director of Communications to ensure we clearly articulate 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