



## **JOB DESCRIPTION**

### **Programme Manager**

The Diocese of Peterborough is entering an important new phase as we continue to seek God's vision for our future. Like many dioceses, we have faced challenges in recent years, particularly following the pandemic. Yet we see this as a time of opportunity to renew our mission, strengthen our churches, and grow in faith and hope for the future.

Our focus is to resource, encourage, and equip local churches and their leaders to grow and flourish, bringing the hope of Jesus to their communities. Building on the good work already happening in our churches and schools, and under the leadership of the Bishop and her leadership team, we are committed to using our resources boldly and intentionally across the diocese.

To help us do this, we are appointing a Programme Manager to support our emerging change programme. Reporting to the Diocesan Secretary / CEO and working closely with the Senior Leadership Team, Diocesan staff, Deaneries and Parishes, this role will apply programme management skills to deliver change effectively across the diocese.

There is potential for the post to develop into a more senior role. The post is funded by the national church for 3 years, but the expectation is that it will become a permanent role in the Diocesan structure.

### **Principal Tasks**

#### **Project Planning and Delivery**

- Manage a portfolio of projects to ensure they are effectively planned, executed, and deliver their desired impact.
- Develop and maintain programme and project documentation, including plans, budgets, and risk assessments.
- Monitor and manage programme and project risks, creating mitigation strategies to address potential issues proactively.
- Evaluate programme and project progress, identify trends, and recommend solutions to ensure desired outcomes are met.
- Identify and address challenges across the programme and within projects to ensure successful delivery.

## **Support and Collaboration**

- Build strong relationships with project leads and diocesan staff, fostering confidence and collaboration.
- Provide training, support, and encouragement to project leads and other colleagues.
- Promote and embed a culture of project management excellence across the organisation.
- Act as an advocate for the faith, mission, and ministry of the Church of England within the Diocese of Peterborough.

## **Reporting and Governance**

- Prepare timely reports for funders and internal governance structures.
- Ensure decisions on programme / projects are taken at the right time by the right group (governance or executive)
- Draft and manage project change requests as required.

## **Funding and Development**

- Support funding applications for future programmes and projects.

## **Focus of work**

The role will support change in three main work areas. These are framed within the national Church of England priorities - mixed ecology, younger and more diverse, missionary disciples.

1. Emerging missional priorities, including planting and revitalisation, and existing project work, for example with children and young people.
2. Key areas for improvement, including environment, clergy wellbeing, safeguarding, racial justice and disability.
3. Important 'business as usual' processes which are currently being refreshed, including governance, HR, financial strategy.

**Reports to:** (Interim) Diocesan Secretary / CEO

**Key Relationships:** Bishop's Missioner; Bishop's Senior Staff; Leaders of change projects, including volunteers; Information Analyst (yet to be appointed)

**Safeguarding training level:** basic

## **Person Specification**

### **Essential**

#### **Qualifications and Experience:**

- Strong experience of effective project and preferably programme management in a complex organisation.
- Experience managing projects, ideally within a church, charity, or community context. However, we are open to applicants from other sectors.

#### **Skills and Abilities:**

- Proven ability to manage and support multiple concurrent projects and prioritise effectively
- Skilled at building relationships with a diverse range of stakeholders and influencing decision-making and working well with governance structures
- Strong analytical skills with the ability to interpret data, identify patterns, and make informed decisions to support change management
- Robust budgeting skills, including the creation, forecasting and delivery of projects to budget
- Excellent communication skills (verbal and written) with the ability to engage with a variety of audiences
- Confident in using technology to support project management

#### **Knowledge:**

- Excellent knowledge of project management methodologies and processes (planning, risk management, reporting, and budgeting)
- Some understanding of the working structures of the Church of England

#### **Personal Attributes:**

- Enthusiasm for supporting the Church of England's mission and ministry in the Diocese of Peterborough, particularly the goals of the emerging diocesan change programme
- Sympathy with the values and mission of the Diocese of Peterborough and the Church of England
- Friendly, team-oriented, and committed to empowering and encouraging others

#### **Other Requirements**

- A commitment to uphold current safeguarding legislation and best practices within the Church of England.
- Able to travel regularly and flexibly in both the rural and urban parts of the Diocese. A current driving licence and access to own vehicle is essential unless suitable alternative arrangements can be made
- Flexibility to occasionally work outside normal office hours

**Desirable:**

- A recognised programme or project management qualification (e.g., PRINCE2, PMP, or AgilePM, MSP) or equivalent
- Experience of Church organisations (e.g. PCCs).
- Knowledge of Church of England administrative structures and operations.

<b>DETAILS</b>	
<b>Role Title</b>	Programme Manager
<b>Accountable to</b>	Diocesan Secretary/CEO
<b>Salary/Rate</b>	£40-50k per year (pro rata based on candidate experience)
<b>Pension</b>	10% employer non-contributory pension
<b>Contract Type</b>	Part time (0.8 of full time = 4 days / week)
<b>Probationary period</b>	6 months
<b>Hours</b>	28 hours per week (0.8 contract)
<b>Holiday</b>	0.8 of 25 days plus Public Holidays and Christmas / New Year closure
<b>Normal Place of Work</b>	Either Bouverie Court, Northampton or at Bishop's Office, Peterborough with 1- 2 days / week at the other location. Some home based working is possible.  Some evening and weekend working and travel across the diocese will be required.

**Application Process**

To apply for this role, please complete the application form supplied and return it to:

[Sharon.welbourne@Peterborough-diocese.org.uk](mailto:Sharon.welbourne@Peterborough-diocese.org.uk)

Applications close on midnight on Friday 31 October 2025.

