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# SENIOR Project MANAGER

**Job Description**

Responsible to:Head of Strategic Development

Main Purpose:To ensure successful design, initiation and delivery of strategic development projects, including project planning, coordination of project participants, managing risks, communicating with stakeholders, and contributing to project evaluations and sharing of learning.

To empower and inspire project participants, and stakeholder groups more widely, to engage with strategic development projects, including managing change and development of organisational culture.

To work closely with the Head of Strategic Development to develop project management frameworks and systems, and coach and train staff in project management methodologies.

Hours:Full-time (35 hours per week), worked flexibly to accommodate the needs of the role.

Salary:Up to£51,306 per annum Spine Point: up to 21

Appointment Term: Fixed term for 3 years

Background and Context:

The Diocese is a community of communities, under the leadership and oversight of the Bishop of Winchester. It is made up of many thousands of Christians in a network of churches, schools and community projects, supported by our clergy and professional staff, serving a population of 1.3 million people across the county of Hampshire and parts of Dorset.

In 2017 the Diocese launched its new mission strategy, *Winchester: Mission Action*, funded in part through an award of £4.3m from the Church of England’s Strategic Development Fund. The task of implementing four main project strands began in early 2018. These project strands include *Benefice of the Future* (new approaches to rural ministry and mission), *Invest for Growth* (resource churches, church planting and innovative approaches to pioneering), *Major Development Areas* (early-stage missional work on new housing estates) and *Student Evangelism* (encouraging disciple-making amongst students in further and higher education).

The Diocesan mission strategy involves significant refitting and revitalisation of established churches, requiring collaboration with planning authorities, engineers, architects and builders. In addition, there are a number of new-build projects in collaboration with local councils, developers and the Diocese’s *Winchester Social Enterprise*.

A programme office has been established as part of the Chief Executive’s Team and is led by the Head of Strategic Development. The Senior Project Manager will work closely with members of the programme office, other key Diocesan Departments such as Resource Development and Operations, and participants in the wider project.

Responsibilities and Purpose:

1. Support the Head of Strategic Development in the day-to-day management of strategic development projects.
2. Lead on the development of project management frameworks and systems, tailored according to the emerging skills and capabilities of the project/programme team and wider organisation.
3. Provide coaching and guidance to project/programme participants on aspects of project management and socialise best practices for performing these tasks.
4. Work closely with the Head of Strategic Development and Winchester School of Mission to provide training in project management methodologies.
5. Evaluate project opportunities and make recommendations concerning feasibility to the Diocesan Programme Board.
6. Establish the detailed business case for projects with particular emphasis on outputs, outcomes and benefits realisation.
7. Support colleagues in issue resolution and managing change by providing a first point of reference and advice.
8. Establish and maintain excellent working relationships with key internal and external stakeholders, promoting engagement with the Diocese’s strategic development priorities.
9. Work closely with the Head of Strategic Development, Communications Manager and external consultants to develop and implement a comprehensive communications strategy for *Winchester Mission Action*.
10. Continue professional development in order to keep abreast of emerging technologies, methods and best practices.
11. For assigned projects, including *Invest for Growth* and other complex projects:
    1. Work with key stakeholders to design the target operating model for each area of change, including clear definition of current, future and any intermediate states.
    2. Develop detailed project plans in collaboration with project participants and external suppliers, such as engineers and architects.
    3. Agree appropriate resource plans, including cost estimates and project budget, and manage any variances.
    4. Contribute to negotiation of contracts with external suppliers to ensure profitable agreements.
    5. Schedule, control and coordinate project activities from project initiation through to project completion.
    6. Ensure ongoing monitoring and evaluation of project progress, and relevant management information is captured and analysed.
    7. Work with project teams and other project participants to overcome barriers to progress, manage change and develop required organisational culture.
    8. Ensure timely internal communication of project status to management, project team members and Diocesan Office functions, including facilitating communications between these different groups.
    9. Track, analyse and communicate project issues and risks, as directed by the Head of Strategic Development on behalf of the Programme Board.
    10. Participate in periodic project monitoring and performance reviews, ensuring capture and dissemination of learning.

Key Relationships:

* Head of Strategic Development
* Project Officers/Enablers
* Project Champions
* Suffragan Bishops
* Heads of Department

Person Specification:

Education and Qualifications

* Educated to at least degree level, preferably with a relevant post graduate qualification and evidence of continuing professional development.

Background and Experience

* At least five years of project/programme management experience, including at least three years with full project lifecycle responsibility and people and resource management.
* Demonstrable record of success in delivering complex projects within cross-functional matrix environments.
* Experience of construction and engineering projects, ideally involving complex design, resourcing and scheduling considerations. Willingness to develop further expertise in relation to churches and other heritage environments.
* A good knowledge of relevant project management tasks, such as project scoping and business case analysis; scheduling, directing and organising project activities; monitoring, controlling and communicating project progress; tracking issues and risks; financial and procurement management; document management and quality assurance procedures.
* Understanding of, and ability to develop, policies, frameworks and procedures to support best practice project management. Ideally, to include experience of Managing Successful Projects (MSP).
* Proven ability to coach and guide staff in improving their project management capabilities. Ideally, also some experience of delivering structured consultancy, training or CPD support.
* Intermediate level of proficiency with various software programmes, including but not limited to Microsoft Office, Microsoft Project, Smartsheet and SharePoint.
* Proven ability to influence project participants and stakeholders in support of significant change, particularly in situations of uncertainty and potentially conflicting objectives.
* Demonstrable understanding of, and successful track record of working with, church or other relevant Christian organisations.

Skills and Personal Competencies

1. ***Technical Expertise***: Demonstrates depth of knowledge and skill in project/programme management; effectively applies this technical knowledge to solve a range of problems; is sought out as an expert to provide advice or solutions; keeps informed about developments in project/programme management approaches.
2. ***Analysis and Problem-solving***: Tackles problems using a logical, systematic and sequential approach; identifies considerations to be taken into account; deconstructs complex tasks and problems into parts; identifies possible causes for a problem; carefully weighs the costs, benefits, risks and probability of success in making a decision.
3. ***Leadership***: Uses influencing, diplomatic and motivational skills to lead up, across and down multiple areas of the organisation; demonstrates credibility with senior managers from differing backgrounds and professional cultures; is open and approachable to junior colleagues.
4. ***Developing Others***: Delegates responsibility, working with others and coaching them to develop their capabilities; provides helpful and specific feedback; shares information, advice, and suggestions to help others to be more successful; expresses confidence in others’ ability to be successful.
5. ***Communication***: Communicates well and puts across thoughts and ideas through a variety of communication methods; able to research, digest, analyse and present material clearly and concisely
6. ***Relationship Management***: Builds rapport and maintains long-term relationships with key stakeholders; confident, professional and approachable manner; excellent interpersonal skills; able to be robust yet polite, exerting influence without authority.
7. ***Personal Initiative***: Takes responsibility and accountability for tasks and actions; knows when discussions need to turn to action; identifies opportunities and acts upon them; and tries different and new ways of dealing with problems and opportunities.
8. ***Flexibility and Adaptability***: Works under own initiative with the flexibility and adaptability to juggle a range of different tasks and remain calm and efficient when under pressure; comfortable taking decisions with a degree of ambiguity.
9. ***Creativity and Innovation***: Encourages and facilitates creative learning spaces for project participants by creating a safe space for openness and shared learning; encouraging curiosity, playfulness and creativity; guiding sense-making concerning current situation; helping others to imagine future possibilities; applying structured approaches to identify and rank promising ideas; supporting development of new concepts; and stimulating shared learning.
10. ***Confidentiality***: Maintains complete discretion and confidentiality when dealing with sensitive information and conversations.

Other

* A person who is already committed, or will commit, to the strategic priorities of Winchester Diocese (growing authentic disciples, re-imagining the Church, being agents of social transformation and practicing sacrificial living and good stewardship of all that God has entrusted to us through our belonging together in Christ).
* Current driving licence and access to a vehicle.

Notes:

The following general principles should be observed:

1. The role is a 3-year fixed term employed post and subject to a probationary period of six months.
2. The designated office base for this role will be The Diocesan Office, Old Alresford Place. The diocese has two main offices, the post holder will be expected to work from whichever base is appropriate in order to facilitate a particular task. The two offices are located:

* Old Alresford Place, Alresford, Hampshire, SO24 9DH
* Wolvesey, Winchester, Hampshire, SO23 9ND

1. The post holder will also be required to work from different offices and locations around Hampshire.
2. This is a full-time post (35 hours per week) with working times varying according to the needs of the work including some evening and weekend work, as well as, potentially some overnight stays. The role requires a flexible approach to working hours. The post holder will manage their own hours in accordance with the Working Time Directive. Support in applying the WTD is available. The role holder will be required to keep a record of their working hours and share that record with their line manager on request.
3. As the post holder will be required to travel about the diocese, often to remote locations, having access to one’s own transport will be essential.
4. The role holder will have an understanding of, and empathy for, the work of the Church of England as well as the mission, ministry and priorities of the Diocese.
5. The role is offered on the basis of the role holder having a right to work in the UK.
6. Holiday entitlement is 25 working days plus Bank Holidays (or a day off in place of a Bank Holiday worked). The post holder will be required to use the annual leave booking system.
7. Employer will be The Winchester Diocesan Board of Finance. As such the role is under the leadership of the Chief Executive Officer. WDBF policies and procedures are directly applicable to the role. WDBF Employee Terms and Conditions apply.

**This job description and person specification is not an exhaustive list of tasks and responsibilities.**

JD agreed 29 Jan 2019 SB