**DIOCESAN BOARD OF FINANCE**

Job Description and Person Specification

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| **JOB TITLE** | Transforming Church. Together (TC.T) Project Officer |
| **LINE MANAGER** | TC.T Programme Manager |
| **SALARY** | £30,000 per annum |
| **HOURS** | 35 hours |
| **DURATION** | This is a fixed term contract for a fulltime role |
| **LOCATION** | Diocesan Office, Hillside House, 1500 Parkway North, Stoke Gifford, Bristol, BS34 8YU |

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| **JOB SUMMARY** |
| The TCT Project Officer is responsible for supporting the operational delivery of the projects within the TCT Programme, spanning different audiences and timeframes, made possible by a range of funders. The key focus of this role is to provide a professional programme delivery service to leaders across the diocese accountable for achieving the programme aims. |

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| **KEY RELATIONSHIPS** |
| * Colleagues within the Transformation Team * Diocesan Support Services Senior Leadership Team * External Relations Team * The programme delivery team which will be drawn from individuals across the Diocese |

**SAFEGUARDING**

The Diocese of Bristol is committed to safeguarding, safer recruiting practice and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

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| **MAIN RESPONSIBILITIES** |
| **Programme Development**   * Maintaining tools to effectively manage the programme: status reports, risk logs and project dashboards, tracking and analysis of budgetary information across the full project portfolio. * Maintain and update plans for identified projects. * Provide a professional project management service to project teams across the Diocese. |
| **Programme Reporting**   * Day-to-day management of the programme logs, acting accordingly and escalating where necessary. * Compile regular progress reports and presentations in line with the programme reporting framework, to ensure accurate and timely reporting to the reporting bodies within the programme governance structure, including outputs and outcomes. |
| **Stakeholder Engagement and Communications**   * Work collaboratively with the Communications team to deliver the programme communications plan, to ensure that everyone is well informed, inspired and connected, including delivering presentations when necessary. * Production of presentations and Excel based information for senior management / stakeholders. * Facilitate and direct the flow of information between teams to minimise / remove silo working. * Event manage any stakeholder engagement activity hosted/ facilitated by the Transformation Team. |
| **Finance and Resource Management**   * Maintain the programme budget by monitoring expenditure and costs against the outcomes to be realised as the programme progresses. * Support the production of significant funding applications by applying a project management approach to the development of bid documents (e.g. co-ordinating inputs from senior leaders, ensuring effective process control). |

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| **TRANSFORMING CHURCH.TOGETHER PROJECT OFFICER PERSON SPECIFICATION**  To enable us to shortlist in a fair and unbiased way it is helpful if you provide us with sufficient information to demonstrate how your skills and experiences meet or exceed the criteria outlined in the vacancy description. | | |
| Attributes | Essential | Desirable |
| Experience | * Previous Project Management Office or Project Management experience. * Experience of collecting, compiling and producing registers, logs and reporting on project progress, risks and budgets. * Excellent project planning skills and experience of using project management and planning tools such as MS-Project. |  |
| Education/ Qualifications |  |  |
| Skills/ Ability | * Excellent people and influencing skills, with confidence to connect with colleagues at different levels, able to work with flexibility in a values driven culture. * Highly developed organisation and planning skills, able to keep on top of multiple strands of work and provide efficient support even when busy. * The ability to work collaboratively as part of a team sharing learning and ideas. |  |
| Personal | * Strong written and verbal communication skills, particularly report-writing and high-quality presentations * Good knowledge of the MS Office and able to demonstrate a high proficiency in Excel and PowerPoint. * Respectful of the Christian objectives and ethos of the Diocese of Bristol. |  |

**Date:** 07/02/2024