

THE NATIONAL INSTITUTIONS OF THE CHURCH OF ENGLAND

MANAGING EMPLOYER: ARCHBISHOPS' COUNCIL

RENEWAL & REFORM

JOB PROFILE

JOB TITLE:	Program Administrator and Researcher (Internship)
GRADE:	N/A – London Living Wage
LOCATION:	Church House, Great Smith Street, Westminster, SW1P 3AZ
ACCOUNTABLE TO:	Renewal & Reform Project Manager
RESPONSIBLE FOR:	
KEY RELATIONSHIPS:	Renewal & Reform workstream directors and programme officers, Renewal & Reform programme board.
BACKGROUND:	Renewal & Reform is a programme of work designed to enable the Church of England to become once again a growing church for all people and for all places. There are currently nine key workstreams. These include the implementation of the Setting God's People Free report, which focuses on the seven-day-a-week discipleship of the 98% within the Church of England who are not ordained. The role assists the Renewal & Reform Programme Office and supports the implementation of Renewal & Reform and Setting God's People Free.
JOB SUMMARY:	Support the Renewal & Reform and the Setting God's People Free programmes in the areas of research, project management, communications and event organisation.

MAIN DUTIES AND RESPONSIBILITIES:

1. Assisting the Director of Renewal & Reform and the Programme Director for Setting God's People Free with research relating to the work of these programmes.
2. Conduct research and develop case studies on examples of Renewal & Reform in practice and support the development of new internal communications or leads for the external communications team.

3. Support the Renewal & Reform Programme Office in the governance arrangements for Renewal & Reform and Setting God's People Free, including booking meetings and rooms and supporting event management.
4. Attending Renewal & Reform Officers and Communications meetings, and assisting with the drafting of minutes.
5. Support internal communications of Renewal & Reform, working with workstream leaders, helping to develop collateral.
6. Support specific Renewal & Reform and Setting God's People Free projects as required.
7. Keep the Renewal & Reform webpages updated as needed under the leadership of the Renewal & Reform Project Manager.
8. Taking responsibility for routine administration relating to the work of Renewal & Reform.
9. Assisting with general administrative tasks within the team as required.
10. Undertaking such other work within the division as may reasonably be required.

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

PERSON SPECIFICATION:

Essential

Skills/Aptitudes:

- Project and event management skills,
- Good writing skills, including summarizing material from a range of sources and drafting clear papers and responses.
- Time management skills, including ability to prioritize and meet deadlines.
- Attention to detail.
- IT skills, including experience with Microsoft Word, Excel, PowerPoint and Outlook.

Knowledge/Experience:

- Experience of basic administration
- Familiarity with the Church of England

Personal Attributes:

- Discretion in dealing with confidential matters and sensitive issues.
- Professional, well organized and creative when appropriate.
- Self-motivated and well organized, able to demonstrate initiative.

Desirable

Skills/Aptitudes:

Knowledge/Experience:

- Experience of managing events
- Experience of writing communications for a range of audiences

GENERAL INFORMATION:

Who we are and our values

We in the National Church Institutions support the mission and ministries of the Church locally and throughout England. We work together in our teams, with those who serve in Parishes, Dioceses, Schools and other ministries and with our partners at a national and international level.

We have developed our NCI 'people' values which are below, and we work with these regardless of whether we are of Christian faith, another faith or no faith;

- | | |
|---|---|
| Excellence:
we take pride
in doing a
good job | <ul style="list-style-type: none">• Understand the needs and expectations of those we serve and support• Take personal responsibility for solving problems and learn from what we do• Support what works but be open to and welcome change where it's needed• Work with others to get the best Result for those we serve and support |
| Respect:
we treat
everyone
with dignity | <ul style="list-style-type: none">• Value people for who they are and embrace our differences• Listen and learn from each other, regardless of who or what we are• Set clear, realistic and fair expectations• Recognise achievement and support each other |
| Integrity: we
are
trustworthy | <ul style="list-style-type: none">• Do what we have said we will do• Take accountability for what we do• Be open and straightforward with ourselves and others• Celebrate behaviours that support our values and challenge those that don't |

Our training, policies, procedures and practices are all intended to support behaviours in line with our values and we expect all staff to uphold these.

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

The NCIs take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their Head of Department.

TERMS OF EMPLOYMENT

Salary: ***London Living Wage***

Pension Contributions: Non-clergy staff will be admitted to the Church Administrators Non-clergy staff will be automatically enrolled in the Church Administrators Pension Fund (CAPF, DC Section) unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the CAPF scheme.

The Church Commissioners have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.

Hours of Duty: Normal hours of work are 35 per week, Monday to Friday with an hour's unpaid break for lunch.

Annual Leave: 25 days paid leave per leave year. This is exclusive of public holidays and additional holidays approved by your employer.

Season Ticket Loan: Staff are eligible to apply for an interest-free travel season ticket loan for their journey to and from work.

Contract: *12-month contract from January 2019*