



Chelmsford Diocesan Board of Finance Job Description

- Job Title:** Programme Liaison Officer (Three year fixed term contract)
- Reports to:** The Head of Missional Programme Management
- Salary:** £28,000 - £30,000 per annum pro rata, subject to qualifications and experience. Actual salary of £22,400 to £24,000 for 28 hours per week.
- Base** Diocesan Office, 53 New Street, Chelmsford, CMI IAT. You will also be required to work at other locations within the Chelmsford Diocese in line with the requirements of your role.
- Hybrid Working may be considered (60% of working time to be undertaken at the Diocesan Office).
- Hours:** This is a part-time role (28 hours per week) with the opportunity for hybrid working and flexible working. The role is initially fixed for three years subject to further funding.
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Purpose Statement

To act as an interface between missional work programmes across the Diocese supporting the Programme Management Office with National Church-funded missional programmes.

Reporting Structure

The post-holder reports to the Head of Missional Programme Management.

Nature and Scope

The Diocese of Chelmsford is the Church of England in East London and Essex. The Diocese is vibrant and growing with our 470 parishes and 144 schools across Essex, the unitary authorities of Southend and Thurrock, and five East London Boroughs serving a population of 3,278,701 (2021 census). We have 579 churches, which are served by around 415 clergy.

Chelmsford Diocese has received capacity award funding from the Church of England Strategic Mission and Ministry Investment Board (SMMIB). As a Diocese we are looking at ways to facilitate and support cultural change and explore opportunities for new models of partnership between churches and communities. The funding has enabled this new role of Programme Liaison Officer working within the Programme Management Office (PMO), working closely with the Programme Managers and the Episcopal Area Teams and the Diocesan Communications Team.



The postholder will provide support to the development of effective internal messaging as we move through transformational change programmes of work, as we seek further investment from the Strategic Mission and Ministry Investment Board. The post holder will also link into other conversations including Parish Consultation to support our Diocesan values of *Travelling Well Together*.

This post is a collaborative role which will need to engage with a wide range of stakeholders collecting data and identifying key themes between the different areas of work.

The vacancy is an ideal opportunity for a self-starter with experience in an internal relations role. The post holder will apply discretion and diplomacy in their work and be competent to manage much of the work on their own.

The Chelmsford Diocesan Board of Finance (CDBF) is a company, and registered charity, that manages the business and operational affairs of the diocese, including matters relating to Finance, Property, Communications and Media, Safeguarding, Governance, Human Resources, Information Technology and Data Management, as well as Mission and Ministry which deals with training and supporting our clergy. We aim to serve our parishes and churches, worshipping communities and church schools with accountability and responsibility.



Episcopal Areas, Archdeaconries and Deaneries



Principal Accountabilities

- 1) Focus on supporting the Programme Management Office to ensure that effective internal messaging keeps those in ministry in touch with developments and shared learning in each episcopal area concerning missional programmes of work.



- 2) Capture key points, decisions and data, ensuring internally messaging is accurate and informs our parishes and deaneries as we *Travel Well Together*.
- 3) Identify common themes emerging from the various strands of work and summarise these in regular reporting, including pulling data and key themes from other sources. Providing recommendations based on the analysis of information gathered.
- 4) Source news stories from the Episcopal areas, including at parish level and create written and digital content suitable for Diocesan website and email bulletins and social media and work with the Communications Team as necessary.
- 5) Create newsletters and other internal reports and documentation as directed by the Programme Manager(s) and working with the Communications Teams as necessary.
- 6) Assist with the planning of a programme of internal messaging around specific missional programmes liaising with Diocesan Communication Team to ensure any messaging is in line with Diocesan protocols.
- 7) Act as an interface between the different areas of the Diocese as we *'travel well together'*.
- 8) To conduct research on the internet, or elsewhere, related to emerging common themes and where necessary provide this in a user-friendly format.
- 9) Demonstrate initiative and use good communication skills in all areas of work.
- 10) To provide ad hoc administration support to the Programme Management Office as necessary.

General

- 1) To maintain appropriate discretion and confidentiality at all times about work carried out in the role.
- 2) To maintain efficient, accurate and up-to-date electronic filing systems.
- 3) To undertake any other reasonable administrative as requested.
- 4) To complete role-related and general Diocesan training, as required.
- 5) To ensure that the principles of Data Protection, confidentiality, health and safety and safeguarding, are adhered to, and maintained throughout the course of duties.
- 6) Work collaboratively with the PMO, Area Teams and Diocesan Communication Team, and undertake such other reasonable duties as may be required, including by the Head of Missional Programme Management and Chief Executive.



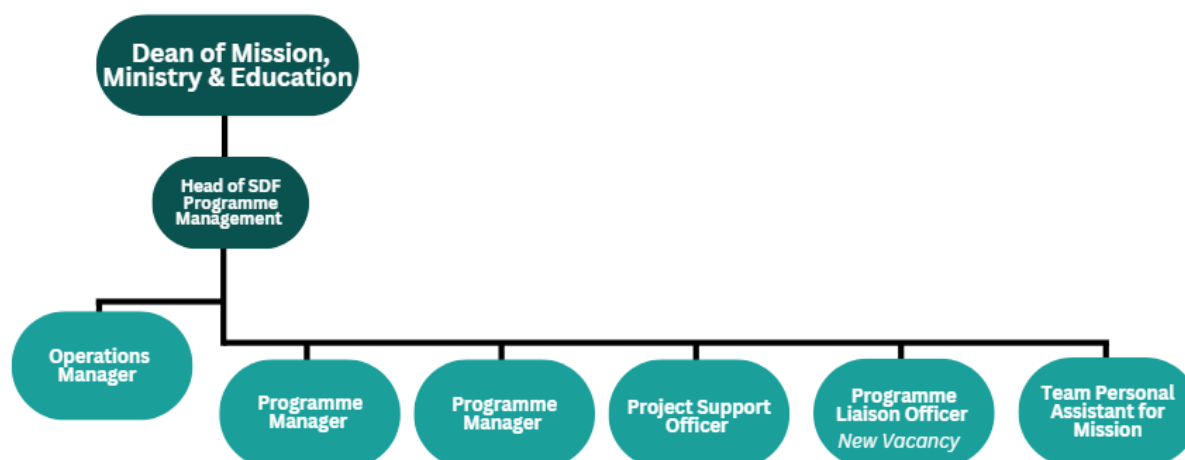
Key Stakeholder Contacts

Internal:

- Head of Missional Programme Management
 - Programme Management Office (PMO)
 - Area Team
 - Members of Mission & Ministry wider team
 - Diocesan Communication Team
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Team Structure



Person- Specification

(all criteria are essential unless listed as desirable)

Qualifications

- Educated to A level standard or equivalent
- Qualification in either communications, PR, marketing or a related field. *(Desirable)*
- Knowledge of project management principles. *(Desirable)*

Knowledge

- An understanding of the Church of England/[Diocese of Chelmsford](#), its structures and organisation. *(Desirable)*
- Familiar with church terminology. *(Desirable)*

Experience

- Proficient in Office 365 (or equivalent), i.e. Word, Excel, PowerPoint, SharePoint, MailChimp, or software such as Adobe Photoshop, and IndDesign etc.
- Proficient in social media and related software.
- Familiarity with meeting software. (Teams / Zooms etc.)
- Experience of working in a PR / communications role which has a focus on internal communication in a project environment. *(Desirable)*
- Experience in producing visual communications and digital content.
- Experience in writing and producing social media posts, articles, newsletters with appropriate judgement and understanding of audience.
- Experience in coordinating direct mailings/email newsletters using Mailchimp.
- Proficient administration skills

Skills and Abilities

- A self-starter who has the confidence to work on own initiative, ensuring tasks are suitably prioritised, but is collaborative in a team environment.



- Outstanding written and verbal communication skills.
- Able and motivated to work alone at times, including under pressure.
- Flexible and adaptable to changing priorities.
- Ability to prioritise and plan effectively.
- Strong attention to detail
- Comfortable working within appropriate confidential boundaries
- A high level of integrity and discretion, able to handle information with diplomacy and sensitivity.
- Able to present a professional and positive image at all times.
- Able to occasionally travel across the Diocese to support meetings and events.
- Holds a full driving licence and has access to private transport with insurance for travel on business purposes¹

¹ This is an essential requirement excepting in cases where the (prospective) post holder has a disability as defined by the Equality Act 2010, where a reasonable adjustment could be accommodated.



Outline of Terms and Conditions

Role	Programme Liaison Officer
Responsible to	The Head of Missional Programme Management
Salary	£28,000 – £30,000 per annum, pro rata subject to qualifications and experience. Actual salary of £22,400 to £24,000 for 28 hours per week.
Contract	Three year fixed term contract
Hours	<p>This is a part-time role (28 hours per week) with the opportunity for hybrid working and flexible working. The role is initially fixed for three years subject to further funding.</p> <p>There may be a need for the occasional evening work (time off in lieu will be provided)</p>
Pension	Enrolment in the Church Workers' defined contribution scheme (a non-contributory scheme with an 11% contribution by the Board), plus in-service life cover.
Annual Leave	25 days plus 8 public holidays pro rata. (rising to 29 days after 5 years continuous service) Pro-rata for part-time staff
Probation Period	Six months.
Notice Period	After service of one month, but during the probationary period - one weeks' notice. Upon successful completion of the probationary period, - one month
Expenses	Working expenses are paid at the Diocesan rates.
Base	<p>Diocesan Office, 53 New Street, Chelmsford, CM1 1AT. You will also be required to work at other locations within the Chelmsford Diocese in line with the requirements of your role.</p> <p>Hybrid Working may be considered (60% of working time to be undertaken at the Diocesan Office).</p>
Contract	The contract of employment will be with the Chelmsford Diocesan Board of Finance (CDBF).



Pre-employment Administration

Checks:

The contract is subject to:

- Two satisfactory references, including from current and/or most recent employer.
- Completion of a Confidential Declaration form.
- A Basic DBS check.
- Driving Checks (Driving Licence, road tax, MOT and car insurance).
- Education / Qualifications check.
- Background checks.

Right to work:

- The post-holder must have proof of eligibility to work and reside in the UK. A check will be undertaken.

Employee Benefits

- Flexible & Hybrid Working, including from commencement of employment
- 28-hour working week.
- Enrolment in the Church Workers' pension scheme (non-contributory scheme with an 11% contribution by the Board), with the option to make Additional Voluntary Contributions.
- In service life cover of three times annual salary,
- 25 days Annual Leave plus 8 public holidays pro rata. (*rising to 29 days after 5 years continuous service*).
- Employee Assistance Programme, with access to 24/7 helpline and counselling.
- Family friendly policies, including enhanced Maternity, Paternity and Shared Parental leave and pay.
- Attractive City Centre Location with good transport links.
- Spacious offices, with free on-site car parking.