

DIOCESE OF WORCESTER

TRANSFORMATION PROJECT MANAGER

Job Description

Background

Our diocesan vision is to grow as Kingdom People, sharing the good news of Jesus' love across Worcestershire and Dudley through healthy and sustainable. As Kingdom People, we are committed to worshipping God, making disciples, sharing hope, and transforming communities underpinned by the values of love, compassion, justice, and freedom.

The strategic priorities of our diocesan transformation programme are to:

- Double the number of children and young people worshipping in our churches.
- Create 100 new worshipping communities offering a range of ways for people to come to faith and worship God.
- Invest in the renewal of around a dozen churches to ensure that each major area of population has at least one church with 150 people attending weekly, enabling them to support other local churches.

This is underpinned by a priority to *Equip Ministers for Mission*, enabling clergy and lay leaders all to grow and feel supported and equipped for their part in God's kingdom work.

To support the delivery of this ambitious vision, we seek to form a Project Management Office. In the first instance, we are looking to recruit a **Transformation Project Manager**. The role will support and guide projects across the diocese and our strategic priority leads, ensuring projects are well planned, financially sound, and capable of delivering significant impact.

Principal Tasks

Project Planning and Delivery

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

Reporting and Governance

- Prepare reports for funders and internal governance structures.
- Draft project change requests as required.

Funding and Development

- Support with funding applications for future programmes and projects.

Reports to: Transformation Programme Director

Key Relationships: Renewals Programme Manager, Monitoring & Evaluation Officer, HR & Recruitment Advisor, Renewals leaders, Ops Managers

Safeguarding training level: basic

Person Specification

Essential

Qualifications and Experience:

- A recognised project management qualification (e.g., PRINCE2, PMP, or AgilePM) or equivalent
- Experience managing projects, preferably within a church, charity, or community context

Skills and Abilities:

- Proven ability to manage multiple concurrent projects and prioritise effectively
- Skilled at building relationships with a diverse range of stakeholders and influencing decision-making
- Strong analytical skills with the ability to interpret data, identify patterns, and make informed decisions
- 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)
- Understanding of the working structures of the Church of England

Personal Attributes:

- Enthusiasm for supporting the Church of England's mission and ministry in Worcestershire and Dudley, particularly the goals of the diocesan transformation programme
- Sympathy with the values and mission of the Diocese of Worcester 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, widely 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:

- experience of Church organisations (e.g. PCCs).
- Knowledge of Church of England administrative structures and operations.