



DIOCESE OF
COVENTRY



Programme Manager

Candidate Information Pack
February 2024

Welcome from our Diocesan Secretary & Chief Executive



Welcome and thank you for your interest in the role of Programme Manager within the Diocese of Coventry. I am delighted you are considering joining us.

With 203 parishes and 240 Churches we have a rich and wonderful diversity of communities in rural and urban settings across our churches, schools, chaplaincies and the Cathedral.

Our mission purpose is clear – to worship God, make new disciples and transform communities as God’s reconciling people.

We have now embarked on a new strategy to achieve the vision set by the Bishop; that our church family will be bearers of life who see restored health, renewed relationships and new growth

This is an exciting time to be joining the Diocese of Coventry. We are working on our shared vision and the changes we want to make to grow the kingdom of God in Coventry and Warwickshire. This role is pivotal in helping us achieve the growth element of our strategy and we are looking for a colleague who can manage the new worshipping communities and church urban plants programmes, working collaboratively with our Diocesan staff team, senior clergy and laity across the Diocese.

You can read more about our work in this pack and on our website.

Jacqueline Ladds

Diversity, Equity and Inclusion Statement

In the Diocesan offices we are committed to work with determination towards a fuller representation of the social, cultural and ethnic diversity which accurately reflects the people we serve in the Diocese of Coventry. We expect all employees to promote and model equity, diversity and inclusion in their working practices and relationships and to uphold principles of equality of opportunity in accordance with our legal and theological obligations as written in Galatians 3:28 which says, “There is neither Jew nor Gentile, neither slave nor free, nor is there male and female, for you are all one in Christ Jesus”.

If you have a disability, long-term illness or are neurodiverse, and you feel this prevents you from meeting any of the essential criteria, please contact us to discuss the adjustments we can make for you.

As an equal opportunities employer, we particularly welcome applications from United Kingdom Minority Ethnic / Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

All employees undertake mandatory Diversity, Equity and Inclusion training during their employment with us.

About us

The Diocese of Coventry represents the Church of England in Coventry, Warwickshire and part of Solihull.

We have a rich variety of people, traditions and organisations with an iconic Cathedral, wonderful parishes in city, towns and villages, schools and skilled chaplaincies embedded in places of work, care and learning communities.

With our network of over 200 parishes we have a Christian presence in every local community.

In brief

The diocese has

- a total worshipping community of approximately 14,400
- an average weekly attendance of 10,600 with 12% being children.
- 106 are stipendiary clergy and 55 non-stipendiary clergy
- Ministering alongside them are 36 Curates, 103 clergy with permission to officiate, as well as around 130 readers and licensed lay ministers, 311 churchwardens and of course innumerable volunteers in each parish who make ministry possible and fruitful.

Vision and Mission Purpose

Our purpose is to “Worship God, make new Disciples and transform Communities”.

Alongside this purpose, our Bishop’s vision for the Diocese is that our church family will be bearers of life who see restored health, renewed relationships and new growth. How we will begin to achieve this is set out in Our Shared Future, the framework that articulates the key commitments to help us achieve this vision. It continues to develop and evolve as we listen to voices across the Diocese.

At its core is the mission to serve, support and resource our diocesan family in the shared endeavour of making the Good News of Jesus Christ further known across the communities served by our parish churches.

Further sources

[About us](#)

[Bishop of Coventry](#)

[Purpose and vision](#)

[Diocesan Growth Strategy](#)

[The Diocesan Office](#)

[Coventry Cathedral](#)

[Coventry Diocese Board of Education](#)

[Together for Change](#)

Mission Hubs and Church Urban Plants

Mission Hub Churches are part of our vision of opening 150 new worshipping communities by the end of 2030.

You can read about our Growth Strategy here [Diocesan Growth Strategy - Diocese of Coventry \(anglican.org\)](https://www.anglican.org.uk/diocesan-growth-strategy)

A Mission Hub Church is a parish church or benefice where the leaders and congregation have a developed vision for sharing in mission locally and a clearly expressed desire to resource others in mission, evangelism, and enabling new ways of being Church.

Many of Mission Hub Churches have larger congregations, with people coming from beyond the parish but also willing to help grow the church in the community they live in. The churches partner with smaller churches in their area irrespective of tradition or style of worship.

The Mission Hub Churches offer a gathering point where people can come from local churches. They facilitate learning together (especially for lay leaders/teams), encourage and share good practice, and develop local mentoring between churches. They can be compared to a modern-day version of a minster church, serving and equipping churches around them. The churches enable the development of new congregations, drawing on central resources to support this work.

Any church can work with their nearest Mission Hub Church. Together they can identify what needs the church has to grow and what gifts and experience they could share with others in the hub network. This enables the sharing of our gifts for mission and ministry in new ways between different churches and traditions. A Mission Hub Church can also work with a church in any other part of the diocese that it has a particular relationship with in order to facilitate mission.

We currently have six Mission Hub Churches, they are:

- St Laurence's, Foleshill, Coventry
- The Bridge Mission Hub, Coventry
- St Paul's, Leamington Spa
- Alcester Minster, Alcester
- Bedworth Mission Hub, Bedworth
- St Andrew's, Rugby

Alongside our Mission Hubs, we have 4 church urban plants in Hillfields, Tile Hill, Bedworth and Wyken. The aim is to grow a new congregation in each area, alongside offering pastoral and worship ministry for existing congregations where applicable. Our vision is that these plants will have a generative impact over time, replicating into other estates and urban contexts, providing learning environments for leaders-in-training to gain expertise and confidence for church planting and community engagement.

Our healthy churches and growth work are facilitated through the diocesan office team, St. Marks Resource Church and funded by both the Diocese and from the national church through the Strategic Development Fund for the 4 church urban plants.

The Coventry Diocesan Board of Finance (CDBF)

The CDBF was formed in 1936 to manage the financial affairs and hold the assets of the Diocese.

- It is a charitable company limited by membership guarantees and is also a registered charity.
- The members of the Bishop's Council are the directors of the company and the trustees of the charity.
- Every member of Diocesan Synod is a member of the DBF for company law purposes.
- The main expense is the cost of ongoing ministry and its main income is from Deanery Share.
- The Coventry Diocesan Board of Finance Ltd (DBF) office is at 7 Priory Row in the centre of Coventry.

The Diocesan staff team exist to serve and support all our parishes in delivering to our vision and mission purpose. We have a dedicated and friendly staff team who, use their gifts and talents to help with safeguarding, finances, housing, ministry, learning and development, human resources, church buildings and communications. Our core values, Christ-like, integrity, community and service, are at the heart of everything that we do, and we strive to live by these in our daily working lives.

There are approximately 45 employees who are based at the Diocesan Office, some of which are involved with the Parishes directly and some who support Parishes from the office.

The areas of work that our employees support the Office and Parishes with are:

- Care of Church Buildings
- Communications
- Finance
- Governance and Grants
- Human Resources
- Information Technology
- Mission and Discipleship
- Operations
- Property
- Safeguarding



Our Values

At the Diocesan Office, we expect our employees to be supportive of and live out our values at work:

Community: To have a sense of togetherness and common purpose, with room for differences

Christ-like: To show humility and love for one another, to be welcoming and to have grace and patience

Integrity: To be genuine, authentic and honest, and value each other

Service: To recognise people's needs, give without expectation and use our gifts for each other

Role Summary

The Programme Manager will:

- Provide programme management for our SDF-funded urban church plants and other externally funded projects as required, reporting to key stakeholders including via the Bishops Strategy Integration Group (BSIG).
- Work with the Dir NWC&HC to develop programme management to facilitate the growth of 150 new worshipping communities by 2030, with particular focus on governance for the Mission Hub strategy.
- Provide day to day management for programmes and projects as identified in the strategic framework.
- The Programme Manager role requires a high degree of proficiency across the domains of:
 - Operational programme and project management
 - Financial management and planning
 - Stakeholder engagement (particularly with local communities, church leaders and external agencies)

Key Responsibilities

- Ensure successful implementation of the national church funded church urban plant programme, including effective planning, monitoring and delivery of outcomes and by facilitating appropriate interaction with our vision and strategy consultant
- In collaboration with the Dir NWC&HC, develop the programme management for the Mission Hub strategy with a focus on effective planning, monitoring and delivery of outcomes
- With the Director of Communications and Dir NWC&HC develop a Communications and Engagement Strategy for the mission hubs and church urban plants by assessing the influences, interests and attitudes of the key stakeholders
- Provide timely delivery of information, plans and reports to the Bishops, Diocesan Secretary, Archdeacons, Dir NWC&HC and other senior managers including tracking the delivery of outputs and outcomes for the church urban plants and mission hubs.
- Provide day to day programme management for other projects as identified in the strategic framework, developing outcomes and measures to proactively monitor overall progress and ensuring that individual projects and the overall programme delivers to the appropriate quality, time and budget, managing and resolving any risks and issues that arise.
- Co-ordination and engagement of these projects with key stake holders including clergy, PCCs, volunteers, key diocesan staff and community stake holders, and other internal and external third parties, to progress development and uptake of initiatives, building on positive feedback and identifying any barriers/resistance to change.
- With the Strategic Programme & Change Director support the development of strategic planning and impact measurement for Our Shared Future.
- Promote equality, diversity and inclusion in employment practices and leadership relationships, and role model inclusive behaviours in accordance with supporting the diocese to uphold principles and practices of equality of opportunity, as detailed in its strategies and policies, and in accordance with its legal obligations and theological values.

Key Relationships

The post-holder will be line managed by the Strategic Programme & Change Director and work closely with:

- The Dir NWC&HC, Director of Finance, Director of Communications & Engagement
- The Archdeacon Missioner and other members of Bishop's Core Staff Team and their teams
- Area Deans, Clergy and Parish staff, parochial officers
- Mission Hub Leaders and Church Urban Plant Leaders and their teams
- The national vision and strategy team, specifically the vision and strategy consultant for our Diocese
- Programme Managers at other Dioceses

Person Specification

This section details the attributes which are required in order to undertake the full remit of this post. To be shortlisted an applicant must be able to demonstrate that they have familiarity with **the essential requirements** for the role.

AF=Application Form; I = Interview; T = Test; P = Presentation at Interview

	Essential	Desirable	Means of assessment
Qualifications			
Degree level or equivalent experience	√		AF
Other relevant professional business/ project management qualification		√	AF
Full driving licence (unless you have a disability as defined by the Equality Act 2010 which prevents you from driving) and access to independent means of travelling around Warwickshire	√		AF
Experience			
Successful track record in project / programme management including leading on multiple projects, often simultaneously	√		AF/I
Experience in setting, reviewing and effectively managing budgets and costs ensuring the delivery of services within agreed resources	√		AF/I
Experience of sustaining relationships with external partners	√		AF/I
Working in a complex organisational structure		√	I
Experience with project management tools, and data management systems		√	I
Skills/Abilities			
Proven ability to lead large scale engagement programmes featuring a diverse range of stakeholders from different disciplines and with differing viewpoints	√		AF/I
Ability to quickly establish credibility and respect and build strong working relationships with department managers		√	I
Good knowledge of techniques for planning and monitoring programmes and projects, including risk and issue management	√		AF/I
Be numerate and able to interpret, analyse and present data and statistics in reports, tables and graphs and be able to work with budgets and financial information	√		AF/I
Good IT skills, including knowledge Microsoft Office: Word, Excel, Outlook and PowerPoint	√		AF/I
Strong influencing skills, with the ability to bring order to complex situations and find innovative ways of solving or pre-empting problems	√		AF/I
Change management skills and the ability to promote good practice, deal with conflict and address any barriers or resistance to change	√		AF/I/P
Strong written and verbal communication skills, including the ability to tailor words and graphics to different audiences and present credibly to senior leadership teams	√		AF/I/P
An understanding of other Christian denominations and non-Christian faiths		√	I
Understanding of the Church of England parochial system and the wider organisation of the diocese		√	I
Personal Qualities			
A demonstrable understanding of and commitment to the Mission of the Church of England called to proclaim afresh the Christian faith in each generation	√		AF/I
A passion for the programme and a desire to serve the people of Warwickshire and enabling spiritual and numerical growth of the church in the Diocese of Coventry	√		AF/I
Committed to and confident in the aims and ethos of the Diocese of Coventry and of the mission and ministry of the Church of England	√		AF/I
Practising Christian who is either a communicant member of the Church of England, a church belonging to a member body of Churches Together in Britain and Ireland or Churches Together in England, or other non-denominational Trinitarian church		√	AF/I
Available and willing to undertake evening and weekend working	√		AF/I

Salary and Benefits

Employer: Coventry Diocesan Board of Finance

Line Manager: Strategic Programme and Change Director

Direct reports: None currently

Place of Work: Coventry Diocesan Office, 7 Priory Row, Coventry, CV1 5EX
(Hybrid working can be arranged with the line manager)

Salary: £40,000 per annum

Working hours and pattern: 35 hours per week, Monday to Friday 9am to 5pm
(Some evening and weekend work may be required)

Duration: Permanent

Pension: Non-contributory Pension Scheme with 8.5% Employer contributions

Life Assurance: 2 x Salary

Wellbeing Package:

- 25 days annual leave, plus bank holidays and an additional 3 days leave at Christmas
- An annual leave purchasing scheme
- Enhanced Company Sick Pay, Maternity Pay, Paternity Pay and Adoption Pay
- Positive approach to Mental Health and Wellbeing for all employees
- Employee Assistance Programme, Mental Health Support and access to our Diocesan Counsellor
- Eye Care Vouchers
- Pastoral Retreat Grants
- Training & Development
- Free Bible study resources
- Time off each year to volunteer at your chosen Charity
- Fortnightly tea/coffee staff get togethers' and other staff events

Key dates

Applications close: 30th April 2024 at 12 noon

Interview date: 15th May 2024

Interview location: Cathedral and Diocesan Offices, 7 Priory Row, Coventry, CV1 5EX

For an informal discussion about this role, please contact Jacqueline Ladds on Jacqueline.Ladds@Coventry.Anglican.org

Please send applications and equal opportunities forms to: Simone.Smith@Coventry.Anglican.org

Thank you for your interest

Thank you for applying to work for us. If you have any questions, you can contact the HR Advisor or Recruiting Manager whose details are written in this pack.

We wish you every success with your application and thank you for your interest in our Diocese.

How to complete our application form

- When completing our application form, please make sure you complete all relevant sections in full.
- Ensure that you check your spelling and that your email address and phone number are correct so that we can contact you.
- Carefully read the Job advert, Job description and Person specification to enable you to answer any questions fully, to show how you meet the criteria for the role.
- Most sections are self-explanatory, however the main sections that you will be scored against are below. (Please complete these in full, with the tasks you undertook, and expand on any tasks that are relevant to the role you are applying for):
 - “Main duties and responsibilities” in the previous employers’ sections.
 - “Describe your present employment in terms of responsibilities and relationships”
 - “Give reasons why you think you would be suitable for this post giving evidence as to why you meet the criteria detailed in the person specification” (Please consider the tips on the next page with regard to completing this section).
- We understand that no-one is perfect, will meet 100% of the shortlisting criteria or score full points for each item on the essential criteria detailed on the person specification. We offer training and support to all our employees to ensure any gaps of knowledge are addressed so do not worry if there are some criteria that you only have limited experience of. The following points should help guide you when you complete your application form:
 - Don’t assume that we have knowledge of the situation/context that you are writing about.
 - Avoid using acronyms as we may not know what they mean.
 - Essential Criteria are key to the role and show what experience or qualifications you need to have familiarity with, in order to do the role, so please give as much detail as you can. It is the essential criteria that we use to score your application form, to decide if you will be accepted into the next phase of the recruitment process. Think about relevant examples from either your current job, a previous job, your personal life, community or any voluntary work that you undertake. For each essential criteria, write as much about your experiences as possible.
 - Desirable criteria are experiences/qualifications that are “nice to have” but are things that can be taught “on the job”. We do not usually score against the desirable criteria, unless all of the applicants scores are very close on the essential criteria. We would then use the desirable criteria as a secondary measure. If you do meet any of the desirable criteria, then please address them in the same way that you do for the essential criteria.
- When addressing each item on the essential criteria, consider laying out your answer using the STAR technique as below:
 - S – Situation – what was the situation you were facing?
 - T – Task – What was it that you needed to do?
 - A – Action – How did you complete the task and why? (highlight only your contribution, not others)
 - R – Result – What was the outcome of your actions, what went well, and what did you learn?

Information for Clergy moving from Parochial Posts

- If you are considering moving from a Parochial post to a post within the DBF, you may have some questions about how the salary and benefits differ from Parochial posts. The following is a run-down of the most common questions and answers:
- There is no house provided for DBF posts, so you will need to find accommodation that suits your needs.
- There is no relocation package, therefore any moving expenses will need to be self funded (removal firms/solicitors fees etc)
- During your employment with the DBF, any expenses for mileage are only payable for work related journeys, not commuting to and from work.
- At the Diocesan office, we have a flexible approach to working location, being able to work from the office and from home (pending satisfactory home-based risk assessments). You will not receive an allowance if you choose to work from home, and apart from a laptop and mobile phone, you will be expected to provide your own desk, chair and ergonomic equipment for your home workstation (You will be provided with a fully equipped workstation within the Diocesan office).
- The allocation of parking at the Diocesan office is a discretionary provision and is limited. It is allocated to staff members in accordance with the car parking policy. Should you require parking you can contact the Operations Administrator to book this for you, but typically, you will be expected to park off-site.
- As part of your role, you may be required to or wish to minister in the Diocese. In the former case, your appointment will need to be approved by the Bishop, in the latter you will be able to discuss a General License or PTO with the Bishop.
- You should seek financial advice on the following:
- If you own a house which you rented out, but no longer live in accommodation that is tied to your post (Vicarage/Rectory), your primary residence status may lapse, and if so, your home will become liable for Capital Gains Tax on the sale.
- You can choose to join the non-contributory DBF Church workers Pension scheme which pays out 8.5% employer contributions plus gives 2 x salary in the event of death in service. Alternatively, you may choose to remain in the Clergy Pension Scheme. If you do so, your take home salary will be reduced to take into account the much higher pension contribution required compared with the Church workers pension Scheme. Due to the way the Clergy Pension Scheme is managed your take home salary may vary if the employer contribution to the scheme varies. This could be both up or down. The revised salary if you choose this option can be provided on request.