

<b>JOB TITLE:</b>	MDP Project Manager
<b>LOCATION:</b>	The Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL
<b>GRADE:</b>	Grade 8
<b>REPORTING TO:</b>	Head of Programmes

### **PURPOSE OF JOB**

The Missional Development Parishes (MDP) Project Manager will work with the Head of Programmes, Diocesan colleagues, parish representatives and the MDP Project Board, chaired by the Diocesan Secretary, to ensure the smooth running of diocesan MDP projects. The work will comprise overseeing all aspects of the MDP projects including planning, financials, communications, governance, monitoring and reporting. This will support parish leaders and PCCs in their leadership and monitoring of their projects.

### **PRINICIPAL ACCOUNTABILITIES**

1. Establish and develop relationships with 15 Missional Development Parishes, providing a crucial governance link to the MDP Project Board, which oversees the delivery of this initiative as part of one of four core strategic themes within the broader Diocesan Strategy

[Note: Significant funding for these 15 projects is being provided by the National Church, starting in 2025. The start dates for the projects differ with some already in delivery, some due to start in 2025 and some in 2026]

2. Ensure regular and accurate monitoring and reporting takes place in and by each Missional Development Parish, including progress against outcomes, to ensure early detection of risks or the need for intervention
3. Project manage risks and issues, escalating as necessary
4. Support the related Learning Communities and capture knowledge and success stories from projects, collaborating closely with the Mission and Ministry Development team to share insights and promote Diocese-wide learning on discipleship and parish growth
5. Track progress against the project plan to ensure timely delivery across each individual MDP project
6. Manage and track changes in project scope, schedule and costs, escalating as required, to ensure delivery at the planned quality and within budget
7. Operate and manage the overall MDP Project budget, including drawing down monies, allocating monies to the individual projects and reporting back on the detail of the spend, working with the Diocesan finance team and the National Church

8. Proactive day-to-day stakeholder engagement, building on positive feedback and identifying any barriers/resistance to change
9. Support recruitment processes for parish roles and payroll and expenses processes between the parish and the Diocese to ensure that the parish roles are adequately supported in their employment
10. Act as secretary to the MDP Project Board and ensure regular reporting to the Bishop's Leadership Team, Bishop's Council and Diocesan Synod to ensure support for Missional Development Parishes by the Diocesan Leadership.
11. Liaise with the Head of Communications to identify potential good new stories generated by the projects for wider sharing.

It is anticipated that the role is for five days per week to successfully fulfil the activities required.

### **SKILLS AND EXPERIENCE**

- Experience in project management and in managing projects which involve a wide and complex range of stakeholders
- Ability to establish and maintain good working relationships with key stakeholders
- Experience of project monitoring and evaluation methods
- A desire to serve the church
- Excellent written and oral communication skills, including presentations and report writing
- Effective and efficient organiser and communicator
- Experienced IT user with advanced skills in use of MS Office packages
- The role will require the post holder to travel throughout the diocese, sometimes in the evening and at weekends
- Desirable: an understanding of the structures of the Church of England

The church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with their manager or safeguarding officer

### **COMPETENCIES**

**Achievement Drive** – A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve. It includes staying focused on goals over an extended period of time.

**Relationships** – The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain relationships in a mutually beneficial way. Recognise one's own feelings and those of others and manage emotions effectively.

Persuasiveness – The ability to convince others of a view, conclusion, position etc. Communicating in an impactful way, tailored to one's audience.

Problem Solving – The ability to investigate and breakdown a problem or situation into its component parts, identifying implications and the key underlying issues and establish possible solutions.

Independence – A demonstrated belief in one's capability to select an appropriate approach to a situation. It includes confidence in one's judgement or opinion and showing resilience in adversity. Know when to seek the support and advice of others.

Adaptability – The ability to adapt one's behavioural style or method of approach where necessary to achieve a goal. Responds to change with a positive attitude and demonstrates a willingness to learn new ways to accomplish objectives.

Teamworking – The willingness and ability to work co-operatively and collaboratively with others toward a shared goal, contributing actively to the team. Builds positive relationships and a sense of pride within the team.