

**Role Title: Deputy Diocesan Director of Planning**

**ROLE PURPOSE: To co-ordinate, monitor and report on change management and delivery across the Diocese of Ely**

| Accountabilities  | Measures of success  | What you need to know  |
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| <ul style="list-style-type: none"> <li>• <b>Reports to: Diocesan Secretary</b></li> </ul> <p><b>Initial Principal Task Focus:</b><br/> <b>Strategy for Ely2035</b> (see <i>Strategy</i> below)<br/> <b>Deanery Development Planning</b> (see <i>Delivery</i> below)<br/> <b>Grant Funding</b> (see <i>Funding</i> below)</p> <p><b>Strategy:</b></p> <ul style="list-style-type: none"> <li>• To assist senior staff and stakeholders to create, develop and coordinate a whole Diocesan strategy for 2025 to 2035 (<i>Ely2035</i>), integrating missional goals, deployment plans, structural changes and finance.</li> <li>• To drive the activity to produce clearly defined programmes and projects necessary to deliver this vision</li> <li>• To define the programme governance framework (effective planning, monitoring and delivery of desired outcomes)</li> </ul> <p><b>Delivery:</b></p> <ul style="list-style-type: none"> <li>• Regular engagement with and reporting to Senior Staff</li> <li>• To co-ordinate and support the realisation of <i>Deanery Development Plans</i> by integrating local hopes, dreams and ambitions with actual resource capacities in order to move from the current Diocesan Strategy (<i>Ely2025</i>) to <i>Ely2035</i>.</li> <li>• Day to day oversight of the programmes and projects, monitoring progress and ensuring delivery to agreed budget, standard and deadlines</li> <li>• To identify and analyse risk, ensuring key strategic risks are managed</li> <li>• To define, create and analyse performance measures appropriate to all areas of work, for use by Diocesan Senior Staff relating to governance</li> </ul> | <ul style="list-style-type: none"> <li>• Evidence</li> <li>• Contribution to stakeholder feedback</li> <li>• Strength of relationships</li> <li>• Achieving deadlines</li> <li>• Regular 1:1 discussions and a bi-annual appraisal</li> <li>• Contribution to the senior staff team</li> <li>• Success criteria annually agreed through Performance Management Targets.</li> </ul> | <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• Programme, change and project management certifications or substantial experience of managing programmes and projects in a complex environment</li> </ul> <p><b>Person Specification:</b></p> <ul style="list-style-type: none"> <li>• A person who shares our values and aspirations; passionate about enabling spiritual and numerical growth in the Diocese of Ely</li> <li>• Ability to speak with conviction into the culture of lay and ordained ministers and churches.</li> <li>• Understanding of the organisational structure, breadth and dynamics of the Church of England and its lay and ordained ministry</li> <li>• Experience of enabling organisational change through programme</li> </ul> |

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| <p><b>Funding:</b></p> <ul style="list-style-type: none"> <li>• To coordinate the preparation, production and submission of the Diocese’s funding proposals to the national church and others</li> </ul> <p><b>Change Management:</b></p> <ul style="list-style-type: none"> <li>• To build on a culture of generosity and trust in order to encourage full participation in a change management strategy</li> <li>• To lead on change management activities and act as advisor to Senior Staff, creating a positive environment for change, demonstrating an understanding and sensitivity to the impact of proposed changes</li> <li>• To enable careful listening to stakeholders, assessing their influences, interests and attitudes, and aligning the engagement plan accordingly</li> <li>• To work collaboratively on changes to business processes and systems</li> <li>• To advise on job roles and change management strategies in order to evaluate inputs, outputs and outcomes</li> <li>• To act as coach for senior staff (also providing direct support to Heads of Department and managers)</li> </ul> <p><b>Communications:</b></p> <ul style="list-style-type: none"> <li>• Proactive engagement with stakeholders, being aware of the influences, interests and attitudes of key personnel and work with the Diocese’s Communications Team to tailor communication and engagement accordingly</li> <li>• To identify and address barriers</li> <li>• To track and report change delivery, issues arising; define and measure successes</li> <li>• Monitor the capacity of the organisation – people, money and buildings – to cope with the level of change being introduced and</li> </ul> |  | <p>management and embedding changes</p> <ul style="list-style-type: none"> <li>• Change management skills and the ability to promote good practice, deal with conflict and address any barriers or resistance to change</li> <li>• Proven ability to lead large scale engagement programmes with a diverse range of stakeholders across different disciplines and viewpoints</li> <li>• Good knowledge of techniques for planning, monitoring and controlling programmes and projects, including risk and issue management</li> <li>• Strong leadership and proven influencing and problem solving skills; the ability to bring order to complex situations</li> <li>• Ability to think strategically and act pragmatically; able to produce plans and deliver results within the strategic context</li> <li>• Strong written and verbal communication skills, including the ability to</li> </ul> |
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| <p>report to Senior Staff, stakeholders and Bishop’s Council at agreed intervals</p> <ul style="list-style-type: none"> <li>• To listen and talk well with all colleagues (internal and external), documenting, analysing and reporting content.</li> <li>• To ensure all staff, clergy and parishes are supported through the change process with training, enabled group discussions or other tools to help facilitate the process</li> </ul> <p><b>Specialist Projects:</b></p> <ul style="list-style-type: none"> <li>• To assist in the delivery of current and new projects focused upon numerical growth, more diversified church life, improving financial strength, resourcing and sustainable living</li> </ul> <p>Such projects may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• <i>Changing Market Towns Project:</i> To assist the Mission and Ministry Team and members of the Market Towns Team to support the effective delivery of this flagship project, particularly completion of deliverables across 12 market towns and a transition to a sustainable context by 2025 and beyond.</li> <li>• To assist the Head of Church Buildings and Pastoral Department to meet our commitment to the promotion of <i>REACHEly</i> and re-imagining selected church buildings, addressing sustainability issues and to support our commitment to <i>Net Zero Carbon</i> by 2030</li> </ul> <p><b>Role responsibilities</b></p> <ul style="list-style-type: none"> <li>• Respond to the Missional leadership and episcopal vision of the Bishop of Ely, the Bishop of Huntingdon and the Archdeacons by coordinating implementation at an operational level.</li> <li>• To work to the priorities of the Chair of the Board of Finance and the Bishop’s Council through delivery and monitoring of requirements</li> <li>• To work collaboratively with the Deputy Directors for Education and for Mission and Ministry, and the Head of Church Buildings and Pastoral Department</li> </ul> |  | <p>address different audiences; presentation skills</p> <ul style="list-style-type: none"> <li>• Car driver, with access to own vehicle insured for business use</li> </ul> <p><b>Personal attributes:</b></p> <ul style="list-style-type: none"> <li>• Financially competent at a strategic and operational level</li> <li>• Computer literate</li> <li>• Excellent interpersonal skills and emotional intelligence</li> <li>• A natural ability for strategic thinking and planning</li> <li>• Ability to deal constructively with conflict; resilient</li> <li>• Ability to build strong partnerships both within and outside the Diocese</li> <li>• Self-starter as well as team player, with an ability to work collaboratively</li> <li>• Flexible</li> <li>• Forward thinking, adaptable and responsive to a varied work programme</li> <li>• Methodical and organised, showing attention to detail, accuracy and thoroughness in all aspects of work</li> <li>• Tenacity to see plans and tasks through to</li> </ul> |
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| <ul style="list-style-type: none"> <li>• To support the Heads of Department and work collaboratively with Diocesan staff teams and across the Diocese</li> <li>• To report on behalf of the Diocesan Delivery Oversight Board (DOB) to Bishop’s Council regarding progress towards meeting priorities emerging from Deanery Development Planning and the wider Church</li> <li>• The assessment of resource allocation</li> <li>• The assessment of priorities</li> <li>• The application of and adherence to tight budgetary disciplines while ensuring best value delivery</li> <li>• Devising a system for monitoring and reporting delivery against agreed criteria</li> </ul> |  | <p>conclusion</p>   |
| <p><b>General responsibilities</b></p> <ul style="list-style-type: none"> <li>• Participate in an annual review of performance.</li> <li>• Maintain professional and technical knowledge and keep up to date with new and available technologies.</li> </ul>   |  | <p><b>How you act</b></p> <ul style="list-style-type: none"> <li>• Work effectively and reliably</li> <li>• Take personal responsibility for your performance</li> <li>• Be an effective team member</li> <li>• Look for new ways of working effectively</li> <li>• Adapt positively to changing demands</li> <li>• Be constructive and flexible</li> <li>• Deal courteously with colleagues and others at all times</li> </ul> |
| <p><b>Agreed by Job holder:</b> .....</p> <p><b>Agreed by manager:</b> .....</p>   |  |   |

**Review date:** .....