

Application Pack
Project Officer (School Buildings)



Hereford Diocesan Board of Education



Dear Prospective Applicant,

Thank you for your interest in the role of Project Officer (School Land & Buildings), a key role within the Education Team for the Diocese of Hereford. Please find enclosed in this application pack the job description for this role, along with some background information on the Diocesan Board of Education and the Diocese of Hereford.

The Diocese of Hereford has oversight of 78 Church of England schools/academies. Within the last two years we have been successful in a decarbonisation grant to reduce the emissions in one of our Voluntary Aided Church schools in addition to that we were successful in being awarded Low Carbon Skills Fund 2 Grant which allowed us to procure Heat Decarbonisation Plans for all our Voluntary Aided Schools as part of our Net Zero Carbon ambitions. The role of the Project Officer is to provide coordination support and administration to contribute towards the successful delivery of the school capital buildings programme including the Public Sector Decarbonisation Scheme (PSDS), School Condition Allocation (SCA) and work with the DBE Services Team. Working closely with our Diocesan Deputy Director of Education, together with consultants whilst also liaising with School Business Managers, Headteachers and Governors providing advice and support to schools.

To be successful you will need to have excellent financial, reporting and project coordination skills, and ideally experience of supporting the coordination of projects. You will also have strong problem-solving skills, with an eye for detail, an ability to communicate effectively, and be comfortable working with a wide range of stakeholders.

The successful candidate will need to hold a full UK driving licence and have their own vehicle as this position will require some travel. The role is based predominately home based with an office available in Hereford but this can be negotiated with some flexible working split between the office and home working.

If you wish to be considered for the role, please send the following to Kerry Preedy, HR & Office Manager either by email HR@hereford.anglican.org or via post The Diocesan Office, The Palace, Hereford, HR4 9BL

- Completed Application Form
- Completed confidential declaration form

If you would like an informal conversation about this role, please contact me via email s.lines@hereford.anglican.org

We look forward to hearing from you.

Sian Lines

Diocesan Deputy Director of Education

Job Description:

Project Officer (School Buildings)



Background

The Diocese of Hereford receives circa £1 million of public funding every year to invest in its Church school buildings with the ability to access a significant amount of grant funding to lower the carbon emissions of its school estate.

The Project Officer will work closely with the Deputy Director of Education, the Diocesan Board of Education, the Finance team, and our designated project consultants to ensure that schools are meeting the requirements of the Good Estate Management guidance and funding is allocated effectively to our school building projects, monitoring and reporting expenditure to ensure that these projects are completed on time.

Job Purpose

Take responsibility for providing co-ordination support and administration to contribute towards the successful delivery of the school capital buildings programme across the diocese including the Public Sector Decarbonisation Scheme (PSDS), School Condition Allocation (SCA).

Take responsibility for supporting with Academy Conversions in term of the land and buildings ensuring Trustees assets are protected.

Relationships

Internal

- Education Team
- Finance Team
- Mission Enabler (Environment)

External

- School Heads and School Business Managers
- Project Management consultants
- Project contractors
- DBE Services
- Church of England Education Office
- DFE & ESFA

Responsibilities

Communication and Coordination

- In the absence of the Deputy DDE be responsible for handling enquiries related to building projects and capital funding programmes from Voluntary Aided schools in the diocese.
- Work with school governors, business managers, consultants, and contractors as appropriate, ensuring effective communication between schools, DBE officers and other external parties on matters relating to school land and buildings.

Project co-ordination and support

- Assist on the administration of capital funding programmes, providing financial assurance returns to the Department of Education and other funding partners
- Responsible for robust monitoring of the Public Sector Decarbonisation Scheme (PSDS) funding, the School Condition Allocation (SCA) funding and transfer of funds as necessary, ensuring that conditions of grant providers are met
- Work closely with key internal Finance staff to ensure adherence to the criteria of the grant making bodies including monitoring, reporting, risk management, dependencies logs.
- Support the effective running of the financial systems, processes, and procedure necessary for the allocation of funding to schools and the smooth running of the school buildings operation.
- Lead on liaising with school and consultant project managers in to enable arising matters to be addressed and to maintain status information on all projects
- Liaise with the DBF Finance team with regards to payment and monitoring of actual and forecasted costs.
- Assist with the compilation of programme performance reports, including external reports to grant providers and internal quarterly project management reviews between project management consultants and DBF

Provision of advice

- Take responsibility for ensuring school headteachers, governors, school business managers are provided, or linked with sources of advice (DFE Good Estate Management Toolkit) and support related to the maintenance and development of their school buildings, asset management, capital expenditure and funding applications.
- To offer support and advice to schools and governing bodies related to energy efficiency improvements, and insurance and the understanding of VAT

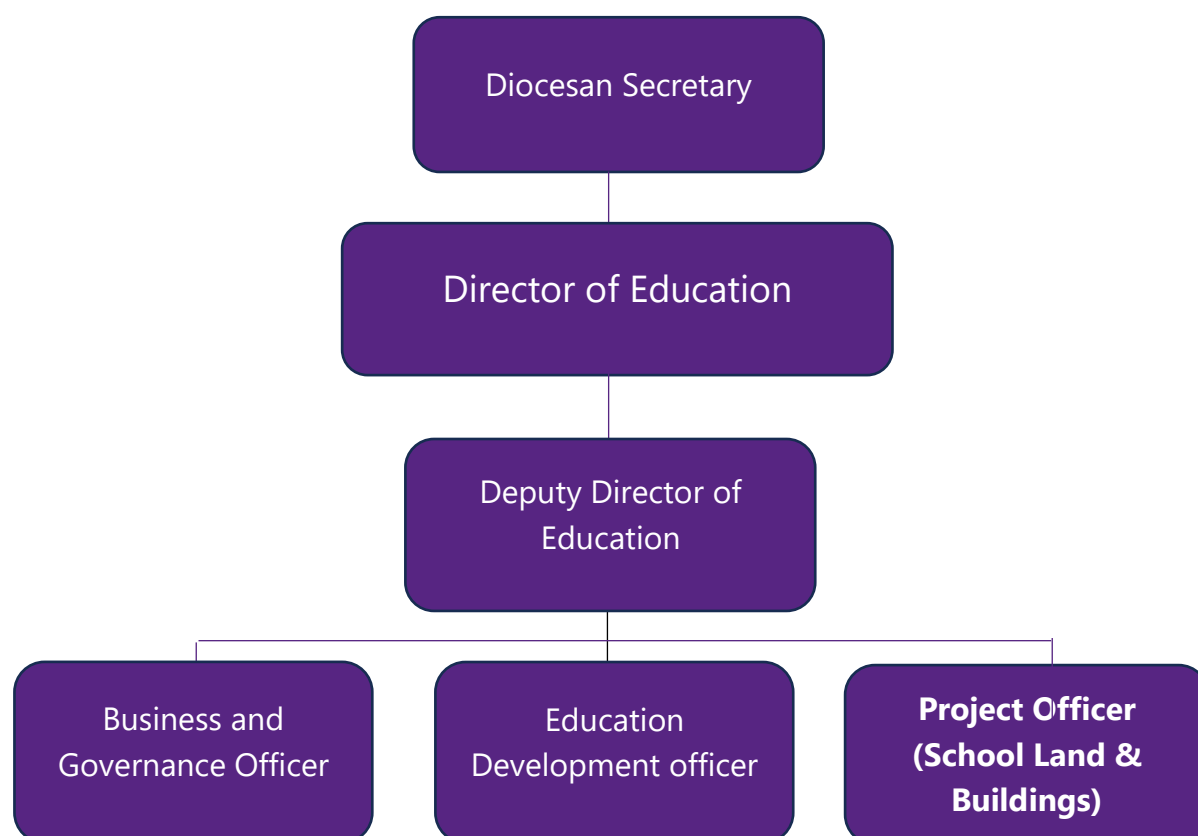
General

- Support the Deputy Director in to contributing to Diocesan Board of Education meetings, Team Meetings, Heads and Chairs' briefings and any other groups/forums as required
- Support on legal land issues in relation to Trustees consent for building works, academy conversions and licenses
- Ensure filing and document control for historical documentation is recorded and stored securely
- Any other ad hoc duties or projects, consistent with the nature of the role, which may be required from time to time.

Functional Links:

- Diocesan officers, Schools, Local Authorities, Diocesan Multi Academy Trust (Diocese of Hereford Multi-Academy Trust), Multi Academy Trusts, Standalone Academy Trusts, Department for Education, Education Funding Agency, Church of England Education Office, Regional Schools Commissioner, Principal Designers, Auditors, Contractors
- **DBS**
Given the nature of the role an enhanced DBS check is required.

Organisation Chart



Qualifications & Experience

AREA	ESSENTIAL	DESIRABLE
Knowledge/Qualifications/Membership of Professional bodies (or equivalent)	National occupational Standards in business and administration equivalent to current national qualifications level 5	Certificate of School Business Management or equivalent AAT Project management qualification Legal qualification
Type of Experience required	<p>Project co-ordination experience in a buildings operation with a finance/legal function</p> <p>Experience of supporting the coordination of projects</p> <p>Extensive experience across a range of activities such as administration and finance.</p> <p>Extensive use of Microsoft Suite to include Excel and Publisher.</p> <p>Effective use of specialist ICT packages.</p> <p>Knowledge and experience of a variety of financial management systems, processes and procedures.</p>	<p>Experience Sage or other relevant IT support packages</p> <p>Experience working in Local Government or a School Office</p> <p>Experience of working as a buildings or finance officer in a charitable company, diocese or local authority</p> <p>To have worked with schools and academies in the education sector</p>

Competencies

ESSENTIAL	DESIRABLE
Excellent financial, reporting and project coordination skills	Knowledge of the buildings and governance in the Diocesan context or wider Church of England
Strong problem-solving skills, with an eye for detail, an ability to communicate effectively, and be comfortable working with a wide range of stakeholders.	Ability to analyse and summarise data, and draw conclusions
Ability to work on own initiative	Ability to review legal documents with an eye for detail
Understanding of the key principles, methods, techniques, and tools for the effective management of projects from start-up through to closure	To be able to develop positive relationships with external agencies
Good communication skills, verbal and written to be able to write reports	Ability to reflect and assess one's own performance
Ability to use a range of IT programs and software to manage the financial aspects of a buildings project	Fully supportive of the aims and mission of the Church of England
Ability to work with a range of external partners and stakeholders	
The ability to relate well to other diocesan staff, school staff, school governors, local authority officers and officers of the Church of England Education Office.	
Excellent written and verbal communication.	
Excellent numeracy/literacy skills.	
Independence and resilience	
Flexibility	
Ability to manage competing priorities	
Ability to be pro-active and take initiative	
Ability to understand issues and priorities involved in the programme as well as handling multiple concurrent tasks.	
Tenacity - the ability to continue under adverse circumstances until the required outcome is reached.	
Ambition to quickly develop new skills and employ them in a fast-motiving	
Driving License with ability to travel	

The Diocesan Board of Education

Support for church schools is provided via our Education Team. The expert services provided by the team are valued by church and county schools alike. The 78 church schools (27 Voluntary- Aided. 28 Voluntary Controlled) in the diocese including three secondary schools. There are three Multi Academy Trusts operating in this Diocese currently (including the Diocese of Hereford Multi Academy Trust) academies in the diocese including 19 primary schools and 2 secondary schools. The development of the academy programme has been a major source of new work and is being enthusiastically embraced in line with national Church initiatives. Through this and all other work, we will improve the education of our 12,000 children, strengthen our schools' Christian ethos and continue to grow our presence in the community.

Key roles in the Education Staff Team

The Diocesan Director of Education (DDE)

- Under the authority of the Diocesan Board of Education (DBE) the Diocesan Director of Education (DDE) creates the vision and strategy for the mission of the church to the world of education across the Diocese. Similarly, the DDE integrates education into the work of the diocese. In this way, the DDE acts as a bridge between the Church and its schools. He is 'the church to the schools and the schools to the Church.'
- Under the authority of the DBE, the DDE carries out the Board's mandate under the **DBE Measure 2021**:
 - ❖ Promote education consistent with the faith and practice of the Church of England.
 - ❖ Promote Religious Education in church schools.
 - ❖ Advise the governors of church schools and trustees of Church educational endowments and any other matter affecting church schools.
 - ❖ Ensure that church schools provide the highest standards of education rooted in Christian values and practice so that all children are offered the opportunity of a life-enhancing encounter with Jesus Christ.
- Lead, manage and support the whole Education staff team comprising:
 - The Deputy Director of Education
 - The Education Development Officer
 - The Business and Governance officer
- Manage all resources available including devising annual budgets and the use of other funds such as UST funds
- Support and enable all local churches and clergy within the diocese to engage fruitfully with schools in their parish.

- Work in liaison with all Local Authorities, the Regional Schools Commissioner, (non-Church) MATs and the DFE to promote the mission of the Church through its distinctive church schools by ensuring that church schools have a viable and vibrant future.
- Support, encourage, promote, and challenge the Diocese of Hereford Multi Academy Trust (DHMAT) as one of a number of Church MATs. Oversee and facilitate the conversion of all VA and VC schools into Church-led MATs.
- Give personal and professional pastoral care and support to all Christians in education within the diocese but particularly the head teachers and, to a lesser extent, governors of church schools, thereby holding together the 'family of church schools.'

Deputy Diocesan Director of Education

- Represent the Board of Education on key political and educational bodies and attend Diocesan Board of Education meetings and committees as required
- To support and deputise for the Director of Education in leading, managing, and coordinating the work of the Diocesan Board of Education in providing effective services to schools and manage the day to day organisation and related work of the Education Team.
- Identify the services required by schools and academies, then create a marketing strategy to develop, plan and implement and manage support packages and training programme.
- The management of all matters relating to school sites land and buildings whilst ensuring that the Trustees assets remain protected. This also includes the management of the SCA (School Condition Allocation) for this Diocese (c£1,000,000), delivery of the capital programme and compliance with statutory duties
- The management of Governance and Admissions for maintained and academies Working closely with local authorities on issues affecting church schools individually and collectively and representing the Diocese on local authority committees, including school place planning and school forums etc.

Education Development Officer

- Support schools, clergy and parishes to develop and enhance the quality of teaching and learning of RE and the Christian character of our church schools by providing timely and accurate advice, guidance and direction
- Provide strategic vision, advice, training and resources to Head teachers/Principals and their staff to support the development of the Christian character of and the teaching of RE in our schools and academies
- To support the development of good quality teaching and learning in RE in church schools and community schools who seek Diocesan support through traded services under the line management of the Deputy Director

Business & Governance Officer

- To help develop and sustain strong partnerships with schools across the diocese. To support the strategic, operational and business development of the Diocesan Board of Education, the Diocese of Hereford Educational Trust and to co-ordinate functions of the Education Team by providing efficient management and administrative support.
- Ensure the Education Team's administrative policies and systems are of a high quality, secure and robust, and make a positive contribution to achieving the Education Team's Strategy.

The Diocesan Board of Education (DBE)

The Diocesan Board of Education is made up of appointed, elected, and co-opted members. The Bishop of Hereford is a member of the Board, and the Chair who is the Archdeacon of Ludlow is appointed by him. The DBE meets once every half-term and is responsible for setting strategic and policy under the DBE Measure 2021.

Education, Background and Context

Of the 78 schools within diocese, three schools are secondary: the remainder primary. Most are in Herefordshire and south Shropshire with a smaller number in Telford & Wrekin and Worcestershire.

Schools serve a wide range of communities – predominately rural, socially advantaged, and disadvantaged. All our schools are part of the state-maintained sector and are either Voluntary Aided, Voluntary Controlled or Academies.

Our work is overseen by the Diocesan Board of Education (DBE), which provides strategic leadership and oversight and is responsible to the Bishop and Diocesan Synod. The framework for the work of the Board is governed by the Diocesan Board of Education Measure 2021. This document defines key responsibilities as:

- ✓ Promoting education consistent with the faith and practice of the Church of England
- ✓ Promoting religious education and worship in church schools
- ✓ Advising governors and trustees of church educational endowments on matters concerning church schools and also identifying those circumstances where church schools must consult or obtain the consent of the DBE (for example, changes to admissions arrangements or changes in school organisation).

The Diocese of Hereford and its Setting

A. Area, People and Community

Our worshipping community is made up of 13,300 people of all ages and backgrounds. We were founded in 676 AD and cover roughly 1,650 square miles, with many of our church buildings of historical importance. Serving 326,000 people, we are part of the Church of England, which itself is part of the wider Anglican Communion.

We have 193 schools in the Diocese, teaching approximately 46,300 children. Of these, 78 are Church of England schools, with just under 12,500 children, although 40% of these schools have fewer than 100 pupils; there are more pupils in our C of E schools than regular attendees at Sunday services.

In 2020, we maintained over 120 properties, occupied mainly by our stipendiary clergy and curates. We have the fewest stipendiary ministers but the highest clergy level per person simply because we're a rural diocese.

Clergy (stipends, house for duty, and curates)

Men: 61

Women: 28

Clergy (SSM figures)

Men: 13

Women: 17

B. The Church in the Community

We are responsible for 402 churches, 13 Deaneries, 86 Benefices, and 344 parishes - we are the Church of England in Herefordshire, south Shropshire, and parts of Monmouthshire, Powys, and Worcestershire.

We have one Bishop, three Assistant Bishops and two Archdeacons.

Parish clergy, authorised lay ministers, and other lay members, including chaplains, are not only engaged with church schools across the diocese, but also with over 100 county and independent schools.

Some of our parishes are involved with their local communities, not just by way of occasional offices and prayer, but in active engagement through projects such as Messy Church, Food Banks and Open the Book.

Recognising that far-reaching changes were taking place in Church and society, the Diocese of Hereford adopted Local Ministry as part of its strategy for the future.

This means recognising that 'the ministry of the local church' involves everyone, not just the Vicar. Many lay people already work hard for the church in practical ways, but often not all the gifts for mission and pastoral care, leading worship and strategic thinking are being used.

The Diocese of Hereford has developed a range of Local Ministry roles to enable people with all sorts of gifts to work as part of a team which offers worship, pastoral care and mission activities in church and in the wider community. These roles are supervised by the parish priest and work alongside other lay and ordained ministers.

C. Diocesan Teams

There are around 40 staff, whose work is arranged to focus the goals of the new diocesan mission strategy, our vision is to inspire each generation to follow Jesus Christ - our families, friends, neighbours, colleagues, the people we meet - so that lives and communities are changed and God's kingdom grows here in Hereford Diocese, on earth, as in heaven. Through a series of conversations in 2021/22 we built a shared understanding of our part in God's mission where our diocesan strategy seeks to unite our diversity around our common vision marked by Christlikeness, prayerfulness and outward facing engagement.

The Operations Team (including Property Team) provides support to parishes as well as carrying out the multiplicity of tasks necessary to running the church regionally, and as part of a national church. This includes looking after our large property portfolio, principally clergy housing, running our central processes and professional functions for Finance, HR, Safeguarding and Communications.

The Mission Team is tasked with the recruitment, training, and support of clergy, and licensed and authorised lay ministers working in parishes and other places where ministry is offered.

Team members also come alongside congregations to help them enable growth. This may include helping parishes to develop their vision, release the resources needed to pursue it and to re-imagine what church should be. The team also provides resources for parishes to help them in work with young people and with outreach, in new and imaginative ways, including Fresh Expressions and planting new congregations.

D. The Bishop's Leadership Team and Diocesan Structures

The Bishop's Staff Team is made up of Bishop's Chaplain, Diocesan Secretary as well as senior clergy.

The Bishop's Council and Standing Committee is a statutory committee of the Diocesan Synod, established under Church Representation Rule 34 (1) (k), which discharges some of the advisory and consultative functions of the Synod (Section 4 of the Synodical Government Measure 1969). Its functions in relation to the Diocesan Synod are as set out in Diocesan Synod's Standing Order 81.

Finance Committee - The Directors (Bishop's Council members) have responsibilities under both charity and company law, however the day to day exercise of these functions is delegated to the salaried officers of the DBF and is the direct responsibility of the Diocesan Secretary.

Members of the Diocesan Synod are also members of the Diocesan Board of Finance.

The other main committees are the Diocesan Advisory Committee and the Mission and Pastoral Committee

E. International links

Partnership with Tanzania

The Diocese of Hereford is partnered with four dioceses in Tanzania: Tanga, Dar es Salaam, Masasi and Newala. Our partner dioceses all lie on the Indian Ocean coast of Tanzania.

We actively support permaculture, health work, schools and churches in Tanzania. We also sponsor students training for ordination. We benefit from the example and encouragement of fellow-Christians whose churches are growing rapidly.

Hereford-Nuremberg Partnership - our partnership link has been running for more than thirty years, beginning in 1982. Parish and Deanery Links have led to fruitful exchanges between:

Ludlow, Langwasser and Neustadt

Pontesbury and Schwabach

Canon Pyon and Förrenbach

Hilpoltstein and Madley, and All Saints,

Hereford with the Old Catholics in Nuremberg

