



THE DIOCESE OF
SHEFFIELD

JOB DESCRIPTION

JOB TITLE:	Programme Manager
EMPLOYER:	Sheffield Board of Finance
RESPONSIBLE TO:	Strategic Programme Director
RESPONSIBLE FOR:	N/A

The Diocese of Sheffield is called to grow a diverse network of Christ-like, lively and sustainable Christian communities in every place which are effective in making disciples and in seeking to transform our society and God's world.

MAIN PURPOSE OF THE ROLE

The Programme Manager is responsible for the planning, implementation, and management of key programmes within the Diocese of Sheffield. This role requires an individual with excellent project and programme management skills and the ability to work across multiple initiatives, ensuring they align with the mission and strategic priorities of the Diocese. The Programme Manager will collaborate with key stakeholders across various teams to ensure the effective delivery of projects within scope, on time, and within budget.

You will be one of two Programme Managers with responsibility for the effective delivery of our national church funded work to deliver our Renewed Released Rejuvenated strategy (see our website for further details).

The Programme Managers will between them support the effective delivery of projects within the following programme themes:

- Developing Our People
- Grafting & Revitalisations
- Children Young People and Families
- Social Justice
- Central Mission Support

We have secured £17.3M to support our strategy delivery 2025-31; with an in-principal award of £18.5M 2028-31, pending a successful review. This is great news as this gives us the finance we need to support the delivery of our refreshed 3Rs strategy to help us reach our Diocesan vision.

MAIN DUTIES & RESPONSIBILITIES

- **Programme Planning:** Lead the development of programme plans, ensuring alignment with strategic objectives and the priorities of the Diocese. We have just secured significant funding for our strategy but there will likely be some resource planning and supporting funding applications in the future.
- **Stakeholder Management:** Build and maintain strong working relationships with key stakeholders, including clergy, staff, volunteers, and external partners.
- **Project Coordination:** Oversee and manage day-to-day operations of multiple projects, ensuring effective coordination and communication between teams.
- **Risk and Issue Management:** Proactively identify potential risks and issues and implement mitigation strategies.
- **Budget Management:** Support the management of programme budgets (along with our Project & Programme Accountant), ensuring financial controls are in place and expenditures are within budget and within funding agreement approvals.
- **Monitoring and Reporting:** Track programme progress and provide regular reports to senior management, highlighting key milestones, challenges, and successes. Measure impact and track the delivery of change. Keeping all necessary documentation up to date and supporting project leads to do this where appropriate.
- **Quality Assurance:** Ensure that all programmes meet quality standards and are delivered according to agreed frameworks.
- **Evaluation and Improvement:** Conduct evaluations of completed programmes and contribute to the continuous improvement of processes and procedures within the Diocese

Key Working Relationships

- Strategic Programme Director
- Fellow Programme Manager
- Information Analyst
- Project Leads
- Parishes, both lay and ordain people, paid and unpaid
- National Church Vision & Strategy Team
- All Church House departments

This role description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties appropriate to the post. The role description will be amended over time, in full consultation with the post holder, to meet the needs of the Diocese.

PERSON SPECIFICATION: PROGRAMME MANAGER

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Key Attributes	Educated to degree level or significant, relevant experience.	Qualification in an applicable field (e.g. Managing Successful Programmes, PRINCE2)
Experience	<p>Proven experience in programme or project management, ideally in a not-for-profit or faith-based context.</p> <p>Demonstrable experience in managing budgets, resources, and teams across complex programmes.</p>	Experience with programme management tools and software would be helpful (e.g. MS Project).
Skills & Knowledge	<p>Excellent communication skills, both written and verbal, with the ability to build relationships at all levels.</p> <p>Strong organisational and time management skills with the ability to manage multiple projects simultaneously.</p> <p>Able to work independently and as part of a team.</p> <p>Problem-solving skills and the ability to think strategically.</p> <p>High level of attention to detail and commitment to delivering results.</p> <p>Ability to work flexibly and adapt to changing priorities and circumstances.</p>	
Personal	<p>Sympathetic to the values and mission of the Diocese of Sheffield.</p> <p>Passionate about supporting and delivering impactful programmes.</p> <p>A proactive and self-motivated individual with a solution-focused mindset.</p> <p>Empathetic, understanding, and sensitive to the needs of people from diverse backgrounds and church contexts.</p>	

This is a post which is funded by a grant from the National Church currently up to the end of 2028. There will be further opportunity for us to review and extend the role if further funding is available with the current expectation that this could be until 2031. Regular reviews on this will take place. We have a strong record for applications and grants, but we are not in a position to give guarantees.

Last updated: June 2025