

Job Description

Post:	Head of Projects, Research and Development (This post is subject to review and may change from September 2012)
Location:	Methodist Church House 25 Marylebone Road, London, NW1 5JR
Purpose and Objectives:	<p>The purpose of the Projects, Research and Development Cluster is to support key strategy, policy and programmes which further the mission of the Methodist Church</p> <p>The role of the Head of Projects, Research and Development is to lead and manage the cluster's work, deliver its outcomes, inspire its staff, and ensure that the projects authorised for implementation through the cluster are carried out creatively and delivered effectively.</p>
Responsible to:	The Secretary for Team Operations
Responsible for:	The Projects Coordinator and Senior Projects Officer The Research Officers The Executive Support Officers Staff employed on individual project contracts Other people co-opted or involved in project work
Internal Relationships:	The Connexional Team's Strategic Leaders and other Heads of Clusters Members of the Connexional Team, especially those working in areas pertinent to the subject of a particular project
External Relationships:	The Strategy and Resources Committee People outside the Connexional Team who relate to specific projects or research issues
Ethos and Working Style:	The Head of Projects, Research and Development is expected to embrace fully and advocate the ethos of the Methodist Church Connexional Team expressed through <i>Our Calling</i> and <i>Priorities for the Methodist Church</i> , together with the collaborative working style expressed in <i>Ways of Working</i> .

The Projects Cluster:

The Cluster works within the Connexional Team to support key strategy, policy and programmes which further the mission of the Methodist Church. It does this through:

- a) turning creative ideas into grounded action through the nurturing, development and implementation of Connexional projects and the use of project management best-practice;
- b) informing and developing strategy and policy through supporting the Strategic Leaders and Senior Managers with research, and by providing executive policy development support.

Main Tasks:

1. Interactions within the Connexional Team

The Head of Projects, Research and Development will work collaboratively with other heads of clusters to:

- 1.1. consider the work of this cluster within the overall objectives and work of the whole Team, and ensure an integrated approach. In particular the s/he will ensure that cluster staff will interact closely and collaborate with other Team staff where the subject of a particular project is pertinent to other work within the Team;
- 1.2. develop the consolidated work plan and annual budget for submission to the Secretary for Team Operations, and be accountable for the delivery of work within budget;
- 1.3. contribute to the discussion and development of policies, strategies and other key issues being considered by the Connexional Team's leadership group.

2. Work within the Projects Cluster

The Head of Projects, Research and Development will:

- 2.1. work with cluster staff actively to seek input and information within and outside the Methodist Connexion, which will bring insights into the projects, research and policy development being undertaken, with a view to ensuring creative and effective outcomes, which are in line with *Our Calling* and the *Priorities*;
- 2.2. work with the Executive Support Officers to support the work of the Team's leadership group and especially the Secretary for Team Operations;
- 2.3. develop the cluster's work so that the cluster staff deliver against the Team objectives and policies set by the Team's leadership group, and the governing bodies of the Methodist Church;
- 2.4. manage creatively the cluster staff to deliver against these agreed objectives, working interactively within the cluster, and collaborating with other sections of the Connexional Team and beyond (see separate paper: Management in the Connexional Team);
- 2.5. develop efficient mechanisms for monitoring, evaluation and quality control of work within the cluster;
- 2.6. personally engage with selected project work within the cluster that fits their personal specialist skills and interests.

3. Understanding the environment, and best practice

The Head of Projects, Research and Development will:

- 3.1. keep abreast of the key issues relating to the projects, research and policy development being undertaken or planned, sufficient to enable effective management of staff working on them;
- 3.2. keep abreast of other activities within the Connexional Team which may impact on the present or future work of the cluster;
- 3.3. keep up-to-date with best practice in management, as it relates to the work of this cluster.

4. The Head of Projects, Research and Development will undertake any other reasonable duties as requested by the Secretary for Team Operations.

Terms and Conditions of Appointment

- Health and Safety:** The post holder will be subject to the Methodist Council's Health and Safety policy.
- Equal Opportunities:** The post holder will be subject to the Methodist Council's Equal Opportunities policy.
- Physical Conditions:** Office accommodation is in an open plan office.
- Hours of Work:** 35 hours per week. Flexibility in working hours will be required, including evenings, overnight stays and weekends, due to the nature of this post.
- Remuneration:** For lay employment: the starting salary is £47,944 including Inner London Allowance.
For ordained appointment: a stipend plus an additional allowance.
- Disclosure:** Due to the nature of this post, appointment will be subject to a satisfactory Disclosure from the Criminal Records Bureau (CRB).
- Holiday Entitlement:**
- For lay employment:**
- | | |
|-----------------------------------|---------|
| During the first to fourth years | 25 days |
| During the fifth to ninth years | 28 days |
| In the tenth and subsequent years | 30 days |
- Plus Bank Holidays and an extra three days at Christmas and New Year.
- For an ordained appointment:** The normal terms and conditions for a presbyter or deacon will apply.
- Sick Pay:** Entitlement in accordance with the Methodist Church terms and conditions of employment or the normal terms and conditions for a presbyter or deacon.
- Pension:**
- Lay Employees Pension Scheme:** there is a final salary pension scheme which employees are able to join, subject to certain provisions. Contributions from employees are currently 8% of pensionable salary.
- Methodist Ministers Pension Scheme:** The normal terms and conditions for a Presbyter or Deacon will apply.
- Probationary Period:** Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months.
- Season Ticket:** Season ticket loans are available to lay employees after the satisfactory completion of the probationary period.

Person Specification

Post: Head of Projects, Research and Development

Attributes	Essential	Desirable	Method of Assessment
1. Education and Training	Educated to Degree Level or have equivalent work experience		A, Q
	Professional qualification or affiliation in management	Higher Education qualification in management, or have equivalent work experience	A, Q
		Project or Programme Management qualification e.g. PRINCE 2	A, Q
		Training in empirical research skills	
2. Experience	At least 3 years proven track record of overseeing projects within a multi-project environment		A, I
	At least 3 years experience proven track record of line management including effective delegation	Experience in managing staff engaged in project implementation and/or research specialists	A, I
	Demonstrable experience in the monitoring and evaluation of complex tasks		A, I
	Experience of managing change	Experience of a position which interacts with the most senior management group of an organisation	A, I
3. Special Knowledge and Skills	Ability to manage people effectively, to coach and motivate them in their work and hold them accountable		A, I
	Demonstrates good project management skills		A, I

	Demonstrable understanding of the project cycle, including monitoring, and evaluation.		A, P, I
	Demonstrable understanding of the value of research and policy development in the work of a large organisation and of the necessary processes for integrating these into the wider work of a large team.		
	Ability to solve problems and take decisions, even when they are unpopular		A, I
	Ability to weigh up complex information and make sound judgements based on agreed criteria		A, I
	Demonstrates good interpersonal skills and relationship management		A, I
	Ability to contribute to the strategic thinking of the leadership team		A, I
	Demonstrates good presentation communication, influencing and negotiating skills		A, I
	Able to work as an effective member of a team		A, I
	Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life		A, I
	Ability to organise own work, and draw up work plans and budgets		A, I
	Regular working knowledge of Microsoft Office Outlook, Word, Excel and Power Point	Working knowledge of Microsoft Projects and/or specialist electronic research resources.	A, I
4. Personal Qualities	Passionate about the Church as an instrument of God's Mission, and able to fully embrace and advocate the ethos of the Methodist Church as	Good knowledge of the working of the Methodist Church in Britain	A, I

	expressed through <i>Our Calling and Priorities for the Methodist Church</i>		
	Dynamic and creative personality		A, I
	Ability to work collaboratively to ensure the delivery of agreed work with office based and dispersed colleagues; paid workers and volunteers working throughout the Church, and ecumenical partners		A, I
	Ability to interact positively and diplomatically with a wide range of people in the Methodist Church and Connexional Team		A, I
	Professional and positive approach, with a commitment to professional development and self-improvement		A, I

Method of Assessment A – Application Form, I – Interview, W – Written exercise, P – Presentation, G – Group exercise, Q – proof of qualification (certificates or transcripts)