
Assistant Projects Officer

Information for Applicants
August 2026

A Message from Bishop David

Welcome and thank you for your interest in the role of Assistant Projects Officer.

This appointment comes at a significant moment in the life of the Diocese of Manchester. Our vision is for a worshipping, growing and transforming Christian presence at the heart of every community, and we are entering a new phase of our common life in which we are seeking to realise that vision with greater clarity, focus and depth. Building on recent work, and supported by new significant national church investment, we need good project and programme management to support this.

The Assistant Projects Officer will play a key role in this work. They will work alongside lay leaders, clergy and diocesan officers, providing the skills and knowledge required to support practical project management and programme management.

It is important to us that those appointed are committed to diversity, inclusion and racial justice. We are also looking for people who are generous in working across the breadth of traditions and sympathetic with the aims of Church of England. In particular, we welcome women candidates and candidates of global majority heritage to help ensure the diversity of our growing team.

We very much look forward to welcoming those whom God is calling to this role, and to supporting them in this important work.

A handwritten signature in black ink, reading "David Walker", preceded by a small cross symbol.

The Rt Revd Dr David Walker,
Bishop of Manchester



About Us

Manchester Diocese serves a vibrant, dynamic and creative community in the North West of England. It covers an area of 416 square miles and has a total population of 2.2 million. The diocese is divided into four archdeaconries, seven deaneries and 33 mission communities. There are more than 300 places of worship and chaplaincies, which are organised into 256 parishes and 175 benefices.

Geographically, the diocese takes in the two cities of Salford and Manchester and the metropolitan boroughs of Oldham, Rochdale, Bury and Bolton. Parts of the metropolitan boroughs of Wigan, Trafford, Stockport, Tameside and Blackburn with Darwen, and most of the borough of Rossendale in Lancashire, are also within the diocese. It has the fourth-highest population density of any diocese in the Church of England.

While predominantly urban, a significant part of the diocese is rural, although less than 3% of the population of the diocese lives in these areas. 125 (48%) of our parishes fall within the 10% most deprived nationally.

Parishes and chaplaincies across our diocese are supported by the Diocesan Board of Finance, based at St John's House in Bury town centre. This team works with churches and congregations across the diocese to achieve our strategy and our mission goals. It also provides support with clergy stipends and housing, finance, safeguarding and governance.

Across the diocese, 193 Church of England primary and secondary schools educate over 58,000 pupils every day. These schools are mostly funded by local authorities, with the diocese providing support with religious education and Christian ethos, governance, the recruitment of head teachers, admissions, and building projects. The team which supports these schools is also based at St John's House, as part of the Diocesan Board of Education.



Our Vision

Our vision is for Manchester Diocese to be a *worshipping, growing, transforming Christian presence at the heart of every community.*

Much of what we are doing in Manchester Diocese is already contributing to a culture of hope and an expectation of growth, working with our parishes, schools and chaplaincies. This includes many forms of inherited as well as fresh expressions of church. We serve in an area that has a rich history of culture and innovation, made up of diverse and vibrant communities, and a longstanding commitment to social justice. It is a wonderful place to engage in Gospel Ministry.

Our work together grows out of Jesus's Great Commandment which is to 'love the Lord your God with all your heart and with all your soul and with all your mind...and love your neighbour as yourself'. (Matthew 22: 36-40) ...

... and out of his Great Commission, 'to go and make disciples of all nations, baptising them in the name of the Father and the Son and of the Holy Spirit' (Matthew 28:19-20).

Our strategy is based on positive, inspiring and relevant plans for the future. It is enabling us to bring together key areas of opportunity and challenge, building on our learning and experience from the significant changes and investments that are already underway. Many of these changes have focused on new ways of working together, which are becoming embedded in the life of our diocese.

Building on these successes, we are shifting to the next level in setting our priorities and working out what we want to achieve next. Given the excellent start that has been made, we now have the opportunity to be even more creative and ambitious with our plans for the future.

Based on four key themes – *Parish Renewal, Growing Younger, Church Planting and Revitalisation*, and *Developing Missional Leaders* – this strategy will guide our work over the coming years. We have recently been awarded significant additional funding from the national church as part of the Diocesan Investment Programme to support us with this mission and ministry. At the heart of this support is our commitment to **Parish Renewal**, providing specialist, practical help to ensure the missional and financial sustainability of



our parishes. This includes financial support for those wishing to establish New Worshipping Communities. Our aim is to ensure that every parish is equipped to thrive and serve its local community.

We are deepening our commitment to **Growing Younger**, nurturing children and young people on their discipleship journey. Building on the success of the Places Project in Bolton and the Man Dio Growing Faith programme across the rest of our diocese, the Encounter Project will provide additional children's and youth workers, while the Equip training initiative will support lay and ordained leaders so they grow in confidence and develop their skills in ministry with children and young people.

Alongside this, we are focused on **Church Planting and Revitalisation** through strengthened partnerships with our existing resource churches and the Antioch Network. Six new resource churches representing a range of traditions will also be established and supported in planting new churches over the next eight years.

We are also building on the work that is already taking place to bring forward and develop the next generations of **missional ordained and lay leaders** at every stage of their vocation, including a new, diverse generation of leaders equipped to grow faith communities.

In all of this, we are deeply committed to championing **racial justice** and ensuring that our clergy, lay leaders, and congregations represent the rich diversity of our diocese.

We are working towards the 2030 **net-zero carbon** goal set by General Synod, by supporting our churches and schools in measuring their energy use and taking simple, practical steps to reduce their carbon footprint.

We will continue to provide a safe environment for all by promoting effective **safeguarding**.

Across our diocese, people hold diverse views and express their faith through **different traditions**, united in a passion for Jesus Christ and his Church. Our bishops honour these differences by inviting church communities from across our diocese to learn together, support one another and listen to God.

These priorities align with the Church of England's overall vision, which is to create a church of missionary disciples where mixed ecology is the norm, and whose membership is becoming younger and more diverse.



Role Description

Employer:	Manchester Diocesan Board of Finance (MDBF)
Salary:	£28,140 - £33,436 per annum (Diocesan Pay-scale Band 3.1 – 3.3)
Hours of work:	Full time - 35 hours per week
Contract:	Permanent
Normal place of work:	St John's House, 155 – 163 The Rock, Bury, BL9 0ND

Purpose

The Assistant Projects Officer supports the Programme Office in the monitoring, coordination, and delivery of programmes and projects funded by the Church Commissioners. The post provides proactive project support, ensures effective governance through accurate reporting and documentation, manages day-to-day project communications, and undertakes task-and-finish assignments as required by the Strategic Programme Board.

The role is critical to ensuring that project leads, Programme Boards, and diocesan stakeholders have accurate, timely information to support decision-making and successful project delivery.

Accountability and Key Relationships

The post holder will be line managed by the Transformation Director and will be based within the Programme Office team. The role will involve close collaboration with team members, project delivery leads, and colleagues across the Manchester Diocesan Board of Finance (MDBF) and Manchester Diocesan Board of Education (MBDE).

The post holder will have key working relationships with a range of external stakeholders, including lay leaders, Archdeacons, Area Deans, clergy, and other relevant partners.

Key Responsibilities

- Support the Programme Office with the monitoring and review of the agreed outputs and outcomes for projects, collecting, collating and analysing metrics and supporting in the preparation of monitoring dashboards for Programme Boards in relation to the agreed outcomes and outputs.

- Work with project leads as an assigned point of contact for day-to-day project-related queries, triaging, managing and answering queries and seeking advice/steer from the senior colleagues as appropriate.
- Be responsible for day-to-day monitoring of the project and programme communications functions, including monitoring financial claims and assigning them to the relevant person to approve payment.
- Support the Programme Office with the preparatory work for the individual project operational reviews and annual project review, liaising with project leads and MDBF officers as required.
- Undertake 'task and finish' projects to support the MDBF as required under the supervision of the Transformation Director.
- Act as a representative of the organisation at meetings within of the Diocese.
- Undertake training to ensure continued professional development as necessary.
- Any other relevant duties appropriate to the post.

Person Specification

Requirements	
Qualifications	• Level 4 certificate (or equivalent) or strong experience
Experience	• Experience of engaging with a diverse range of stakeholders from different disciplines and with differing viewpoints • Experience of working with external and internal stakeholders at a variety of levels • Experience of collecting, collating and analysing performance data from a range of sources • Experience of overseeing or managing funded projects (desirable)
Knowledge and Understanding	• Knowledge of Church of England Structures (desirable) • Understanding of the wide breadth of traditions and approaches within the Church of England (desirable) • Understanding of (or willingness to learn) safeguarding best practice and an advocate for developing a strong and embedded culture of safeguarding • Understanding of the principles of good project management
Skills and Competencies	• Excellent organisational and time management skills • Able to use initiative and work proactively with a flexible approach to managing own workload and providing support to others • Strong influencing skills, with the ability to bring people on side and find innovative ways of solving or pre-empting problems • Good written, verbal and numerical skills, including the ability to present credibly to officers and clergy • Able to deal with difficult situations with tact and diplomacy to achieve desired outcomes

	• Able to use initiative and work proactively with a flexible approach to managing workload • Able to communicate effectively with all stakeholders • Able to adhere to confidentiality and exercise discretion
Personal Attributes	• Approachable, reliable and professionally empathetic • Committed to diversity, inclusion and racial justice. • Sympathy with the aims and values of the Church of England
Work-related Circumstances	• Flexibility to work occasional evenings and weekends • Willing to travel across the diocese and beyond

Additional Information

Summary of Terms and Conditions of Employment

Employer	Manchester Diocesan Board of Finance (MDBF)
Line Manager	Transformation Director
Probation	4-month probationary period
Hours	Full-time (35 hours per week)
Salary	£28,140 – 33,436 per annum (Diocesan pay scale – Band 3.1 - 3.3)
Contract	Permanent
Pension	MDBF offers membership of the Church Workers Pension Fund– Pension Builder Classic product
Annual Leave:	22 days’ entitlement for the first 12 months of employment, rising to 25 days annual leave thereafter, in addition to bank holidays and 3 church days

Application timetable

The closing date for applications is **Tuesday, 1 September 2026 at 5:00pm.**

Shortlisted candidates will be informed by Tuesday, 7 September 2026.

Interviews will be held on **Wednesday, 23 September 2026** at St John’s House, 155-163 The Rock, Bury BL9 0ND. Further details will be provided to shortlisted candidates.

For an informal conversation about the role, please contact:

Graham Rustom, Director of Strategic Delivery

GrahamRustom@manchester.anglican.org

Eligibility and pre-employment enquiries

The post will be offered to the successful candidate subject to satisfactory references and proof of eligibility to work in the UK.