



TCT Project Officer

Hours: 35 hours per week

Salary: £30,000 p.a.

Location: Located at our Diocesan office in Stoke Gifford; there will however be an opportunity to explore and agree hybrid working arrangements which strike the right balance for the role holder and the Diocese.

Duration: This is a 3-year fixed term contract

Role Overview and Duties

An exciting opportunity has arisen for well organised individuals who will bring a track record of successful delivery within a project or programme environment, to support the delivery of our Transforming Church.Together programme. You will join a team within the Transformation Directorate working to plan and deliver this programme efficiently and effectively, to achieve a lasting, positive impact on the communities we serve.

Key Responsibilities include:

- Help to deliver and report on our work over a three-year cycle.
- Record and monitor risks, progress, budgets and impact.
- Compile reports and presentations so that our progress, successes and lessons learnt can be shared and understood.
- Provide a professional project management service to project delivery teams across the diocese, many of whom will have little formal experience of managing change.
- Work collaboratively with the External Relations team and key internal and external stakeholders to ensure that everyone is well informed, inspired and connected

The Organisation:

The Diocese of Bristol is the administrative area of the Church of England that covers Bristol and Swindon. There are more than 200 churches in the Diocese, led by hundreds of clergy. In addition, around 15,000 children and young people attend our 72 church schools.

This is an exciting time within the Diocese as we are collaboratively shaping a new vision and set of priorities for the coming years in a process called [Transforming Church. Together](#). We want to understand what we do well, what we can change for the better and how to create a positive way forward together.

Desired Skills and Experience:



For this role, we are looking for people who understand and are sympathetic to the vision and values of the Church of England. You will be a skilled relationship builder with confidence to connect with colleagues at different levels, able to work with flexibility in a values driven culture.

- Previous Programme Management Office or Junior Project Management experience.
- Experience of collecting, compiling and producing registers, logs and reporting on project progress, risks and budgets
- Highly developed organisational skills, able to keep on top of multiple strands of work and provide efficient support even when busy
- Strong written and verbal communication skills, particularly report-writing and high-quality presentations
- Excellent project planning skills and experience of using project management and planning tools such as MS-Project.
- Good knowledge of the MS Office and able to demonstrate a high proficiency in Excel and PowerPoint.
- The ability to work collaboratively as part of a team sharing learning and ideas.

If you would like further details about the role, please contact humanresources@bristoldiocese.org or visit our website [Transforming Church. Together Project Officer - Diocese of Bristol](#)

Please send all applications to jobs@bristoldiocese.org

Closing Date: noon 3rd March 2025

The Diocese of Bristol is committed to being a fair, respectful and inclusive organisation. We believe that diversity enables us to thrive and develop and is committed to race equality, welcoming applications from all under-represented groups.