

Job Description for Project Manager (Strategic Plan Delivery)

Location: Flexible / Hybrid (travel required across NEC)

Reports to: NEC President

Contract: Full-time, 1-year FTC

Salary: Up to £45,803 per annum (negotiable based on experience)

About the Role

The North England Conference (NEC) is seeking a capable and mission-aligned Project Manager to lead the implementation of its Strategic Plan 2025–2028 across the church network.

This role is responsible for translating strategic priorities into structured delivery plans, coordinating implementation across multiple stakeholders, and ensuring consistent progress against agreed objectives and key performance indicators (KPIs).

Working closely with NEC leadership, departmental directors, pastors, and appointed Sponsors, the Project Manager will play a central role in ensuring that the strategic plan is delivered effectively, consistently, and with measurable impact across all areas of the organisation.

This is a delivery-focused role requiring strong organisational discipline, stakeholder coordination, and the ability to drive progress in a complex, multi-level environment.

Key Responsibilities

Strategic Plan Delivery

- Lead the implementation of the NEC Strategic Plan 2025–2028 across all areas and churches.
- Translate strategic priorities into clear, actionable workplans with defined milestones, timelines, and deliverables.
- Develop and implement a change management framework to support the phased rollout, including communication plans, training schedules, and feedback mechanisms.
- Maintain oversight of progress across all KPIs, ensuring timely execution and consistency of approach.
- Collaborate closely with area coordinators, pastors, and local church boards to ensure the working document of the NEC Strategic plan is implemented smoothly.

Programme Coordination & Governance

- Work closely with assigned AdCom Sponsors for each KPI to support delivery and maintain momentum.





- Prepare structured updates, dashboards, and progress reports for review by leadership and the Executive Committee.
- Ensure clear documentation of plans, decisions, and progress across all workstreams.
- Escalate risks, delays, or resource challenges in a timely and solution-focused manner.

Stakeholder Coordination

- Act as the central coordination point for strategic plan delivery across churches, pastors, and local church leadership.
- Facilitate collaboration between internal teams and stakeholders, ensuring clarity of roles, responsibilities, and expectations.
- Build effective working relationships across the organisation to support delivery and resolve implementation challenges.
- Ensure stakeholders remain informed and aligned to agreed priorities.
- Support the inclusion of lay members in leadership and implementation roles.
- Lead engagement efforts to ensure transparency, trust, and participation among church boards, pastors, and district leaders.

Training & Implementation Support

- Coordinate the development and rollout of training required to support the implementation of the strategic plan.
- Organise and manage delivery of training sessions (in-person and virtual) for pastors and key stakeholders.
- Ensure appropriate guidance, tools, and resources are available to support consistent delivery.
- Gather feedback from stakeholders and support continuous improvement of implementation approaches.

Performance Tracking & Reporting

- Establish and maintain systems to track progress against KPIs across all areas of the NEC.
- Work with relevant teams to ensure accurate and timely data collection.
- Produce bi-monthly reports for the Executive Committee, highlighting progress, risks, and recommendations.
- Monitor delivery against timelines and agreed plans, ensuring corrective action is taken where required.



Systems & Tools Implementation

- Support the rollout and adoption of agreed systems required for strategic delivery.
- Work with relevant teams to ensure effective onboarding and consistent use across the organisation.
- Identify and escalate implementation challenges, supporting timely resolution.

Risk & Issue Management

- Identify potential risks to delivery and develop practical mitigation strategies.
- Monitor project risks and issues on an ongoing basis, escalating where necessary.
- Ensure delivery remains on track, within scope, and aligned to organisational priorities.

Line Management & Governance

Reporting Line:

The Project Manager will report to the President, who retains overall responsibility for the Strategic Plan and will provide line management and strategic direction.

Programme Governance:

The Project Manager will work closely with NEC Administration for each KPI, who will provide operational support, guidance, and timely decision-making to enable delivery.

Executive Oversight:

The Project Manager will provide bi-monthly progress reports to the Executive Committee, ensuring transparency, accountability, and alignment with organisational priorities.

Person Specification

Essential

- Minimum of 2 years' experience in project or programme management, ideally within a complex, multi-stakeholder environment.
- Proven ability to translate strategy into structured delivery plans and drive execution.
- Strong organisational and planning skills, with the ability to manage multiple priorities effectively.
- Excellent communication and interpersonal skills, with the ability to engage across different levels of an organisation.
- Ability to coordinate stakeholders and maintain accountability for delivery outcomes.
- Experience in performance tracking, data management, and structured reporting.



- Confident in using digital tools (e.g., Microsoft 365, Zoom, JotForm or equivalent systems).

Desirable

- Experience working within a faith-based, charitable, or volunteer-led organisation.
- Experience coordinating training programmes or structured rollouts.
- Understanding of strategic planning and implementation within a complex organisational setting.
- Experience in data reporting, monitoring, and evaluation.
- Certification in Project or Change Management is a plus.
- Project or programme management qualification (e.g., PRINCE2, Agile, MSP) or equivalent experience

Terms of Employment

- Full-time, 1-year fixed-term contract.
- Part-time arrangements may be considered (pro-rata).
- Hybrid working, with travel required for in-person meetings and training delivery.
- Occasional evening and weekend work may be required.

How to Apply

Please complete the application [form](#) and attach CV and a cover letter outlining your suitability for the role by the 7th of June 2026.

