



Anglican Network in Canada

Position Profile – Program Manager – July 18th 2008

Context

ANiC is re-structuring itself as a scalable national Anglican entity that is growing within Canada, and within the context of an imminent new North American Anglican Province. Day-to-day operations continue under the old, largely *ad hoc*, structures, that are now to be transformed to meet the needs of the new ANiC.

For a two year term, a staff function outside of the present operational structure is required to manage the design and implementation of a new operational structure. This new function will be led by a Program Manager reporting to the ANiC National Director under a two year contract working with existing leadership and committees and in accordance with directions received from the ANiC Board of Directors.

Function

The Program Manager is:

- to understand the operational requirements of the ongoing and developing ANiC structures in consultation with ANiC leadership, working committees, and operational business manager, and to define the consequent transformational work programs for completion by September 1st, 2010.
- to develop structures and systems in response to those requirements, including a critical path, decision points, and a schedule for the work program, and to present it to the ANiC leadership for approval
- with approval, to determine dependencies between working committee deliverables and to coordinate between working committees to ensure consistency and continuity where relevant and to manage the transition to the new structures from the present *ad hoc* structures and practices
- to provide mechanisms for ongoing communication between all key stakeholders, particularly working committees and ANiC leadership
- to provide mechanisms where appropriate for working committee's deliverables to transition into ongoing operations
- to develop position profiles for such new positions as are required during the period until the final structure is in place
- to recommend candidates for these positions.

Specific responsibilities

The Program Manager is responsible for:

- understanding the work of present ANiC staff positions, particularly the National Director and the Business Manager



Anglican Network in Canada

- understanding the goals of ANiC as determined by the Board, and particularly those of the financial and legal Committees of the Board
- developing and submitting for Board approval, a detailed plan for the transition from old to new structures, including objectives, resource requirements, program milestones and critical success factors
- ensuring working committees define and fulfill their mandates in conjunction with other working committees.

Reporting and working relationships

Based in Burlington, Ontario, the Program Manager will report to the National Director (Executive Archdeacon), and is expected to work closely with other ANiC staff including the Communications Officer, the Business Manager. Regular consultations with the National Director and regular reports to the Board are also expected.

Qualifications, skills, and qualities

With the heart of a Christian servant, the Program Manager needs to be fully supportive of the Scriptural fundamentals of the received Apostolic Christian faith; in particular the Anglican foundational documents, formularies and ordinals, and the GAFCON Declaration of June 29th, 2008; and having:

- several years experience in managing large multi-disciplinary programs and teams and organizational change initiatives in a business context, and across multiple sites and time zones
- experience and understanding of current financial, personnel, legal, information technology and educational programs, as well as Canadian charitable regulations
- exceptional interpersonal, communications and people management skills
- exceptional multi-tasking and scheduling skills
- ability to make full and effective use of current computing and communications technologies
- ability to manage seamless transitions from current to future operational strategies and processes
- superior communications skills, both written and oral
- familiarity with the history, theology and praxis of Global Anglicanism, as well as issues within Canadian Anglicanism
- Availability to travel extensively in North America.

To apply to be considered for this position:

Please send your Curriculum Vitae by e-mail to cmasters@anglicannetwork.ca **no later than August 7, 2008**, and include reference persons' names and contact information.