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|--------------------|---|--|-------------|------------------------|-----------------|
| <b>Job Title</b>   | Process Improvement Lead  | <b>Salary Grading</b>                                    | £30k - £35k | <b>Status</b>          | Full time       |
| <b>Reports to</b>  | Global Granting Manager   | <b>Occupational Requirement (Active Christian Faith)</b> | Yes         | <b>Work pattern</b>    | Monday - Friday |
| <b>Team</b>        | Granting Management and Reporting   | <b>Based in</b>  | UK          | <b>Contract length</b> | Permanent       |
| <b>Job purpose</b> | The postholder will be established within the Granting Management team with an initial focus on removing Development constraints to granting needs but may also be deployed as required by the organisational need, reporting to the Head of Granting Management in support of process change/project management delivery. As well as identifying and delivering constraint solutions, the role requires the use of best practice change management for sustainable implementations. There is a key emphasis on relational and collaborative working in a complex, multinational setting. |  |             |                        |                 |

| Key Responsibilities  | Experiences and Qualifications   | Job Dimension  |
|---|--|--|
| <p><b>Change Facilitator</b></p> <ul style="list-style-type: none"> <li>➤ To lead process improvement/project implementation through: <ul style="list-style-type: none"> <li>➤ Appropriate stakeholder engagement &amp; collaboration</li> <li>➤ Clearly defined current state &amp; future analysis</li> <li>➤ Understanding of risk &amp; associated risk management</li> <li>➤ Measurable project/action planning</li> <li>➤ Action centred leadership</li> <li>➤ Team buy-in</li> <li>➤ Defined testing &amp; adoption planning</li> <li>➤ Delivery of appropriate training &amp; supporting material</li> <li>➤ Alignment to/with other related business processes</li> <li>➤ Alignment to/with other related (IT) architecture &amp; systems</li> <li>➤ Status reporting/presentations/communication</li> </ul> </li> <li>➤ Assess/Analyse processes for improvement</li> <li>➤ Root cause analysis of identified business constraints</li> <li>➤ Train others in process improvement techniques</li> </ul> <p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>➤ To participate as a working group member in other project areas</li> <li>➤ To help shape the approach to process improvement</li> </ul> | <p><b>Key Personal Qualities</b></p> <ul style="list-style-type: none"> <li>➤ Flexible, self-motivated and servant-hearted;</li> <li>➤ willing and capable of working both independently and as part of a team;</li> <li>➤ Well-organised, proactive, and accurate. Ability to work under pressure, meet deadlines and produce work of a consistently high, accurate standard; demonstrated through visible time management and planning;</li> <li>➤ A responsible and mature outlook;</li> <li>➤ Able to work cross-culturally;</li> <li>➤ Warm and welcoming to colleagues and guests;</li> <li>➤ Able to balance the constraints of Field with the needs of Development while protecting the interests of ODI;</li> <li>➤ Good interpersonal and communication skills, able to facilitate collaboration across groups;</li> <li>➤ Committed Christian with a passion for the Persecuted Church</li> </ul> <p><b>Essential Skills</b></p> <ul style="list-style-type: none"> <li>➤ Educated to A-level or equivalent;</li> <li>➤ Competent in Process/Waste Mapping;</li> <li>➤ Fluent in spoken and written English;</li> <li>➤ Knowledge and experience of spreadsheets, databases and process mapping;</li> <li>➤ Able to translate work for use in Workflow engines, e.g. Nintex;</li> <li>➤ Able to learn new IT systems</li> </ul> | <p><b>Team</b></p> <p>The Process Improvement Lead will work within the broad Open Doors International team, with close links to both Field and Development as part of the Granting Management (Project Information) Team.</p> <p>This role can be home based depending on location.</p> <p>This role is central in serving the PC through the serving of the wider organisation, typically aligned to the most pressing organisational constraint.</p> <p><b>Key Relationships</b></p> <ul style="list-style-type: none"> <li>➤ Granting Opportunities Management Team</li> <li>➤ ODI Communications</li> <li>➤ ODI Finance</li> <li>➤ Field Project Information</li> <li>➤ Field Regional Finance</li> <li>➤ ODI IT</li> <li>➤ Development Offices</li> <li>➤ The role will be part of our ODI UK Community and deeply involved in the working and spiritual life of the group.</li> </ul> |