

Net Zero Carbon Programme Manager for the Dioceses of Peterborough and Leicester

Purpose of Post:

This is an exciting opportunity to be at the heart of the net zero mission for the Dioceses of Peterborough and Leicester. As post-holder, you will coordinate and drive forward initiatives aimed at achieving net zero carbon (NZC) emissions by 2030 within the Dioceses of Peterborough and Leicester. This will include inspiring greater action at the Diocesan level, by parishes and by church schools. You will also contribute to the wider sustainability goals of the Diocesan Boards of Finance.

Accountable to: The Diocesan Secretaries of Peterborough and Leicester

Member of: The Diocesan Net Zero Carbon Strategic Groups

THE CONTEXT, OPPORTUNITIES AND CHALLENGES OF THIS ROLE

In response to the global environmental crisis, the Church of England has set an ambitious goal to become net-zero carbon (NZC) by 2030, and has developed a road map with clear milestones for achieving this goal.

The Environmental Policies of the Dioceses of Leicester and Peterborough include commitments to become NZC and nature positive, and our Net Zero Action Plans will help set the priorities for the NZC Programme Manager role. The scope of the Dioceses' NZC commitments includes their living, growing network of churches, chaplaincies and schools covering Northamptonshire, most of the city of Peterborough and the Counties of Rutland and Leicestershire. The total population of the two dioceses is about 2 million. Achieving and sustaining NZC is complex and challenging as it requires support and guidance across these varied entities, which are sustained through the generous giving of the communities in the dioceses.

In order to ensure the Dioceses of Peterborough and Leicester play their part in achieving the Church's wider national objective, the Peterborough Diocesan Board of Finance (PDBF) and Leicester Diocesan Board of Finance (LDBF) have adopted the NZC ambition and are currently developing diocesan plans to help deliver NZC by 2030 and beyond. The work will include the delivery of practical initiatives alongside a wider cultural change to embed environmental action across the Dioceses.

The Peterborough and Leicester Diocese Net Zero Carbon (NZC) Programme Manager will be instrumental in drawing up the Diocesan plans, will provide the operational leadership required for implementation of these plans to reach NZC by 2030, and will drive the cultural change needed to sustain NZC beyond 2030.

PERSON PROFILE

We are looking for a proactive, solution-focussed and inspiring individual who will drive forward further development and implementation of the NZC action plan. You will be responsible for identifying solutions, promoting good practice and encouraging action. You will be resilient at managing sensitive relationships. You will have expertise relating to carbon emissions reductions and an ability to analyse and present data to non-technical audiences. You will have excellent inter-personal skills and play a leadership role for other staff, in particular a NZC project officer and fund raiser. You will have a commitment to the mission of the Dioceses.

MAIN RESPONSIBILITIES

1. Ensure effective delivery of the strategic programme plan (The Route Map).

Ensure the NZC workstream remains aligned with the strategic goals of the dioceses to work towards achieving NZC by 2030; through strategic planning, stakeholder management, and risk and budget management.

Work with the Diocesan Secretaries, Diocesan Environment Officers (DEOs) and others to draw up the NZC strategic implementation plan, setting SMART objectives and key milestone targets (to align with the National Route Map).

Provide appropriate technical advice and guidance to help drive wider understanding of the opportunities and challenges NZC presents, thus helping to drive culture change.

With Diocesan stakeholders, help draft departmental NZC delivery plans, agree SMART objectives and key milestones to ensure good progress towards the implementation of NZC by 2030 and beyond. Evaluate and challenge relevant Diocesan departmental plans and activities to ensure they maximise carbon reduction benefits, remain on track and respond to changes within the NZC landscape.

Ensure effective mechanisms are in place to track progress against the Diocesan NZC plan, and key performance indicators (specifically the trajectory of carbon emission reductions); manage risks associated with NZC plans, escalating as and when appropriate. Support key stakeholders to provide regular, accurate reporting.

Ensure necessary systems and expertise are in place to oversee third party / supplier tendering, and that third party contributions to the NZC plans are effectively managed and held to account.

2. Develop and manage stakeholder relationships across PDBF & LDBF teams.

Support and advise all stakeholders in their work to ensure interdependencies are well managed and support the delivery of the NZC delivery plan.

Working with the Diocesan Environmental Officers, build effective relationships with Deaneries and Parishes to assist parishes in their journey to NZC, including by participation in events across the Dioceses. Through clear leadership, ensure the Parish Environment Advisory Resources effectively communicate with and provide support to all parishes in the NZC work streams.

Develop and maintain effective collaborative relationships across diocesan boundaries and with key regional/national stakeholders involved in NZC. Ensure all learning is shared appropriately.

3. Provide good governance of the NZC strategy implementation.

Develop and maintain the NZC Operational group to push progress towards achieving milestones and hold key stakeholders to account. Provide appropriate technical input when and where required to assist with the implementation plan.

Ensure governance processes are aligned to the delivery of the NZC strategic plan. Be responsible for reporting progress to the NZC Strategic Groups, the Diocesan Boards of Finance, Bishop's Councils and Diocesan Synods as and when required to do so.

Design, implement and manage an appropriate Strategic NZC Risk management process enabling informed decision making.

Ensure all work streams are underpinned by appropriate and functional governance processes to ensure the stated objectives are met, and risks mitigated for.

4. Identify new sources of funding and support funding applications.

Although there will be dedicated time for a Fundraising Officer, the post holder will be expected to working closely with them and the Historic Churches Officers to identify new potential sources of funding for the programme (diocese or parish level) and to input to the development and submission of applications.

Through clear leadership and direction, implement the appropriate scrutiny and oversight to ensure a good return on investment for NZC funding.

5. Lead and manage the Parish Environmental Advisory resources in support of parishes and the Cathedral.

Co-ordinate and manage the work of the Parish Environmental Advisory resources to deliver advice and guidance to parishes in their journey towards NZC.

In collaboration with the DEO offer, inspiration, constructive challenge and practical subject matter expert advice to parishes, the Cathedral, the Diocesan Board of Education (DBE) and the DBF Teams in carbon reduction activities and initiatives.

Support the development of support networks across parishes and schools to share solutions and experiences.

KEY WORKING RELATIONSHIPS

You will lead the Diocesan Environmental Team(s) in both Dioceses working with dynamic and highly motivated colleagues, and have significant influence through a wide range of relationships, in particular:

- The Senior Lead for NZC in each Diocese.
- The Diocesan Secretary (Peterborough and Leicester)
- The Cathedral Chief Operating Officer in each Diocese
- The National Church NZC Team
- Diocesan Programme Managers
- The Director(s) of Mission, Children and Youth, Ordinands, and Education (Peterborough)
- The Director(s) of Parish Transition and Ministry Development, Education, St Martins House, Operations & Governance, Finance (Leicester)
- The Peterborough and Leicester Diocesan Environmental Officers (DEO)
- The NZC Project Manager and Fundraiser (in a line manager capacity) in each Diocese
- The Chief Finance Officer (CFO) (Peterborough)
- The Stewardship Officer (Peterborough)
- The Communications Manager (Peterborough)
- The Bishop's Media and Communications Officer (Leicester)
- The Property Department (in each Diocese)

- Diocesan Advisory Committees and Church Buildings Teams (in each Diocese) (in each Diocese)
- NZC Boards and Committees

PERSON SPECIFICATION

	Essential	Desirable	Tested
Qualifications			A=Application Form I = Interview
Degree level education in a relevant technical or environmental discipline, or commensurate experience	x		A
Ability to travel within both dioceses	x		A
<u>Knowledge and Experience</u>			
Good knowledge of current environmental and climate change issues and skilled in identifying carbon emission reduction solutions in real life situations.	x		AI
Previous strong track record of successfully delivering complex multi-stakeholder projects, ideally gained in a not for profit environment.	x		AI
Experience of working collaboratively, a strong team player, demonstrating good interpersonal skills, able to demonstrate strong leadership, with the ability to influence and get things done.	x		AI
Some experience of overseeing or managing tendering processes, contract negotiations and management.	x		AI
Strong IT skills, including good working experience of Microsoft 365 applications including Sharepoint. Experience of using databases, analysing data and producing summary tables and graphs.	x		AI
Strong knowledge of programme and project management techniques including risk and issue management; highly numerate and able to produce accurate forecasts and management information.	x		AI

Excellent oral and written communication skills to ensure credible and effective working relationships with a diverse range of stakeholders.	x		AI
A good understanding of the Church of England structures		x	I
<u>Personal Qualities</u>			
Strong interpersonal skill, with the ability to build relationships and work effectively with a range of stakeholders.	x		I
Strong organisational and time management skills with the ability to work under pressure, manage multiple priorities through effective prioritisation and meet tight deadlines.	x		I
Good influencing and negotiating skills ; adaptable, resilient, able to deal with conflict professionally.	x		I
Strong attention to detail with a commitment to delivering high-quality work.	x		AI
A competent problem solver of both strategic and operational issues, with a proactive, commercially sound and solution oriented approach.	x		I
Ability to work both independently and collaboratively in a team.	x		I
Sympathetic to the aims of the Church of England.	x		I
A sound understanding of the Equality Act 2010 and GDPR 2018	x		AI

FURTHER DETAILS

The post covers both the Peterborough and Bouverie Court Offices of the Peterborough Diocese and the St Martins House Office of the Leicester Diocese as well as both Cathedrals. Agile working will be supported.

Pay: £55,000 pa

Pension: Non-contributory scheme (equivalent to 10% of salary)

Hours: 35 hours per week, shared across the two dioceses (2 year fixed term)

Holidays: 25 days pa

Probationary Period of 3 months