

PETERBOROUGH DIOCESAN BOARD OF FINANCE

with

THE LEICESTER DIOCESAN BOARD OF FINANCE

Role Description and Person Specification

Net Zero Carbon Projects Development Officer

LINE MANAGER: Net Zero Carbon (NZN) Programme Manager

KEY RELATIONSHIPS:

You will be a visible representative of both dioceses and their NZC objectives and those of the wider Church of England. You will work closely with dynamic and highly motivated colleagues, and be expected to learn from and influence a wide range of relationships, including:

Diocesan Secretaries (Chief Executive Officers)

Net Zero Carbon Programme Manager

Church buildings officers

Parochial Church Council members (e.g. clergy, treasurers, secretaries, chair)

Church environmental group members

Diocesan Advisory Committee representatives

Cathedrals staff and representatives

The National Church NZC Team

Peterborough and Leicester Diocesan Environmental Officers

The Communications Manager (Peterborough)

The Bishop's Media and Communications Officer (Leicester)

The purpose of post:

This is an exciting opportunity to be at the heart of the net zero carbon mission for Leicester and Peterborough Dioceses and to be a positive influence in church communities and beyond, across a large geographical area. Alongside colleagues, you will **target, engage, and guide** representatives of churches across both dioceses, to enable a robust approach to delivering decarbonisation and associated initiatives. This will include supporting the development of net zero carbon action plans and ultimately a pipeline of deliverable and funded net zero carbon projects, prioritising the highest emitting churches and church halls in each diocese.

The Context, Opportunities and Challenges of this Role

In response to the global climate crisis, the Church of England has set an ambitious goal to become net zero carbon by 2030 and has developed a 'Routemap to Net Zero Carbon' (the Routemap) with milestones to achieve this goal. Each diocese has adopted the Routemap and furthermore, Peterborough and Leicester Dioceses' environmental policies contain commitments to be net zero carbon and nature positive.

The scope of the dioceses' commitment to net zero carbon includes their living, diverse network of churches, covering most of the city of Peterborough and the counties of Northamptonshire, Rutland, Leicester and Leicestershire. Achieving net zero carbon across both dioceses is complex, particularly as it requires support and guidance across this diverse network, which is sustained through the generous giving of the communities that churches serve.

In September 2024 the dioceses appointed a Net Zero Carbon Programme Manager to oversee the strategic approach to net zero carbon across all their 'in scope' activity (including the strategy for reducing emissions from parishes, clergy housing, schools and work-related travel). Utilising funding from the Church of England's Net Zero Carbon Capacity Building Grant, the dioceses are now seeking an additional appointment to help give focus to supporting those responsible for churches and church halls, prioritising those that have the largest carbon footprint. Each diocese recognises that skills and funding represent two barriers to achieving net zero carbon. The creation of this new post is intended to be a step towards overcoming these barriers.

Accountable to: The Diocesan NZC Programme Manager

Member of: The Diocesan NZC strategic groups

NZC Projects Development Manager will:

- 1. Support the delivery of the Church of England's Routemap to Net Zero Carbon**
- 2. Work closely with diocesan church buildings teams and the Diocesan Advisory Committee to ensure a consistent approach**
- 3. Use own knowledge and that provided by the Church of England, to give general technical guidance on net zero carbon heating, lighting and energy efficiency measures**
- 4. Engage with and identify others (both volunteers and professionals) who can provide such guidance, building a list of people and organisations who can be contacted**
- 5. Research and collate existing relevant data held within each diocese to understand how churches contribute to the overall carbon footprint of the diocese (e.g. recording information on current heating and lighting systems)**
- 6. Continually monitor and update data so that there is confidence that those church buildings and halls with the highest carbon footprint are prioritised and appropriate measures are identified**

7. Encourage and support further effective data collection (including the completion of the Church of England's Energy Footprint Tool)
8. Support those who volunteer and work for churches to gather any other information they require, to develop evidence led schemes to achieve net zero carbon objectives, including providing support in completing faculty applications (the legal permissions process to make changes to a church building)
9. Support the delivery of effective communications through all appropriate channels
10. Act as a point of contact for parishes and internal colleagues
11. With the NZC programme manager, seek and communicate funding opportunities and support application processes to achieve a step change in decarbonisation related activity across both dioceses
12. Undertake the role with an awareness of and adherence to each dioceses' strategic priorities.

PERSON SPECIFICATION:

	Essential	Desirable
Qualifications		
Relevant degree level or professional qualification		X
Ability to travel within both dioceses when necessary	x	
Knowledge and Experience		
Relevant experience of building management		x
Relevant experience of project management		x
Strong understanding of building decarbonisation measures and their appropriate and effective implementation in different contexts, including in the historic built environment	x	
Ability to use own knowledge and engage the expertise of others to identify solutions together	x	
Ability to collate and analyse data	x	
Ability to work with a diverse range of stakeholders, including volunteers, with varied backgrounds and with differing viewpoints	x	
Ability to present guidance, advice and proposals in written, visual and verbal forms, for a variety of audiences	x	
Excellent IT competency in Word, Excel and PowerPoint	x	
Understanding of the organisational structure of the Church of England.		x
Knowledge of the funding environment the Church of England operates in and of that which relates to net zero carbon		x
Experience of successful fundraising	x	

Personal Qualities		
Strong interpersonal skills, with the ability to communicate effectively with a range of stakeholders	x	
Good organisational and time management skills, with the ability to prioritise and meet deadlines	x	
Attention to detail with a commitment to delivering high quality, impactful work	x	
An outcome focused, commercially aware, problem solver	x	
Ability to work independently and collaboratively in teams	x	
A willingness to work occasional evenings and weekends if required	x	
Ability to translate strategic aims to operational actions	x	
Sympathetic to the aims of the Church of England	x	
Awareness of the Equality Act 2010 and GDPR Act 2018	x	

Other Information

This role will require working at both the Peterborough and Northampton offices of the Peterborough Diocese and at the Diocese of Leicester office in Leicester city centre. The main place of work will be dependent on where the successful candidate lives.

The post is funded from a Church Commissioners' Net Zero Carbon Capacity Building Grant.

Pay: £30,000 pa

Contract: 2 year fixed term

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

Hours: 35hrs per week worked across both dioceses

Holidays: 25 days pa

Anticipated start date: May 2025

Probation period 3 months

Application Information

For an informal conversation about the role contact Adam Clarke, Net Zero Carbon Programme Manager at adam.clarke@LeicesterCofE.org / adam.clarke@peterborough-diocese.org.uk

We encourage applications from UK Minority Ethnic / Global Majority Heritage candidates, who are currently under-represented in the organisations.

Applicants are required to apply by submitting a current CV. This should be accompanied by a covering letter explaining in more detail your reasons for applying for this post.

The names of two referees must be provided, one of whom must be the current employer or most recent employer for applicants who are not currently in employment. References may be taken up prior to interview: please indicate any referees to whom an approach should only be made after the interview.

Applications should be sent by email to: adam.clarke@LeicesterCofE.org / adam.clarke@peterborough-diocese.org.uk

The **closing date** for applications is **7 March**.

Interviews are due to take place on the **21 Mar** in Leicester.