

NET ZERO CARBON PROJECT OFFICER

Diocesan Board of Finance – SOUTHWELL & NOTTINGHAM

JOB PROFILE	
Title:	Net Zero Carbon Project Officer
Contract:	Fixed term 2 years
Reports to:	Programme Manager
Location:	Jubilee House
Basis of employment:	35 Hrs
GOR? (Yes/No)	No
DBS check required? (Yes/No)	No
Date written/updated	28 th June 2024

PURPOSE OF ROLE
<p>As the Diocese for Southwell & Nottingham seeks to operationalise its refreshed vision and strategic priorities of Growing Disciples, the level of support required by local churches has increased significantly.</p> <p>Diocesan Synod recently made a commitment to a road map to NCZ over the next few years. There are a number of actions within that commitment and we need someone to drive these forwards and to be the key point of contact and expertise working with our Parishes and Central Team to implement strategies and policies to give life to our ambition.</p>

MAIN RESPONSIBILITIES
<ol style="list-style-type: none">1.To develop the NZC Commitment Action Plan into a detailed Project Plan with relevant milestones and resources, seeking agreement with key stakeholders to secure the delivery of the Plan and ensuring the active involvement of all stakeholders.2. Implementing the strategies and support required to deliver the Action Plan, including liaison with Parishes, National Church, Bishop’s Council and others3. Monitoring and report on the progress towards NCZ regularly to Bishop’s Council, Diocesan Synod and Finance Committee as required. Identifying carbon reductions achieved, savings identified and where further support is needed.4. Chairing the Net Zero Working Group, including determining agenda items, priorities and reporting requirements. Establishing the membership of the Working Group by identifying appropriate key stakeholders and ensuring representation of a range of interests in the membership group.

5. Working with the NZC Fundraising Officer to identify sources of funding and supporting Parishes and Schools who are looking to undertake NZC projects
6. Liaising with Parishes and Schools to raise awareness of NCZ, it's importance to the Diocese and how they can participate. Providing advice and support relevant to their context to encourage them in looking at what changes they can make towards the target.
7. Providing expert advice to the Diocese, Parishes and Schools on available best practice to implement effective actions to reduce carbon usage, how to measure this and report on progress.
8. Liaising with the National Bodies to learn about best practice and to identify sources of funding and support, participating in National events both within the Church and externally to increase understanding of approaches towards NZC.
9. Any other duties that would reasonably be included within the remit of this post.

ROLE DIMENSIONS	
Budget management (where relevant)	Monitoring of budgetary spend against relevant projects
People management	None
Key relationships – internal	Programme Manager Diocesan Environment Officer (DEO) Diocesan Advisory Committee (DAC) Secretary Diocesan Surveyor Diocesan Giving Advisor Net Zero Carbon Fundraiser
Key relationships – external	Project Leads/Vicars in Parishes/PCC Headteachers/MATs Church architect / surveyor National NZC Programme & the NZC Network NZC Project Officers in the East Midlands

PERSON SPECIFICATION		
	Essential	Desirable
Personal Characteristics	A desire to serve the church in the Southwell and Nottingham Diocese Team player, who can work collaboratively in a diverse team.	A person who shares the values of the Church of England and, whilst not necessarily an Anglican, is a practising Christian.

Competencies and Skills	<p>Excellent organisational skills, adaptable and flexible.</p> <p>Good relational skills with ability to build and develop relationships at all levels.</p> <p>Ability to work independently without close supervision towards key outcomes</p> <p>Good influencing and persuading skills</p> <p>Strong oral and written communication skills.</p> <p>High attention to detail and strong analytical ability able to present information in a variety of formats.</p> <p>Competent user of Microsoft Office in particular, Outlook, Word, PowerPoint, and Excel.</p>	<p>Ability to use a variety of data to inform strategic decision making.</p>
Qualification and Experience	<p>Educated to degree level standard or equivalent level of work experience</p> <p>Experience of working with diverse stakeholders towards a common aim or plan.</p> <p>Experience of working within a relevant field of environmental awareness, carbon reduction or other</p>	<p>Experience of working in, or demonstrable ability to work in, a project management environment, using a range of project management documentation.</p> <p>Project or Programme based qualifications or training.</p>
Knowledge and Understanding	<p>Excellent knowledge and understanding of NZC, its importance and strategies at a local and national level to reduce carbon output.</p> <p>Understanding of the principles of project management in order to achieve outcomes</p>	<p>Understanding of the organisational structure, breadth, and dynamics of the Church of England.</p> <p>Understanding of financial procedures and budget monitoring.</p>
Special Requirements	<p>Willing and able to work flexibly, recognising that Church life does not fit normal office hours. You can expect to work some evenings and weekends and to attend and participate in meetings/events.</p> <p>Ability to attend site meetings as required</p>	

TERMS OF EMPLOYMENT

Work pattern	Standard working hours are 35 hours per week.
--------------	---

Salary	The salary range for this role is £32,636 - £35,610 depending on experience. Plus, up to 10% pension.
Holiday	25 days + 5 concessionary days (at days predetermined) + 8 bank holidays
Probation	6 months