



The Diocese of Southwark

Diocesan Staff Purpose

To lead, enable, serve, support and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark

JOB DESCRIPTION

Job Title: Carbon Net Zero Project Manager

Reporting To: Diocesan Secretary

Job Purpose: To take the lead on the project to develop and document a strategic plan for how the Diocese of Southwark will approach fulfilling our Synod's ambition for net-zero by 2035, ensuring that relevant resources, timetable and plans are put together to enable its practical implementation.

Hours: 21 - 28 hours per week

Term Initial project for up to 6 months

Key Relationships: Head of JPIC

Director of Property Services and members of property team

Diocesan Environmental Officer

Detailed Duties:

- Under the supervision of the Diocesan Secretary, to prepare an application for submission by October 2023 for the Church Commissioners' net-zero funding, working with other Dioceses as appropriate.
- To work with the carbon net-zero working group to further develop the documented carbon footprint baseline for Southwark Diocese. The baseline should include an assessment of the % of current energy use from 100% renewable sources and current, reliable offsetting schemes.
- To support the devising and determining of a costed approach to reduce the baseline through a combination of practical schemes and approaches for the reduction in energy use in parishes; the reduction in carbon footprint for diocesan housing (working closely with the property team); opportunities for carbon offsetting including use of Glebe Land and a series of trials, pilots and feasibility studies that can inform later stages of the plan.
- To support the production of a staged and phased costed approach to 2035 and beyond; with a forecast on the year-by-year reduction in carbon footprint that is likely to be achieved; the required increase in energy use from renewable sources for a yearly reduction in carbon emissions; identify options to offset

- Under the supervision of the Diocesan Secretary, to prepare an application for submission by October 2023 for the Church Commissioners' net-zero funding, working with other Dioceses as appropriate.
- To assess the cost and resources required to support each stage through an assumption-based approach; identifying grant funding sources; accounting for current and potential government schemes; identifying opportunities for savings; according to the cost-centre (parish, diocese etc.)
- Building on existing work, to produce a timed plan, recognising that there will be increased certainty for earlier stages; the relative merits of phasing models which adopt offsetting at different rates
- To evaluate how the plan aligns with the national plan and support the response to the current consultation
- Assess the various options for offsetting; the cost/benefit of local opportunities; identifying hindrances of local offsetting
- To undertake other ad hoc duties or tasks as directed by the Diocesan Secretary.

Other key relationships:

Diocesan Environmental Working Group

Health and Safety

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

Equality and Diversity

All staff are expected to demonstrate the value of 'Respect for All', and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

Environmental Policy / Commitment

One of our values is to have effective stewardship of our resources. We have a commitment to the Diocesan environmental policy.

Confidentiality

Maintaining confidentiality, and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

Person Specification

Essential	Desirable
Degree or equivalent	Qualifications in carbon reduction/sustainability.
Excellent knowledge and understanding of carbon emissions in complex environments, and implementing practical solutions to achieve carbon net zero. achieve this	Experience of developing and implementing a project plan to achieve carbon net zero in a multi-element organisation. Experience of implementing net zero solutions for heritage buildings.
Experience of developing project plans in a diverse, complex organisation	Experience of developing a costed net zero plan for a large complex organisation.
Experience of developing successful funding bids for environmental/sustainability projects.	Knowledge of national and London funding sector including Community Infrastructure Levy, GLA funding streams, and Livery Companies.
Confident working with technical data, able to understand and manipulate data sets, draw conclusions and write reports.	
Strong stakeholder engagement and communication skills, including communicating technical information to a non-technical audience	Experience of engaging a wide range of people on sustainability issues to drive behaviour change.
Able to translate policies into practical action plans.	
Proactive and able to use initiative, with good self-motivation.	
Strong organisational, time management and prioritisation skills	
Good IT skills	

DIOCESE OF SOUTHWARK
Outline terms and conditions

Project Manager - Carbon Net Zero
(Part-Time 21 - 28 hours per week)

Employer

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

Normal Place of Work

Your normal place of work will be Trinity House, although you will be required to visit parishes, and area offices in Kingston and Croydon from time to time

Salary

The post has the salary range of £40,000 per annum

Contract: This is initially for a fixed term of 6 months

Probation

The appointment is subject to the satisfactory completion of a three months probationary period.

Hours of work

21 - 28 hours per week

Normally 09:00 - 17:00, but some flexibility required for occasional evening or out of hours meetings.

Holiday Entitlement

You will receive 26 days annual leave per annum pro rata

Sick Pay

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

Season Ticket Loan

An interest free season ticket loan is available upon satisfactory completion of the probation period.

Pension

A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

Working Expenses

Reasonable out of pocket expenses will be reimbursed.

Termination of Employment

During the three-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months' notice.

Equal Opportunities

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

Disciplinary and Grievance Procedures

Further details would be provided in the contract of employment that would be issued on appointment.

Ineligibility for Election

Employment in this post means that you would be ineligible for election to the General Synod of the Church of England or the Southwark Diocesan Synod.