

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the National Framework for Net Zero Carbon Schools

There are around 4,600 Church of England Schools educating over 1 million pupils today. The Church of England provided schools before the state became involved in education and continue to act as a partner with the state in education and is the largest provider of academies.

The religious authority for church schools is the Diocesan Board of Education within which the school is situated. The national education team works to resources equip and advise Diocesan Boards of Education.

The Church of England has made a commitment to work toward net zero by 2030. The carbon footprint of schools equates to just under half of the overall emissions for the church estate, and schools are therefore integral to the mission to work toward net zero across the whole estate.

In response the National Environment Programme for the Church of England published a Routemap to work toward net zero which contains milestones for schools. In the context of August 2024

schools, working in a highly pressurised sector with a challenging funding landscape, we are seeking to work strategically as a diocesan family to respond to the challenges and opportunities collectively.

The National Framework is designed to help organise and deliver the Net Zero Carbon Routemap for the Church of England including engaging and building capacity across the Diocesan Boards of Education, creating a basis for significant year-on-year reductions in greenhouse gas emissions within schools from energy use and transport.

About the Net Zero Carbon Programme

The **Net Zero Carbon programme** has been established to help the Church of England to deliver its commitment to reaching Net Zero Carbon by 2030. It aims to equip, resource and support all parts of the Church to reduce carbon emissions from the energy used in its buildings, schools and through work-related transport by 2030.

The core programme team is based in the Cathedrals & Church Buildings department of the National Church Institutions (NCIs) but works with colleagues across the NCIs to manage the distribution of a grant portfolio worth £190 million across 2023-31, aimed at supporting and equipping dioceses, parishes and other parts of the Church to reach the milestones set out in the Routemap to Net Zero 2030. The Project Support Officer role is a key role within the Schools Decarbonisation workstream, based in the National Society which has responsibility for Church of England schools.

What you'll be doing

The purpose of this role is to oversee the project management of work commissioned by the Schools Delivery Board for the National Framework including a network of regional consultants. Your role will be to encourage, support and monitor progress against the Routemap. You will support the work of the Net Zero Carbon Programme Board, the Programme Directors, and the policy team for the national education team, to gather and share resources to build capacity and avoid duplication of work across Diocesan Boards of Education, acting as a first point of call for the Framework across internal and external stakeholders.

MAIN DUTIES AND RESPONSIBILITIES

Secretariat

- Arrange meeting dates, agendas, papers, and minutes for the Schools Delivery Board.
- Supporting the coordination of information for the Net Zero Grants Panel and Net Zero Carbon Programme Board and other relevant bodies as required.
- Provide information and governance oversight of grant funding streams as required.

Programme administration, monitoring, and reporting

- Tracking progress against key milestones and reporting progress to the Schools Delivery Board and other bodies as necessary.
- Ensuring delivery of projects within the programme within deadlines and on budget.

- Taking ownership of information governance required to secure audit trails for the programme.
- Working with external consultants to secure information and estimates required to shape policy and drive forward investment decisions.
- Taking ownership of support as required for diocesan colleagues to identify and plan programmes of work utilising available funding.
- Supporting the Net Zero Carbon Programme Officers and education policy team as required, including with lobbying activity.
- Facilitating the coordination of programme scope, goals, deliverables and identify and managing risk including ensuring good communication to secure trust in the Framework.
- Supporting compliance with the NCI's Project Management Framework, encouraging its use by all projects within the Programme, and recognising and escalating issues to the line manager when appropriate.
- Oversee quality assurance on work conducted by regional consultants and reporting processes developed for the Net Zero Programme.

Supporting Net Zero Carbon Officers

- Be a first point of call for Diocesan Boards of Education, regional consultants and Net Zero Carbon Officers on the national framework. This includes responding to questions, signposting to resources, and directing to the correct points of contact.

Coordinate and share guidance and best practice

- Administer the resource sharing through the website and ensure access to updated information.
- Collate case studies, guidance, and further support to share on the webpage.
- Create content and share guidance as necessary.
- Support dissemination of project information through NCI networks.

General liaison/engagement/internal communications

- Play an active role as part of the NZC Programme Team in maintaining effective working relationships with key stakeholder groups in the dioceses and across a range of stakeholders in education, and ensure they are aware of the Routemap.
- Support colleagues in aligning to the new NZC Programme brand guidelines and ensure consistency of messaging.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

ESSENTIAL

Knowledge experience:

- Experience and understanding of the schools sector.
- Experience of working successfully in multi-disciplinary teams across departments in a complex organisation.
- Experience in project or programme management/officer roles.
- Proven track record of proactively delivering successful results while working on fast paced projects.
- Proficient practical knowledge of Office, PowerPoint, Excel, and Office 365.
- Knowledgeable and passionate about environmental issues, and working with children and young people
- Experience in successfully engaging others in work on environmental issues, including environmental justice.

Skills and aptitudes:

- Good at working at pace across a range of projects, programmes and portfolios.
- Engaging communicator with excellent persuasive written, verbal and presentation communication skills including the ability to clearly communicate technical/complex concepts to both technical and non-technical audiences.
- Ability to develop robust business cases.
- Confident to manage contract and commercial arrangements as required.

Personal Attributes:

- Self-motivated and able to work under their own initiative.
- Collaborative and positive, an excellent influencer
- Well organised
- Able to be rational, objective, and unbiased when taking action.
- Good problem-solving skills.
- In sympathy with the aims of the Church of England.
- Enthusiastic about supporting the flourishing of school communities.

Education/Professional qualifications:

- Expertise in project support, including communications, procurement, research and statistics.
- Demonstrate knowledge of information governance and management.
- Demonstrate data management and analysis skills.

Desirable:

- Experience in developing and delivering net zero planning for a Diocesan Board of Education or a school/academy.
- Experience of being a school governor or working in business or estates management for a school.
- Experience using Microsoft Project or another equivalent Project Management Information System.
- Knowledge of database administration.

Qualifications and Training

- Project Manager Degree or equivalent/relevant experience.

Circumstances

Whilst this is a remote role, the post-holder may need to travel for the following reasons:

- Occasional travel to Church House in Westminster as required
- Education Office Team (3 days per year)
- Education Office Residential (2 days, including 1 overnight stay in the autumn)
- Net Zero Carbon Programme Team (3 days, including 1 overnight stay in the spring for the NZC Conference)

Vacancy Summary

JOB TITLE:	Project Support Officer – Net Zero Carbon Schools
NCI ENTITY:	National Society for Promoting Religious Education
DEPARTMENT:	The Net Zero Carbon Programme
GRADE:	Band 4 Standard Point
SALARY:	£46,577
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Church House, Great Smith Street, London SW1P 3AZ
HYBRID WORK ARRANGEMENTS:	Home Working with occasional travel to London
SUITABLE FOR FULL HOMEWORKING:	
HOMEWORKING REQUIRED:	<input checked="" type="checkbox"/>
CONTRACT TYPE:	Fixed-Term, 2 years
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input type="checkbox"/> Select level of DBS Check required
IS A FAITH-BASED FOR APPLICABLE FOR THIS ROLE?	<input type="checkbox"/>
ORACLE POSITION CODE:	Click or tap here to enter text.
COST CODE:	Click or tap here to enter text.
PARENT POSITION:	Education Policy Specialist 8017334

The post is offered on a fixed-term contract for 2 years and is suitable as a secondment for internal candidates.