

Fundraising Adviser – Net Zero Team

Diocese of Newcastle



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Newcastle Diocesan Board of Finance. A Company Limited by Guarantee and a Registered Charity. Registered in England number 650977. Registered office:
Church House, St John's Terrace, North Shields NE296HS

Overview

Fundraising Adviser – Net Zero Team

- **18.75 hrs a week** which may be worked flexibly by agreement.
- **£15,00 (FTE £30,000)**
- **The post currently has funding for 18 months and is offered as an 18-month fixed term contract.**
However, one of the tasks of this role within the newly formed NZC team (see below) will be to raise funds to both extend the term of the team, and to fund the implementation of NZC interventions throughout the Diocese.
- **This post will be based at:** Church House, St John's Terrace, North Shields NE29 6HS (Some remote working possible in agreement with Line Manager)

The Diocese of Newcastle is committed to becoming a greener, net zero carbon diocese as it responds to strive to safeguard the integrity of creation and sustain and renew the life of the Earth.

The Church of England has set a challenging goal of achieving net zero by 2030, so the Diocese is now creating a new team, led by the Net Zero Manager, to help achieve this goal.

The Fundraising Advisor will work closely with colleagues, especially the Renewable Heating & Energy Adviser, to identify and secure potential sources of funding to support the Diocese and parishes in their efforts to reduce emissions. The post holder will be supervised by the NZC Programme Manager.

Context

In February 2020 General Synod set the Church of England an ambitious challenge: to reach net zero carbon across our parish, cathedral, diocesan and school estates by 2030. The Route-map to Net Zero Carbon by 2030 is hugely ambitious, but the process is as important as the target. The final Route-map has been a balancing act between the urgency of action, and the very real constraints within which we work to find a way forward in a timely and realistic way. Recruitment to this post is one of the key enablers to meeting this challenge.

About the Diocese of Newcastle

The Diocese of Newcastle is the Church of England's most northerly Diocese. Formed in 1882 the Diocese covered an area almost equivalent to the then County of Northumberland. With 169 parishes across 2,110 square miles the Diocese covers the local authorities of Northumberland, Newcastle, North Tyneside and also small parts of County Durham and Cumbria.

Under the episcopal leadership of our diocesan bishop, the Rt Revd Dr Helen-Ann Hartley and the suffragan Bishop of Berwick, the Rt Revd Mark Wroe, we are resourced by two Archdeacons, and a team of lay and ordained officers who support the development of mission and ministry across the Diocese of Newcastle. Our Cathedral, under the leadership of The Very Revd Lee Batson, is a vibrant place of significance and worship.

There are 12 deaneries within 2 archdeaconries (Lindisfarne and Northumberland) which serve a population of 831,600 people across a variety of communities ranging from sparse rural to market towns, suburban and larger inner-city areas. We have a current cohort of 107 stipendiary clergy (office holders) as well as 26 self-supporting clergy and 43 Readers alongside a number of chaplaincies, pioneers, and new and emerging worshipping communities.

A small administration team is based at Church House, North Shields. Church House is also the base for the Joint Education Team and Joint Communications Team (both serving the Dioceses of Durham and Newcastle), the Lindisfarne College of Theology and a well-stocked Religious Resources Centre.

RESPONSIBLE TO: Net Zero Carbon Programme Manager

KEY RELATIONSHIPS:

Internal	External
Net Zero Programme Manager & team	Churchwardens and parish volunteers
Generous Giving Team Leader & Advisers	Funding bodies, e.g. grant making trusts, Lottery etc.
Church Buildings Support Officer	
Parish Clergy	
Parochial Church Councils (PCC)	

DUTIES & RESPONSIBILITIES:

Key Responsibilities

The Fundraising Adviser will have expert knowledge of all types of national and regional funding applicable to church buildings, including Government grants, and will:

- Lead, in collaboration with the Net Zero Manager, on identifying and applying for funding to continue and develop the team's work towards net zero
- Guide and support parishes in preparing grant applications and with monitoring requirements if successful, for example working closely with the Renewable Heating & Energy Adviser on energy projects
- Research and promote relevant potential sources of funding throughout the Diocese
- Liaise closely with the Generous Giving team regarding parish activities and potential collaboration
- Work with the Net Zero Manager and Communications team to promote 'good news stories' and help create case studies around securing grants
- Work with the Programme Manager on providing updates/progress reports to funders (as appropriate).
- Track bids and outcomes to provide quarterly reports on targets to the Programme Manager
- Create and maintain accurate records covering all aspects of the role

GENERAL RESPONSIBILITIES

The post holder will comply with all standards, policies and procedures set by the Diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.

The post holder will be required to travel across the diocese and to meetings in other locations on a regular basis, and may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.

The Diocese of Newcastle is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. The post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Diocese, following appropriate consultation.

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual;
- reflects the diversity of the nation that the Church of England exists to serve;
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Employees are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Health and Safety Responsibilities

The Newcastle Diocesan Board of Finance takes Health and Safety at work very seriously and require their employees to familiarise themselves with, and follow, their policy.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications and Experience	At least 3 years' experience in fundraising, sales or marketing. A track record of writing successful grant proposals and other fundraising materials	A degree (or equivalent) in communications, business, public relations or related field Certificate, diploma or similar qualification in fundraising. Experience and understanding of Church of England structures.
Skills & Knowledge	Exceptional communication and purpose-driven relationship-building skills. Ability to collaborate with and motivate colleagues and volunteers. Strong attention to detail. Ability to successfully prioritise multiple tasks Confidence in public speaking to diverse audiences	Competence with donor management systems.
Personal Qualities	Flexible, creative approach Ability to work on own initiative and collaborate effectively as part of a small team. In sympathy with the aims and mission of the Church of England.	
Other	<ul style="list-style-type: none"> As travel within the Diocese will be required, a driving licence and access to a car. 	

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Closing date for applications: Monday 4th August 2025 9am.

Interview date: Wednesday 10th September 2025 at Church House, St John's Terrace, North Shields NE29 6HS

For application details please click [here](#)

For wider information about the Diocese visit: <https://www.newcastle.anglican.org/>

To arrange an informal conversation about the role please contact Ruth O'Hagan at info@newcastle.anglican.org