

NET ZERO CARBON SUPPORT OFFICER

Diocesan Board of Finance – SOUTHWELL & NOTTINGHAM

JOB PROFILE

Title:	Net Zero Carbon (NZC) Support Officer
Contract:	Fixed term 2 years
Reports to:	Church Buildings Support Officer
Location:	Jubilee House
Basis of employment:	35 Hrs
DBS check required? (Yes/No)	No
Date written/updated	26 th June 2025

PURPOSE OF ROLE

As the Diocese for Southwell & Nottingham seeks to operationalise its refreshed vision of Growing Disciples of Christ with Compassion, Confidence and Courage, the level of support required by local churches has increased significantly.

As part of our diocesan wide programme of church revitalisation historic lack of investment in church buildings has been identified as one of our key missional challenges. To help address this specific challenge we are looking to provide increased support to local parishes to help ensure their buildings are fit for missional purpose as a key enabler of our vision of Growing Disciples. At the same time this is also an opportunity to ensure investment in our buildings align with the Net Zero Carbon (NZC) agenda in caring for creation.

Diocesan Synod has made a commitment to a road map to NZC over the next few years with several actions within that commitment that this role will support including offering advice and support to parishes and administering and reporting on several related grant schemes.

All our almost 300 churches across the diocese have elements of NZC to consider several of which are strategic building projects, and we need someone to support the Church Buildings Support Officer in supporting these churches and delivering these strategic projects which will help enable the diocesan vision to be realised.

This role sits within the expanding Programme Management Office (PMO), which is under the oversight of the Programme Director and the key purpose is to support, enable and equip parishes with specific focus in the area of NZC.

MAIN RESPONSIBILITIES

1. Provide general NZC advice and guidance, including information regarding relevant grants, to parishes across the diocese keeping track of progress and providing regular updates / reports to key stakeholders.
2. To Support the Church Buildings Support Officer regarding NZC aspects in relation to several strategic building projects which are part of the diocesan programme of church revitalisation.
3. To aid in developing the diocesan NZC Action Plan into a Project Plan with relevant actions, milestones and resources, liaising with key stakeholders to help encourage their involvement in the delivery of the Plan.
4. Assist with implementing the strategies and support required to deliver the Action Plan, including liaison with Parishes, National Church, Bishop's Council and others.
5. Support in collating data relevant to the NZC grants and programmes that the diocese has in place. Using this data to monitor and report on the progress towards NZC principally within the PMO but also to Bishop's Council, Diocesan Synod and Finance Committee as required.
6. Representing the Project Management Office at the NZC Working Group, reporting on progress of grants and programmes which we are involved with, and feeding back on key issues.
7. Liaising with the Regional NZC Fundraiser to stay informed on sources of funding that may be used to support Parishes and Schools who are looking to undertake NZC projects
8. Liaising with Parishes and Schools to raise awareness of NZC, it's importance to the Diocese and how they can participate. Signposting to advice and support relevant to their context to encourage them in looking at what changes they can make towards the target.
9. Willingness to engage with the National Bodies to learn about best practice and sources of funding and support, both within the Church and externally to increase understanding of approaches towards NZC.
10. 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 directly
Key relationships – internal	Programme Director Diocesan Environment Officer (DEO) Diocesan Advisory Committee (DAC) Secretary Diocesan Giving Advisor Regional NZC Fundraiser
Key relationships – external	Project Leads/Vicars in Parishes/PCC

	<p>Headteachers/MATs</p> <p>Church architect / surveyor</p> <p>National NZC Programme & the Net Zero Carbon Network</p> <p>NZC Project Officers in the East Midlands</p>
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PERSON SPECIFICATION		
	Essential	Desirable
Personal Characteristics	<p>A desire to serve the church in the Southwell and Nottingham Diocese and passionate about helping enable church growth by helping buildings to enable mission and ministry with a specific focus on NZC.</p> <p>Team player, who can work collaboratively in a diverse team.</p>	<p>A person who shares the values of the Church of England and, whilst not necessarily an Anglican, is a practising Christian.</p>
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>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>Qualification in relevant field of environmental awareness, carbon reduction or other associated area.</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>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>

		Understanding of financial procedures and budget monitoring.
Special Requirements	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.	

TERMS OF EMPLOYMENT

Work pattern	Standard working hours are 35 hours per week.
Salary	The salary range for this role is £28,154 - £31,285 depending on experience. Plus, up to 10% pension.
Holiday	25 days + 5 concessionary days (at days predetermined) + 8 bank holidays.
Probation	6 months.