

## Job Description and Person Specification

<b>Job Title</b>	<b>Regional Net Zero Carbon Fundraising Officer</b>
<b>Reports to</b>	Net Zero Carbon Programme Lead
<b>Team</b>	Net Zero Carbon matrix team
<b>Directorate</b>	Strategy and Communications
<b>Location</b>	Causton Street (hybrid), and other Diocesan Offices as necessary
<b>Contract type</b>	Fixed term three-year post
<b>Job Grade</b>	G
<b>Requirements</b>	No DBS Required
<b>Job Purpose</b>	Support staff across the Dioceses of London, Southwark, Winchester and Oxford to maximise their fundraising efforts and increase income for net zero carbon projects and initiatives. This will involve a mix of shared, strategic activities across the consortium as well as individual Diocesan-level support. The London Diocese Fund is the recruiting and managing diocese.
<b>About the London Diocese Fund (LDF) and the Diocese of London</b>	<p>The Diocese of London is the group of Church of England organisations located in London, north of the River Thames. It is overseen by the Bishop of London and is made up of parishes, schools, chaplaincies, missional communities, and other organisations across 18 Boroughs.</p> <p>The London Diocesan Fund (LDF) is the main charity that supports the work of the Diocese as a whole by generating income, providing a wide range of services and paying and housing its clergy.</p>
<b>Our Mission, Values, Ambitions and Priorities</b>	<p><b>Mission:</b> <i>For every Londoner to encounter the love of God in Christ.</i></p> <p><b>Ambitions:</b> <i>Confident Disciples, Compassionate Communities, Creative Growth.</i></p> <p><b>Priorities:</b> <i>Growing Younger, Safer Churches, Striving for Racial Justice - to reach every Londoner, we need to reflect the diversity of our city and be a welcoming, safe place.</i></p>
<b>Equality, Diversity, and Inclusion Statement</b>	The Diocese of London is committed to creating and sustaining a diverse and inclusive workforce which represents our context and wider community. We are aware that those of Global Majority Heritage/United Kingdom Minority Ethnic (GMH/UKME), women, and disabled people are currently under-represented among our clergy and workforce, and we particularly encourage applications from those in these groups with the relevant skills and experience that will increase this representation.
<b>Safeguarding Statement</b>	The Diocese of London is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

**Job Scope**

Direct and indirect reports	n/a
Budget responsibilities	n/a
Revenue responsibilities	Yes
Key Relationships	<ul style="list-style-type: none"> <li>• Diocesan NZC and Environment Officers</li> <li>• Diocesan Church Buildings Teams</li> <li>• National Net Zero Carbon Programme team</li> <li>• Grant-making bodies</li> <li>• Communications Department</li> <li>• Parish level relationships, as required</li> </ul>

**Job Responsibilities****Key Responsibilities over the 3 years:**

- Identify and deliver shared fundraising and supporting activities across and within the 4 Dioceses to contribute to a strategic approach to fundraising.
- Develop and execute a work plan with each Diocese that reflects their specific requirements, to increase funding for NZC.
- Support and/or build productive relationships with grant-giving bodies and regional NZC partners, e.g. Regional NZC Hubs and Community Energy groups

**For each diocese the workload will vary, but may include:**

- Research and monitor funding opportunities and broadcast them regionally or locally in partnership with Communications/Area teams as appropriate
- Work with diocesan staff to develop a fundable project pipeline able to respond to funding opportunities with tight funding deadlines
- Engage deaneries in fundraising for NZC work where relevant
- Provide fundraising training, support and guidance
- Support the development of a programme of regular communication to parishes on funding opportunities
- Provide key information to NZC/communications staff to ensure diocesan websites are up to date
- Assist with responding to net zero carbon-related grant opportunities across other departments (e.g. clergy housing, schools, offices)

**Co-ordination and networking**

- Create and maintain excellent links with the national Church of England NZC Team, and other Church of England teams and networks
- Participate in the Church of England NZC Regional Fundraiser network and share learnings and insights
- Create and maintain excellent links with other relevant organisations and networks

**Other duties**

- The post holder may be required to work occasional evenings and weekends as required.
- The post-holder may be required to visit churches/attend meetings in-person. Whilst the use of public transport is encouraged, access to a vehicle insured for business purposes is essential.
- The postholder will be required to undertake other duties commensurate of the role

**Person Specification**

**Qualifications,  
experience,  
knowledge,  
skills, and  
other  
requirements**

Criteria	Essential	Desirable
<b><i>Education and experience</i></b>		
Experience of developing and maintaining excellent working relationships with decision makers in grant making organisations	<b>X</b>	
Experience in securing funding from grant making bodies	<b>X</b>	
Experience of delivering and leading fundraising training sessions aimed at a variety of audiences		<b>X</b>
Experience of working within the church, heritage or environmental sector, either in a paid or voluntary capacity, ideally in relation to giving or fundraising		<b>X</b>
Experience of supporting the running of successful community fundraising campaigns/crowdfunding		<b>X</b>
<b><i>Knowledge and skills</i></b>		
Highly organised, able to work to tight deadlines and manage conflicting priorities across multiple clients/stakeholders. Time management i.e. able to split time across four places and do so fairly.	<b>X</b>	
Ability to work collaboratively across a diverse organisation(s)	<b>X</b>	
Understanding of the fundraising landscape, with particular reference to grants, statutory and community fundraising	<b>X</b>	
Understanding of, and an ability to develop, good relationships and work with representatives of the churches in the dioceses regardless of their church traditions	<b>X</b>	
The ability to communicate in a clear and lively manner both in writing and verbally	<b>X</b>	
Excellent IT competency	<b>X</b>	
Ability to deal sensitively and diplomatically with a range of people	<b>X</b>	
An understanding of diversity and cross-cultural dynamics	<b>X</b>	
Ability to maintain a high level of confidentiality	<b>X</b>	
Understanding of the environmental and church landscape, with reference to grants, statutory and community fundraising		<b>X</b>
An understanding of the challenges facing local churches		<b>X</b>
<b><i>Other requirements</i></b>		
In sympathy with the ethos of the Church of England and comfortable engaging with a worshipping community	<b>X</b>	
Have a clear customer-focused outlook	<b>X</b>	
Be strongly self-motivated, with the ability to work well both independently and as part of multiple teams	<b>X</b>	
Right to work in the UK	<b>X</b>	
Full driving licence		<b>X</b>

<b>Person Specification – Competencies and Behaviours</b>	
<b>Focus on Self</b>	Recognises impact of own behaviour and emotions on self and adjusts accordingly
	Respects and represents the organisation in an honest, ethical, and professional way and helps others to understand their obligations to reflect expected standards of behaviour
	Recognises, respects and responds to differences in culture, style and viewpoint
	Listens to, acknowledges and is responsive to diversity of experiences, perspectives, values, and beliefs
<b>Focus on Others</b>	Monitors own and others' non-verbal cues and adapts where necessary and clearly explains and presents ideas and arguments and speak in 'Plain English', avoiding or explaining jargon that is used
	Requests and provides information in well written formats; prepares written material that is well structured and easy to follow by the intended audience
	Develops networks and cooperates with colleagues and partners within and outside LDF
	Supports effective partnerships of members in programmes and projects as applicable
<b>Focus on Team</b>	Seeks opportunities for ongoing development; contributes to identifying team training and development needs
	Identifies and follows safe work practices; takes action to address hazards, near misses and incidents
<b>Focus on Service</b>	Provides service appropriately and responsively to the needs of people; confirms satisfaction with services and addresses or escalates complaints
	Understands individual role and team/unit service delivery objectives and aligns activities accordingly Initiates and develops goals and plans and uses feedback to inform future planning; accommodates and responds with initiative to changing service priorities and operating environments
<b>Aligns with strategy</b>	Utilises understanding of LDF strategic direction and focus; supports the achievement of team goals that align with strategic objectives
	Actively nurtures both formal and informal contacts to facilitate the progress of work by proactively sharing information, best practices, respective interests and areas of expertise
	Researches and analyses information and makes recommendations based on relevant evidence Identifies issues that may hinder completion of tasks and finds appropriate solutions

*Note: The precise duties and responsibilities of any job may be expected to change over time.*

**Please sign below to acknowledge your understanding and acceptance of the job description.**

**Signatures**

Employee Name	Signature	Date
Manager Name	Signature	Date