

# ROLE PROFILE FOR NET ZERO CARBON PROGRAMME ADMINISTRATOR

## 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.

## Background

The **Net Zero Carbon programme** was 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 team manages 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.

This role will provide admin support to the work of the **Net Zero Carbon programme**, particularly the **Energy Action Plans** project.

The **Energy Action Plans project** provides fully subsidised energy audits to over 1000 of the highest emitting churches and church halls, plus a follow-up grant of £3k to enable the parish to implement some of the Quick Win measures identified in the audit.

## Job Summary

The **Programme Administrator** will play a vital role in providing administrative support to the **Net Zero Carbon Programme** team in their delivery of a growing, varied and ambitious portfolio of projects, working with diocese and parishes.

This post will provide **administration for the Energy Action Plans project** and **to the wider NZC Programme**.

The postholder will hold key relationships with project leads and management teams within the **Net Zero Carbon** team. They will provide excellent communication and organisational skills across these teams as well as across our wider network of internal and external stakeholders.

The role will report directly to the Net Zero Carbon Programme Officer. The postholder will maintain strong lines of communication with the wider NZC Programme team in order to develop, support, and maintain robust administrative and operations processes across all **Net Zero Carbon** Programme projects.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Administrative Support to Programme/Project Teams**

#### **Team Administration**

- Support in arranging meeting dates for the Net Zero Carbon Programme Board, NZC Grants Panel, and other ad-hoc meetings, as identified by the NZC Programme Officer
  - Coordinate team meeting schedules and organise room bookings.
  - Arrange meetings using MS Teams and Zoom as required, ensuring all attendees are sent necessary information and are able to access the papers and meeting.
- Responding to routine queries from the diocesan NZC network (or equivalent), highlighting existing resources, and directing them to the correct people
- Book venues and catering for events and meetings, ensuring new suppliers are added to our finance system.
- Support NZC colleagues to organise and run events – in person and online, such as online network meetings, programme board meetings (in person and online), in person conferences and General Synod.
- Support the Programme Director, Programme Manager and Programme Officer with routine administrative tasks.
- Support colleagues in aligning to the new NZC Programme brand guidelines, and ensuring consistency of messaging.
- Provide additional capacity to the wider NZC Programme team, when needed.
- Produce documents, reports and statistics as required.
- Other administrative duties as required.

#### **Data and Record Keeping**

- Review filing systems, where appropriate making recommendations to Programme Officer/Project Managers for improvements to how records are organised.
- Support with information management, including collating monitoring documentation, and compiling diverse information into spreadsheets and standard formats.
- Ensure spreadsheets are accessible, clear, user-friendly and that any permissions for access are kept up to date.
- Support teams and project leads in creating and categorizing GDPR-compliant contact lists to reduce time spent on bulk or automated emails/correspondence.

### **Correspondence and Communications**

- As required or requested by the **Net Zero Carbon Officer or Manager**, draft and/or proofread correspondence materials prior to sending.
- Assist the **Net Zero Carbon** Comms and Engagement Manager in the maintenance of, and updates to, customer facing written materials such as guidance notes and toolkits, as well as materials on the **Net Zero Carbon** Network SharePoint.
- Engage with **Net Zero Carbon** network of internal stakeholders informing them about the programme and/or work of the teams where helpful, appropriate and of value.

### Energy Audit Project

- Act as the first point of contact for enquiries relating to **Energy Action Plans project** (scheduling audits and grant administration), dealing directly with them where appropriate or directing them to appropriate members of staff.
- Encourage timely submission of grant documentation, reports, payment claims, and any additional paperwork requested by project teams, following up with the grantee / applicant in the event of any late or incomplete documents.
- Manage the grant application portal to ensure parishes can access this and provide the required information. Resolve issues promptly.
- Verify grant applications, on first submission, to ensure all relevant fields are complete, following up with the applicant where there is missing or incorrect information.
- Maintain timely and efficient processing of grant acceptance paperwork, so that all documentation is submitted on time, is complete, and is filed correctly.
- Liaise with finance and accounting teams, where required, to provide the necessary documentation for processing grant payments.
- Support the **Net Zero Carbon** Programme Officer and Manager, Finance Department colleagues and the Grant Manager (Project Management Office) in running integrity checks across grants records, gathering and collating information, checking for accuracy and clarity of documentation, and taking forward any recommendations for improvements to administrative processes to support clear tracking and capture of grant documentation.
- Support preparation of approval panel materials and draft minutes, ensuring accurate and clear records are kept of decision outcomes.
- Maintain a record of grant applications, to report to the diocesan NZC Network.

### Additional duties

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.

## Person Specification

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*

- Substantial hands-on administrative experience involving multiple stakeholders.
- Experience in developing, implementing and maintaining effective administrative systems and processes.
- Experience in administrative support within a programme context.
- Highly IT literate with substantial hands-on experience using Microsoft applications.

- Strong Microsoft Excel skills and ability to use a range of tools for sharing key findings from data.
- Experience organising and running online and in-person meetings.
- Relevant or transferable experience in project or grant administration.

*Skills & Abilities:*

- Good written skills and spoken communication.
- Strong numeracy skills
- Strong interpersonal skills and the ability to communicate effectively with staff, external stakeholders, dioceses and parishes.
- Good numeracy skills, with accuracy and strong attention to detail
- Professional, cooperative and diplomatic manner, with the ability to work well both on own initiative and as part of a team.
- Extremely well organised with the ability to prioritise varied workloads, remain calm under pressure, and meet tight deadlines
- Ability to develop good working relationships with staff at all levels and with diocesan officers.

**Desirable**

- An understanding of the Christian faith and the structures and workings of the Church of England.

## Vacancy Summary

<b>JOB TITLE:</b>	<b>NZC Programme Administrator</b>
<b>NCI ENTITY:</b>	Church Commissioners
<b>DEPARTMENT:</b>	Cathedrals & Church Buildings
<b>GRADE:</b>	Band 6      Standard Point
<b>SALARY:</b>	£34,801
<b>WORKING HOURS:</b>	35
<b>PRIMARY OFFICE LOCATION:</b>	Church House, Great Smith Street, London SW1P 3AZ
<b>HYBRID WORK ARRANGEMENTS:</b>	Home based with 1-2 days a month in Church House
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input checked="" type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input checked="" type="checkbox"/>
<b>CONTRACT TYPE:</b>	Fixed-Term (1 year)
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8103739
<b>COST CODE:</b>	11153
<b>PARENT POSITION:</b>	NZC Programme Officer