

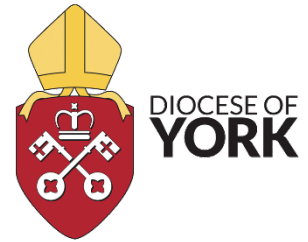
Net Zero Carbon Programme Lead

18-Month Fixed-Term Contract

(with the potential for continuation, subject to funding)

21 hours per week (0.6FTE)

£39,359 per annum (£23,615 pro rata)



Context

The Diocese of York comprises 442 parishes with nearly 600 churches and is led by the Archbishop of York. The Diocese conducts its financial affairs through the York Diocesan Board of Finance (DBF).

The York Diocesan Synod, in step with General Synod, passed a motion in 2020 to commit to becoming a Net Zero Carbon Diocese by 2030 (NZC2030). This is a commitment that the Archbishop of York, Episcopal Bishops, and Senior leaders all see as a priority in terms of our mission and ministry of the Diocese of York. It is a fundamental part of our 'Living Christ's Story' transformation strategy and sits within the Transforming Structures and Finances workstream.

Our NZC2030 goal cuts across many departments within the DBF and incorporates Diocesan partner organisations (e.g., York Diocesan Board of Education, and York Minster). We now seek to appoint to a new role that will enable the Diocese of York to take the next steps to achieve NZC2030.

Opportunity

We are looking for an outstanding person to lead the implementation of our Net Zero Carbon Vision and Strategy. You will be in sympathy with the aims of the Church of England and have a feel for the dynamics of complex organisations. You will be a creative thinker with a positive outlook and a relentless focus on ensuring delivery to time, cost and quality, together with the ability to overcome obstacles.

This role is externally-funded, part of a significant Archbishops' Council grant of Capacity Funding. This will help us implement our ambitious vision to achieve NZC2030.

Living Christ's Story

Living Christ's Story is a wide-ranging and all-encompassing statement of the Vision, aims and objectives of the Diocese of York, spanning from 2021-2031. A strategic programme of work is underway, under the sponsorship of the York Diocesan Leadership Team and led by the Head of Programme Delivery.

Two primary workstreams have been identified: 'Mission, Ministry and Discipleship' and 'Parish Support'. These will be supported by work to improve the strategy and processes that drive our deployment of ministers (both ordained and lay, together with the management of our pipeline of ministerial talent and succession of key roles), to create a sustainable financial model for the support of ministry across the diocese, and to improve stakeholder engagement. Each workstream comprises a number of discrete but inter-dependent projects.

More information about Living Christ's Story ('LCS') can be found on our website: [Living Christ's Story - Diocese of York](#)

Role Purpose

The purpose of the Net Zero Carbon Programme Lead role is to provide operational leadership for implementation of a diocesan action plan to achieve NZC2030. You will:

- Own the action plan
- Identify and prepare well-thought-through applications for possible funding opportunities to assist us in reaching our Net Zero Carbon goal
- Ensure good governance of the Net Zero Carbon implementation
- Enable effective design and delivery of the programme plan

The plan must take into account the different forms of ownership within the Church, with responsibility resting with different bodies: PCCs, Incumbents, and the DBF corporate. The work will also involve convening the Net Zero Carbon Working Group and ensuring that the action plan is agreed at Synodical level.

Key Responsibilities of the Role

- Effective delivery of the programme plan.
- Develop and own a new iteration of the programme plan, including costings and detailed options analysis.
- Track progress against the programme plan, and provide regular, timely reports to key stakeholders, and governance committees.
- Responsible for resource allocation and the programme's budget management.
- Process NZC relevant data into reports to contextualise actions for relevant departments.
- Ensure effective co-ordination across different aspects of the programme plan and their interdependencies, ensuring that there is no duplicated activity.
- Manage any internal or third-party contributions to the programme.
- Ensure learning from the programme is captured and appropriately shared.
- Manage escalations relating to risks such as KPIs, financial overspends, programme delays, and data gaps.
- Giving technical input to projects and work programmes being developed by other parts of the diocese.
- Act as the representative at relevant external forum.
- Ensuring the diocese engages effectively with other national NZC funding streams as they become available.
- Identify and prepare well-thought-out applications for possible funding opportunities to assist us in reaching our Net Zero Carbon goal.

Stakeholder Management

To further the aims of the strategy:

- Work closely with internal diocesan departmental or team leads to ensure support for the programme and effective management of any interdependencies.
- Support all departments of the diocese, including Education, Church Buildings and Property to help achieve their NZC milestones.
- Ensure effective relationships, communication and coordination with Deaneries and Parishes.
- Develop and maintain effective collaborative relationship with counterparts in other dioceses, and with key staff in the Church of England National Office.
- Develop and maintain appropriate effective collaborations with other key local and regional stakeholders involved in Net Zero Carbon.

Person Specification		
	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> Degree or equivalent 	<ul style="list-style-type: none"> Training around carbon reduction/ sustainability
Experience	<ul style="list-style-type: none"> Experience and enjoyment of working successfully in multi-disciplinary teams Confident and competent in leading initiatives Able to confidently work with a wide range of stakeholders Demonstrable Proficiency in understanding, manipulating, and utilising sustainability data to drive actionable insights and effectively communicating with stakeholders. Understanding of how and where capacity funding may be sought Experience of strategic fundraising for projects Strong knowledge of programme and project management techniques and processes, including risk and issue management. 	<ul style="list-style-type: none"> Experience of working in the carbon reduction / environment / sustainability sector Experience of working with Planning / Statutory Designation Awareness about Buildings with Statutory Designation (Listing) Experience of working in a complex organisational structure
Technical	<ul style="list-style-type: none"> Working knowledge of current environmental and climate change issues. Knowledge and experience of identifying practical net zero carbon solutions in real life situations. Ability to rapidly acquire an understanding of the issues and challenges facing the Church of England in reaching net-zero carbon by 2030 Excellent written and verbal communication, understanding appropriate communications styles for each audience Able to communicate technical information to a range of audiences, both technical and non-technical Confident and competent working with IT systems, particularly Outlook, Word, PowerPoint, and Excel Task-focused and strategic Rational and logical when making decisions 	<ul style="list-style-type: none"> Experience with data management and analysis Experience with carbon data management
General Requirements	<ul style="list-style-type: none"> Welcome & receive incoming enquiries and telephone calls, dealing promptly and courteously with enquires Ensure all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately Sensitive to the different cultures, traditions and activities within the Church Commitment to anti-discriminatory practices within the Church of England's legal context Understanding of the significance of safeguarding in the Church of England 	<ul style="list-style-type: none"> Experience reporting to funders on project progress Experience operating at a strategic level within an organisation

Personal Requirements	<ul style="list-style-type: none">• Ability to travel independently• In sympathy with the aims and ethos of the Diocese of York as part of the Church of England.• Self-motivated and able to work under own initiative• Collaborative and positive• Ability to work well under pressure• Excellent time-management skills	<ul style="list-style-type: none">• Understanding of the structure of the Church of England and issues facing parishes and schools
------------------------------	---	--

Any Other Duties

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

Summary of Terms and Conditions

Employer	The York Diocesan Board of Finance (YDBF)
Line Manager	Deputy Diocesan Secretary
Contract Term	This is an 18-month, fixed-term appointment with the possibility of being extended, subject to additional funding.
Probationary Period	Appointments are subject to a 6-month probationary period.
Location	The post is based at the diocesan office at Clifton Moor, York (flexible/ hybrid working options are available) but may involve visiting parishes and other locations around the Diocese.
Hours	The post is 0.6 FTE (21 hours per week). Our normal office hours are Monday to Friday, 9am to 5 pm. Due to the varied nature of the work, including regular evening and weekend working, the Programme Lead will work flexible hours, ensuring their contracted hours are completed at the end of each calendar month. Independent travel will be required due to the geographical location of parishes and lack of public transport to some more rural areas in the diocese.
Salary	The post is grade 4, and starting salary will be £23,615 (£39,359 FTE)
Pension	The YDBF offers a contributory pension scheme ("the Scheme") organised by the Church of England (the "Church") Pensions Board. For each 1% of contribution paid by the employee, up to a maximum of 7%, the employer will pay a contribution equivalent to double the amount (which includes a small payment to provide the life assurance element of the scheme).
Holidays	In addition to the eight Bank and Public Holidays, DBF employees are entitled to 5 weeks annual leave in any year (pro rata).
Mileage	A mileage allowance will be paid in respect of journeys undertaken in connection with the duties of the post. This is remunerated as the <i>lesser</i> of the two distances to the destination as measured from the postholder's home and from the Diocesan Office (currently 45p per mile for the first 10,000 miles). The full policy is available on request.

Non-contractual Benefits

Flexible Working	We offer staff a range of options for working flexibly, including regular homeworking.
Employee Benefits	We provide free parking at our York office, and our other non-contractual benefits currently include eye care vouchers and a cycle to work scheme.
Pastoral Care	We have an Employee Assistance Programme, and our Diocesan Adviser and

Coordinator of Pastoral Care offers the space to talk through pastoral, professional or personal matters, providing or arranging counselling and/or mediation if required.