

LEICESTER DIOCESAN BOARD OF FINANCE

JOB DESCRIPTION FOR THE ROLE OF:

**Regional Net Zero Carbon Fundraising Officer  
(covering the Dioceses of Derby, Leicester, Lincoln, Peterborough, Southwell &  
Nottingham)**

RESPONSIBLE TO: Net Zero Programme Manager – Leicester and Peterborough Dioceses.

OTHER KEY RELATIONSHIPS: Diocesan Environmental and NZC Officers  
Diocesan Church Buildings Teams and Diocesan Advisory Committees  
Housing Departments  
Mission and Ministry Teams  
Bishops, Archdeacons and Area Deans  
Incumbents, Churchwardens, Treasurers  
Diocesan and National Giving/Stewardship Advisors  
National NZC Programme Team  
Net Zero Hubs  
Local Authority NZC Teams

**PURPOSE:**

- To lead a collaborative and coordinated approach to NZC fundraising across the five dioceses.
- To identify funding opportunities and support Diocesan staff teams to secure funding to deliver NZC projects and initiatives.
- To contribute to the fundraising infrastructure, culture and capability across the dioceses in furthering their NZC plans.

**KEY RESPONSIBILITIES:**

- To lead on the development of a pipeline of fundable NZC projects, liaising with colleagues as appropriate.
- To collate the required documentation and information for funding applications and proposals.
- To write funding applications and proposals and support others in the writing of funding applications and proposals.
- Build productive relationships with funders, local authorities and local NZC partners, including Regional Net Zero Hubs and Community Energy groups in order to identify NZC funding opportunities.
- Create, maintain and communicate a directory of NZC funding opportunities across the region.
- Provide fundraising training, and guidance that is accessible to officers and parishes across the region.
- Be aware of, and support the development of, new and emerging funding opportunities such as community energy.

- Support the efforts of diocesan officers who work with parishes in adapting buildings for community use to help secure external funding.
- Work with colleagues to secure statutory and other grants for clergy housing energy efficiency upgrades and retrofit.

### Communication, training and support

- Work with Diocesan Communications Teams and NZC/Environment Officers to communicate funding opportunities parishes through appropriate channels in a timely way, writing communication pieces as necessary.
- Provide key information to ensure diocesan websites are up to date.
- Establish and maintain excellent working relationships with colleagues including working in the fields of fundraising, church buildings, housing and NZC support for parishes.
- Build good working relationships with clergy and lay people throughout the differing church traditions in the dioceses.
- Create and maintain excellent links with the national NZC Team.
- Create and maintain excellent links with the Regional and National Giving Advisor Network and other organisations.
- Participate in the NZC Regional Fundraiser network and share learnings and insights.

General Responsibilities for all DBF employees	
1	To welcome visitors and/or receive incoming enquiries and telephone calls, dealing promptly and courteously with enquiries and always ensuring high quality collegiality
2	To ensure that all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately
3	To understand and respect Safeguarding policy and procedures as they relate to the role
4	To ensure compliance with data protection requirements
5	To undertake other duties as may reasonably be expected, that are relevant to the role

## PERSON SPECIFICATION

### Experience and qualifications

Degree-level qualification or degree level ability, with proven professional experience in this area	Essential
Experience of developing and maintaining excellent working relationships with decision makers in grant making organisations	Essential
Experience in securing funding from grant making bodies including statutory/local government	Essential
Experience of delivering training and advice on securing funding and approaches to fundraising	Desirable
Experience of working within the church, heritage or environmental sector, either in a paid or voluntary capacity, ideally in relation to giving or fundraising	Desirable

### Skills/Aptitudes

Understanding of the environmental and church fundraising landscape, with particular reference to grants, statutory and community fundraising	Essential
---	-----------

Understanding of, and an ability to develop, good relationships and work with representatives of the churches in the dioceses regardless of their church traditions	Essential
The ability to communicate in a clear and lively manner both in writing and verbally	Essential
Excellent IT competency	Essential
Ability to work collaboratively and equitably across diverse organisations	Essential
Highly organised, able to work to tight deadlines and manage conflicting priorities across multiple clients/stakeholders	Essential
Ability to deal sensitively and diplomatically with a range of people	Essential
An understanding of diversity and cross-cultural dynamics	Essential
Ability to maintain a high level of confidentiality	Essential
Able to arrange own transport	Essential
Willingness to travel across the region	Essential
Willingness to undertake occasional events in the evenings or at weekends	Essential
An understanding of, and a commitment to the promotion of, the principles and practice of Christian generosity and giving and a willingness to teach others	Desirable
An understanding of the challenges facing local churches	Desirable
An understanding of the range of digital giving technologies available to churches	Desirable

#### **Character and personal qualities**

In sympathy with the ethos of the Church of England and comfortable engaging with a worshipping community	Essential
Have a clear partner-focused outlook	Essential
Be strongly self-motivated, with the ability to work well both independently and as part of multiple teams	Essential

The post holder will be required to work occasional evenings and weekends as required.

The post-holder may be required to visit churches and attend meetings in-person. Whilst the use of public transport is encouraged, access to a vehicle insured for business purposes is essential.