LEICESTER DIOCESAN BOARD OF FINANCE
JOB DESCRIPTION FOR THE ROLE OF:

Net Zero Carbon Programme Officer (fixed term)

The Diocese of Leicester is committed to reducing the overall diocesan Carbon emissions by 2030; aiming to reduce the emissions from energy consumption year on year and to incorporate sustainable working practices across all of our operations.

We seek to appoint a Net Zero Carbon Programme Officer to the work within the Church Buildings Team. The Net Zero Carbon Programme Officer will

- develop positive relationships with key stakeholders within the Diocese, in particular with Parochial Church Councils supporting them in making informed and planned decisions to reduce carbon emissions in their churches and church halls

- play a key part in enabling the delivery of the NZC targets within Diocesan Environmental Programme (2026-29), by data collection, analysis, reporting, and contributing to setting the annual targets for the programme.

- Contribute to delivering communications, training, advice and education needed to progress towards reaching Net Zero Carbon.

Key responsibilities:

<u>Support for parishes with their churches and church halls</u>

Work with the Church Buildings Team, in collaboration with the Diocesan Advisory Committee (DAC) to:

- Be the first point of contact for requests from clergy and parishes for guidance on Net Zero Carbon
- Ensure good general advice is shared to enable all parishes to take steps appropriate to their context towards reducing their carbon emissions of their churches and church halls
- Support parishes with ‘quick wins’, such as adoption of green energy tariffs and installation of energy efficient lighting
- Encourage parishes to undertake energy audits
- Help parishes to develop their own decarbonisation plans
- Work proactively with target parishes with 20% highest Carbon footprint in the diocese to achieve significant reductions in emissions, including consideration of heating options.
- Support and enable the delivery of specific targeted NZC projects in an individual parish or group of churches or a Minster Community.
- Collaborate with the Diocesan Environmental Officer, in particular, to promote the Eco Church Toolkit as a useful resource and support parishes to progress the ‘Buildings’ section of this award scheme.

NZC Programme enabling and collaboration:

- Work with churches to improve the quality of reporting to the Energy Footprint Tool and ensure a consistently high take up each year.
- help gather data to provide an annual carbon emissions report to Diocesan Synod
- Participate in the national NZC Officer Network and draw down examples of best practice and participate in any new national NZC opportunities.
- Participate in the East Midlands NZC network to build and share expertise and resources, setting up systems for sharing guidance and best practice.
- Signpost relevant NZC training, events and resources for different Diocesan departments
- Play an active NZC role with other diocesan officers to maintain effective working relationships with key stakeholders across the diocese, our churches, schools and cathedral, and ensure they are aware of the NZC component of the Environmental Programme
- Attend NZC and Eco-Communities Steering Group and support the administration of the Steering Group

NZC Communications:

- In collaboration with the Communications Team, The Diocesan Environmental Officer and the Head of Church Buildings & Environmental Programme Team, contribute to the delivery of the NZC Communications Strategy.

NZC Funding:

- in collaboration with the NZC Regional Fundraiser and other diocesan officers, keep abreast of the latest NZC funding opportunities and advise on funding support for parishes.

General Responsibilities for all DBF employees:

- To welcome visitors and/or receive incoming enquiries and telephone calls, dealing promptly and courteously with enquiries and ensuring high quality collegiality at all times
- 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
- To understand and respect Safeguarding policy and procedures as they relate to the role
- To ensure compliance with data protection requirements
- To undertake other duties as may reasonably be expected

Management & relationships:

The Net Zero Carbon Programme Officer will be part of the Church Buildings & Environmental Programme Team.

The team is led by the Head of Church Buildings & Environmental Programme Team and includes the Historic Churches Support Officer, the DAC Secretary, the Church & Community Support Officer and the Diocesan Environmental Officer. The Head of Church

Buildings & Environmental Programme Team holds the responsibility for the NZC Programme.

A significant part of the NZC Programme Officer's role will require developing working relationships outside of the office, on-site at various churches. As such, there will be frequent contact with clergy, churchwardens and members of the PCC and congregations.

Key relationships

- Head of Church Buildings & Environmental Programme Team
- Diocesan Environmental Officer
- Other members of the team and other diocesan officers engaged in NZC related work, particularly those supporting churches
- The Diocesan Advisory Committee (DAC)
- Communications Team
- The NZC & Eco-Communities Steering Group
- Churches in the Diocese of Leicester
- The National and regional NZC Network
- The Church of England's Teams focusing the Environment and NZC.

Person specification

Essential criteria:

Education & Aptitude: A degree or equivalent qualification in environmental science, sustainability, geography, building surveying, or a related field (or equivalent transferable experience).

Interest in Sustainable Buildings: A good foundational understanding of energy efficiency principles and a genuine interest in developing knowledge of building sustainability.

Data & IT Literacy: Good digital skills, with the ability to confidently collect, organise and support the analysis of data, such as carbon footprint or energy-use information.

Communication & People Skills: Excellent interpersonal skills, with the ability to explain environmental concepts clearly and build positive relationships with volunteers, clergy and parish groups.

Organisation & Initiative: Highly organised, with the ability to manage workload, meet deadlines and take initiative.

Mission Alignment: Sympathy with the values and purposes of the Church of England and with the values and priorities of the Diocese of Leicester and a desire to see the work flourish.

Travel & flexibility: Ability to arrange own transport to travel across the Leicestershire to visit parishes, and ability to work flexibly including some evenings and weekends on a "time off in lieu" basis.

Desirable - Additional Experience-

- Any volunteer, academic or work experience relating to **historic, heritage or community buildings**.
- Familiarity with the A Rocha **Eco Church** scheme or similar community-led environmental initiatives.
- A basic understanding of project coordination or event planning.

General information

Job title: Net Zero Carbon Programme Officer

Reporting to: Head of Church Buildings & Environmental Programme Team

Place of work: Hybrid working with an office based in St Martins House, Leicester, the post holder will work and travel throughout Leicestershire.

The Diocese of Leicester will work with the post holder to encourage a programme of appropriate Continuing Professional Development

Employment status	This is a full time (35 hours per week) fixed-term employed post until 30 June 2029. Some evening and weekend working will be required. The Net Zero Carbon Programme Officer will be an employee of the Leicester Diocesan Board of Finance. The post is funding by a Building Capacity Grant from the Church of England's Net Zero Carbon Programme
Annual Salary	£32,000- £35,000 per annum (depending on experience)
Pension	Defined Contribution pension of 10% of salary, paid by employer, with 0.5% going towards death in service benefits.
Annual leave	25 days, plus Bank Holidays
Probationary period	3 months

We particularly welcome applications from UK Minority Ethnic / Global Majority Heritage candidates, who are currently underrepresented in our organisation.

The Diocese of Leicester, part of the Church of England, is committed to the safeguarding, care and nurture of everyone within our church community. We follow the Church of England's Safeguarding Policies and the relevant statutory legislation and guidance. We believe that safeguarding is everybody's business.

This post is subject to a Basic DBS disclosure. The Diocese is not able to offer a Certificate of Sponsorship for candidates who do not have the right to work in the UK and therefore the successful applicant will need to provide proof of right to work in the UK before taking up the post.