

Job Title	Net Zero Carbon Programme Lead
Reports to	Director of Strategy and Communications
Team	Strategy and Communications
Department	Strategy and Communications
Location	Causton Street/Hybrid (3 days in office)
Contract type	Permanent, part-time (4 days/28 hours)
Job Grade	D

Job Purpose	The purpose of the Net Zero Carbon Programme Lead role is to oversee the development and execution of the Diocesan Net Zero Carbon (NZC) Action Plan, ensuring alignment with the National Church's NZC Route Map and meeting funding deliverables. Additionally, the role involves facilitating coordination among responsible parties for various plans, driving cultural change through enacted recommendations, implementing the Communication Strategy organisation-wide, and seeking out new funding sources while supporting funding applications.
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About the London Diocese Fund (LDF) and the Diocese of London	<p>The Diocese of London is the group of Church of England organisations located in North London. It comprises of c400 parishes north of the River Thames and within the M25 motorway, and also includes, schools, chaplaincies, missional communities, and other organisations.</p> <p>The LDF is the employment body and the central team that serves and supports the Diocese of London.</p>
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Our Mission, Ambitions and Priorities	<p>Mission: <i>For every Londoner to encounter the love of God in Christ.</i></p> <p>Ambitions: <i>Confident Disciples, Compassionate Communities, Creative Growth.</i></p> <p>Priorities: <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>
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Equality, Diversity, and Inclusion Statement	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.
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Job Scope

Direct and indirect reports	NA
Budget responsibilities	NA
Revenue responsibilities	NA
Key Relationships	<ul style="list-style-type: none">• Senior Staff, Bishops, and NZC leads within the Diocese of London.• Reporting structures including the Joint Operations Team and Synod.• National Church NZC Programme Team.• Communications and Digital Content Manager, Head of Development/Fundraising at LDF.• Clergy, volunteers, and relevant personnel.• Diocese of London Diocesan Environmental Officer (DEO) and the National DEO Network.• Diocesan Communications department and other relevant departments.• Environmental stakeholders in other dioceses and organizations.

Job**Responsibilities****Strategic**

- Collaborate with departmental NZC leads, (Parish Property, Clergy Housing, Cathedral and LDBS) to identify their key priorities and carbon reduction workstreams and key priorities, link projects, share resources, support this development, planning, related fundraising, and delivery.
- Lead the Diocesan NZC Programme Delivery Team, 6 times yearly to drive and track NZC progress and provide reports on each meeting to Joint Operations Team (JOT).
- Report to Diocesan NZC Advisory Group (meeting 2 to 4 times p/a) and annually to Diocesan Bishop's Council and Diocesan Synod.
- Share success stories and informative and motivating case studies as part of the Comms Strategy both within the diocese, CoE and externally, and ensure learnings inform revisions to NZC plan and related strategies.
- Embed the NZC Communication Strategy across the organisation, in partnership with the LDF Comms Team and other teams across the diocese
- Revise the Diocesan NZC plan on a yearly basis and ensure sign-off, reporting significant changes, progress and milestones to senior staff and governance bodies.
- Work with the Fundraising team to identify and bid for funding to support and any other strategic funds that may be available for the NZC work and be responsible for reporting on any funding milestones.
- Be the key contact for National Church Net Zero Carbon Programme team and liaise with Southwark and other Dioceses NZC teams and other civic institutions, seeking potential partnership/collaboration.
- Hold and drive through all other recommendations in the NZC Action Plan that are held centrally by LDF, including training, HR influence and policy
- Build relationships of trust with key stakeholders within the Diocese in order to effect culture change.

Operational

- Act as point of contact for NZC in the Diocese.
- Develop and maintain a Risk Register for the programme.
- Respond to the local clergy and lay network meetings convened by DEO for listening, review and feedback and identify key actions.
- Present, persuade, and inform at meetings, Synods, and other gatherings.
- Work with Parish Property Team, Housing team, LDBS and St Paul's Cathedral to develop and deliver their NZC strategic plans and aims.
- Use appropriate communications & social media channels to communicate.
- Undertake any other duties that are commensurate with the role.

Qualifications, experience, knowledge, skills, and other requirements

Person Specification		
Criteria	Essential	Desirable
<i>Education and experience</i>		
Experience of managing projects with multiple stakeholders and deadlines	X	
Experience of delivering clear written communication across a range of formats	X	
Undergraduate degree or equivalent experience (environment, social justice, communications)		X
Project management training and/or programme Management experience		X
Experience as a public speaker and/or delivering training and events		X
Experience delivering a detailed communication strategy across an organisation		X
<i>Knowledge and skills</i>		
IT proficiency (MS Office suite)	X	
Proficient skills in data analysis and reporting	X	
Fluency in spoken English and ability to clearly in English.	X	
Understanding of the ethos and mission of the Church of England, and of the role of parish clergy.		X
<i>Other requirements</i>		
Passionate about environmental issues & tackling the climate crisis and determination to drive change within and through the Church of England on this	X	
Empathetic to the mission and values of the Church of England	X	
Right to work in the UK	X	

Person Specification – Competencies and Behaviours	
Focus on Self	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
Focus on Others	Tailors communication to the audience and clearly explains complex concepts and arguments to create shared understanding; Creates opportunities for others to contribute to discussion and debate, and avoids dominating discussions
	Causes understanding in others by developing logical and well-reasoned arguments; writes fluently in a range of styles and formats
	Influences others with a fair and considered approach and sound arguments based on facts, knowledge, and experience, in order to achieve agreement and consensus
Focus on Team	Clarifies purpose and benefits of change and provides leadership and coaching in times of uncertainty
	Designs and implements responsive change management strategies and evaluates results; considers change management approaches to and implications of projects and initiatives as standard practice
	Identifies and follows safe work practices and takes action to address hazards, near misses and incidents
Focus on Service	Maintains high level of awareness of issues affecting people and advocates and negotiates for people issues within social, political and/or other environments as appropriate; establishes and facilitates pastoral care systems
	Undertakes planning to transition the organisation through service improvement initiatives and evaluates progress and outcome to inform future planning; anticipates and assesses the impact of changes, such as sector trends, policy and economic conditions on service objectives and initiates appropriate response
Aligns with strategy	Enables others to understand the strategic direction of LDF and explains the reasons behind decisions; connects with others outside of direct team/department for information and expertise to support own activities and objectives and achieve alignment
	Evaluates current network for effectiveness and relevance to achieving strategic objectives within own area; identifies and creates opportunities to initiate new connections that will facilitate the achievement of organisational goals within own area
	Researches and reviews arguments, opinions and interrelationships before making judgements; sources valid, reliable, and sufficient information to make sound decisions

Note: The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

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

Signatures

Employee Name	Signature	Date
Manager Name	Signature	Date