

## **Job Description**

### **Net Carbon Zero Adviser (Environmental and Sustainability)**

#### **Background**

The Parish Support Team is made up of the staff and volunteers of a charity called the Norwich Diocesan Board of Finance Ltd (NDBF). The core purpose of the charity is to serve the local parish mission and ministry of Church of England churches, schools and chaplaincies across Norfolk and Waveney, collectively referred to as the Diocese of Norwich.

The Parish Support Team currently operates from Diocesan House in Easton on the outskirts of Norwich, offering a broad range of services across the diocese that support and encourage colleagues working in local parishes. The main areas of work include direct support for local mission and ministry; and indirect support including areas such as finance, GDPR and data, communications, and safeguarding services.

The Diocese of Norwich is working towards reaching Net Zero Carbon (NZC) and incorporating sustainable working practices across all its operations. This includes churches, parsonage houses, churchyards and curtilage land, and investment land and housing. A key aim will be to reduce the emissions from energy consumption year-on-year across the Diocese.

#### **Ethos and Values**

The way we work in the Parish Support Team is as important as what we do, and we are committed to:

- Proactively promote and demonstrate our Diocesan Vision, Christian ethos and values in all aspects of work.
- Treat everyone as a valued individual with kindness and respect.
- Promote and demonstrate a culture of continuous improvement and development.
- Work collaboratively with all colleagues in the Parish Support Team.

#### **Purpose of the role**

The post holder will be involved, along with others, in the delivery of the Net Zero Carbon policy, strategy and Action Plan and will be responsible for the monitoring and reporting of progress towards the implementation of the Diocesan Net Zero Carbon Action Plan.

This will include implementing policy and strategy under the direction of the Property Services team, providing practical support and resources for the sustainable management of Church-owned land and buildings.

## Key working relationships

<b>Line manager</b>	Director of Property Services
<b>Positions managed</b>	None
<b>Internal</b>	Net Zero Carbon Working Group Property Executive Committee Diocesan Environmental Officer Environment Working Group School's Estates and Finance Officer Parish Support Team Colleagues
<b>External</b>	All diocesan stakeholders People undertaking similar roles in other dioceses

## Main duties and responsibilities

### Project management

- Lead responsibility for coordinating work to implement the Diocesan Net Zero Carbon Action Plan partnering with colleagues from the Diocesan Board of Finance as well as the Multi Academy Trusts, Norwich Cathedral and Theological Education Institutions.
- Ensure the policy, strategy and Action Plan are dynamic documents which are reviewed regularly and updated in line with Church of England and Diocesan environment policies.
- Devise and facilitate implementation of a management plan to ensure year-on-year reductions in greenhouse gas emissions.
- Undertake effective data analysis and reporting to support effective decision making by the Net Zero Working Group, Bishop's Council of Trustees and Diocesan Synod, including an annual Carbon Emissions Report.

### Advice and delivery support

- Support the continuing development of accurate emissions data across all areas of carbon emissions.
- Support the work of the Property Team in relation to clergy, corporate and investment housing, by providing energy audits, reviewing options for measures to reduce carbon footprint, looking at outcomes, costs, and funding, and developing best practice based on the existing and new pilot projects.
- Contribute to stock improvement plans for the buildings owned by the Diocese in line with the NZC by 2030 target, to incorporate detailed analysis of when and what kind of investment will be required to meet carbon reduction objectives.
- Offer advice on projects designed to support parishes and schools in relation to NZC, such as energy audits, including support on options, permissions, and funding.
- Function as an expert on NZC strategy, policy (including planning policy) and application, responding to colleagues, members and external stakeholders.
- Maintain awareness of resources and funding opportunities available, advising others on opportunities and supporting administration of NZC grant-funding streams allocated to the Diocese.

### National and regional collaboration

- Respond to key national consultations by consulting with PCCs, facilitating collaborative workshops and roundtables and leading written responses.
- Contribute the postholder’s specialisms and skills in collaborative work with other regional Net Zero Carbon Officers, Regional Learning Coordinator, and National NZC team, sharing learning and contributing to joint projects that have local and regional benefit.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of your position.

### Person Specification

	Essential	Desirable
<b>Qualifications and Experience</b>		
Building services professional, relevant degree or professional qualification/s in heritage management, sustainability, or project management	X	
Proven practical experience in the management, development, and conservation of the built environment with a focus on sustainability	X	
<b>Knowledge and Skills</b>		
An understanding of and commitment to working with a range of building types, including churches, halls, and clergy houses, to improve their energy efficiency and work towards Net Zero Carbon	X	
Knowledgeable and passionate about environmental issues and climate change	X	
The capacity to build relationships with colleagues, clergy and volunteers, and other stakeholders.	X	
Excellent skills in leadership, interpersonal relationships, negotiation and persuasion and written and visual communication, including presentation.	X	
Strong interpersonal skills, to help persuade colleagues, clergy and PCCs that it is vital to the future of their church and community to work towards Net Zero Carbon for church-owned buildings and land	X	
Experience in successful problem solving, project management and securing grant support		X
Experience of fundraising or helping facilitate fundraising events for heritage or community bodies		X
<b>Personable Attributes</b>		
A clear interest in supporting England’s places of worship to be sustain able environmentally and in their use for worship and outreach within their local communities		
Team player and good collaborative skills	X	
Flexible, adaptive and responsive to changing working needs	X	

The capacity to work and make decisions with a high level of personal discretion	X	
The ability to engage with the wider community in the meeting of the key objectives		
Ability to prioritise, work to deadlines and stay calm under pressure	X	
A clear interest in supporting England's places of worship to be sustainable environmentally and in their use for worship and outreach within their local communities	X	
A willingness to pro-actively contact individuals and request items required to meet a deadline	X	
Self-motivated and able to work without detailed guidance and close support	X	
Sympathetic to/supportive of our strategy, and the aims and objectives of the Church of England	X	
<b>Availability</b>		
The role involves attendance at meetings and events at a range of venues around the county, some on weekends, early mornings or late evenings, as well as the ability to be away from the Diocese on residential activities. Notice will be given of these and time off in lieu is available.	X	
Current driving licence and have a car available for travel throughout Norfolk	X	

## Summary of Terms and Conditions

<b>Role</b>	Net Zero Carbon Adviser
<b>Hours</b>	Full time - 35 hours per week
<b>Pension</b>	Enrolment in the NDBF defined contribution scheme a contributory scheme with a 5% contribution by NDBF and 3% by the employee, plus in-service life cover.
<b>Annual Leave</b>	25 days plus 8 public holidays, plus fixed days between Christmas and New Year. 3 additional days after completion of 5 years' service.
<b>Term</b>	This post is offered on a fixed term contract of 36 months in the first instance from the date of appointment. It may be extended after review subject to financial viability.  Probationary period will be 6 months.
<b>Notice Period for both employee and employer</b>	1 month notice during probation period, 1 months afterwards
<b>Expenses</b>	Working expenses are paid at the Diocesan rates
<b>Base</b>	Diocesan House, 109 Dereham Road, Easton, Norwich, NR9 5ES You may also be required to work at other locations within the Diocese of Norwich in line with the requirements of your role.  Hybrid Working may be considered (up to a maximum of two days working from home).
<b>Contract</b>	The contract of employment will be with the Norwich Diocesan Board of Finance (NDBF)
<b>Status</b>	The successful applicant will need to show proof of right to work in the UK and an enhanced DBS check before taking up the post.

This job description is not an exhaustive document but is a reflection of the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing needs of the Norwich Diocesan Board of Finance Ltd.