

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



Diocesan Environmental Officer
(Part-time, fixed term)

The Diocese of Leicester is looking for a passionate, committed Diocesan Environmental Officer with a heart for Creation Care to lead the 'Hearts and Minds' activities of our Diocesan Environmental Programme (2026-29)

If you're an inspirational yet sensitive communicator who can empower parishes, champion environmental action, and share the call to care for God's world, we'd love to hear from you.

The Diocesan Environment Officer's core role is to lead in engaging the hearts and minds of people across the diocese as we work to care for God's Creation and reduce our carbon emissions. This is a role that walks alongside people to encourage, inspire and challenge – reaching out to build relationships with individuals, churches and Minster Communities.

In this rewarding role, you will:

- Be an advocate & champion for environmental issues as integral to the Christian Gospel
- Lead the planning and activity required to enable the Diocese of Leicester to achieve the Silver Eco Diocese award by the end of 2029
- Support parishes to engage with and progress with the Eco Church award scheme
- Provide resources and deliver training on themes relating to Creation Care
- Be responsible for the delivery of Carbon literacy training
- Encourage and equip a flourishing network of Eco Communities (see: <https://www.leicester.anglican.org/about-us/our-strategic-priorities/eco-diocese/>)

Key responsibilities

Eco Church & Eco diocese

- Lead and coordinate work required to achieve our next Eco Diocese Award (Silver)
- Encourage and support parishes to register as Eco Churches and to support and monitor their progress through A Rocha's Eco Church Scheme
- Work with others to prepare, coordinate and deliver talks and training to churches and groups of clergy and lay people to encourage, inspire and inform them about a practical Christian response to Creation Care & the environment
- Plan and deliver workshops on Carbon Literacy, engaging colleagues, committees, schools and congregations and help them develop a way forward in their sphere of influence.
- Respond to parish requests for information on environment and biodiversity; signposting to colleagues as appropriate.
- Support DBF colleagues to develop Ethical Banking and Investment policies
- Support the DBE to create an effective Environmental Policy for church schools
- Work with the diocesan Land Agent to develop a Land Management Strategy
- Provide reports when required

Eco-Communities

- Facilitate the appointment and support of volunteer Eco Champions and Eco Mission Enablers within Minster Communities
- Create and enable a flourishing Eco Communities Network
- In collaboration with the Communications Team, develop and deliver a programme to engage churches effectively on environmental issues, particularly in relation to Eco-Church and Eco-Communities. This will include website updates, news stories and case studies.
- Co-ordinate the planning and delivery of an Annual Creation Care /Eco Church gathering for the diocese which includes content from our overseas link dioceses in India, Tanzania and the USA.

Other

- Work with local, regional and national colleagues (e.g. Diocesan Environmental Officer Network) to access information, funding and other resources to support our shared environmental goals.
- Be an informed and knowledgeable advocate and champion for environmental issues, keeping up to date with the work of national environmental organisations and charities
- Work collaboratively with NZC Programme Officer (if in post) and other Diocesan Officers, particularly to progress the Net Zero Carbon objectives, including encouragement of take-up of the Energy Footprint Tool
- Collaborate with other teams (e.g. Diocesan Board of Education) to support work within our Environmental Programme.

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 Diocesan Environmental 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 Net Zero Carbon Programme Officer. The Head of Church Buildings & Environmental Programme Team holds the responsibility for the NZC Programme.

The substantial part of the Diocesan Environmental 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
- Net Zero Carbon Programme Officer
- Other diocesan officers engaged in NZC related work, particularly those supporting churches and schools
- Communications Team
- The NZC & Eco Communities Steering Group
- Eco Church Champions & the Eco Communities Network
- Churches & Schools in the Diocese of Leicester
- The National Diocesan Environment Officer Network
- The Church of England's Teams focusing the Environment and NZC.
- People with responsibility for the environment in other dioceses and organisations

Person Specification

Essential	Desirable
Qualifications	
A good general standard of education	Qualifications relevant to the subject, including theology and environmental issues.
Experience	
Managing or leading projects that seek to bring about change in culture and behaviour, ideally environmentally related. Working with volunteers of different capacities and ages Working with and developing prayer, worship and biblical resources, ideally related to the environment. Generating communications content intended to encourage, inspire and inform which is suitable for a range of media	Experience of managing/developing projects with churches. Managing people and budgets.
Knowledge	
A strong founding in Christian theology particularly relating to the environment. Up to date knowledge of environmental issues including climate justice.	Knowledge of how the Church of England works. Knowledge of activities, opportunities and technical advice to help achieve the environmental objectives of the Diocese of Leicester and parishes Knowledge of A Rocha's UK Eco Church Programme
Skills	
Excellent people skills including experience of working with volunteers of different ages. Able to engage, inspire, educate and challenge people about environmental matters in a way that is positive and brings people with you. Strong public speaking skills. Highly organised and able to manage competing priorities effectively. Able to use data to understand and tell stories. Creative approach to work with the ability to inspire creativity in others.	

Confident with commonly used Microsoft tools. Sufficiently skilled and self-aware to be sensitive to, and respectful of, the different cultures, church traditions and activities within the Church of England in Leicester.	
Personal Qualities	
Positive and proactive. Understanding of, and commitment to, equity, diversity and inclusion. A commitment to safeguarding. Flexible and adaptable whilst working in a team. Committed to reducing carbon emissions by 2030 and to climate justice. Practising Christian.	Practising communicant member of the Church of England or of a church belonging to a member body of Churches Together in Britain and Ireland or Churches Together in England.
Other	
Ability to arrange own transport to travel regularly, widely, and flexibly in both the rural and the urban parts of the diocese. Ability to work flexibly including some evenings and weekends on a “time off in lieu” basis. 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.	

General information

Job title: Diocesan Environmental 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 part-time (0.5) role, 17.5 hours per week–fixed-term employed post until 30 June 2029. Some evening and weekend working will be required. The Diocesan Environmental Officer will be an employee of the Leicester Diocesan Board of Finance. The post is funded by a Building Capacity Grant from the Church of England's Net Zero Carbon Programme

Annual Salary £17,000 (£34,000 pro rata)

Pension Defined Contribution pension of 10% of salary, paid by employer, with 0.5% going towards death in service benefits.

Annual leave 25 days pro rata & Bank Holidays pro rata

Probationary period 3 months

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.

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

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.