

Job Description: Project & Engagement Officer (Net Zero Carbon)

Salary Range	£33,210 - £39,050 (Depending on experience)
Grade	5 - Technical
Team	Operations
Line Manager	Net Zero Carbon Programme Manager
Line Reports	NA
Contract Duration	Fixed Term to 31st December 2025 (with possible extension thereafter highly likely)
Contract Type	Full time
DBS Check Requirement	NA

Background

The Church of England has set an ambitious goal to become net-zero carbon (NZC) by 2030 and has developed a roadmap with clear milestones for achieving this goal. The Diocese of Guildford has developed its own diocesan strategy and action plan for implementing its part in this wider national initiative. The estate over which the diocese has influence includes over 200 church buildings and halls, a similar number of residential properties, and 83 Church of England schools. The challenge is complex – for example, every parish is a separate charitable entity that owns its assets and is dependent on its own income sources, particularly through parishioner giving. Furthermore, many church buildings are listed which potentially complicates making the physical changes that NZC might necessitate. However, there is growing ownership of the NZC aims across key stakeholder groups in the diocese, and passion for working through the various challenges to achieve our ambitions.

Earlier this year, the diocese appointed a NZC Programme Manager, and a wider team is currently being put together to implement the strategy.

Job Purpose

The main responsibilities of the role relate to:

1. Influencing and supporting parishes to prepare and deliver their NZC action plans relating to their buildings;
2. Supporting and liaising with the Clergy Housing Property Team to develop and implement their plans for addressing NZC for clergy housing.
3. Monitoring, reporting, and learning on the above and associated strategic KPIs.

Relationships:

Internal

- Net Zero Project Steering Group for Clergy Housing
- The Diocesan Environmental Officer (DEO)
- The Communications Team
- The Bishop of Dorking
- The Archdeacons
- The Diocesan Clergy Housing Property Team
- Secretary of the Diocesan Advisory Committee for the Care of Churches and Churchyards (DAC)

External

- Clergy and Parochial Church Council (PCC) role holders in parishes
- Specialist consultants and contractors in the NZC sector
- NZC contacts in the Church of England National Office
- Potential funding agencies

Responsibilities

Parish NZC plans

- Liaise closely with the NZC Team and DAC Secretary to ensure there is a clear, coordinated approach to supporting parishes, bearing in mind the different streams of funding and technical support which are being made available.
- Develop relationships with technical specialist consultants and contractors in the NZC sector with a view to being able to link parishes with cost effective and competitive services.
- Liaise closely with parishes, especially with those the top 30% of CO2e carbon emitters in the diocese to:
 - ~ Build strong constructive influential relationships with parish leadership;
 - ~ Ensure there is good visibility of their engagement in the NZC strategy, and diocesan support is tailored accordingly;
 - ~ Enable them to undertake an Energy Audits and develop action plans through a prioritised approach to addressing the recommendations.
 - ~ Respond to inquiries and requests from parishes for guidance on Net Zero Carbon policy – including planning policy, working closely with the DAC Secretary, and linking with external technical specialist when appropriate;
- Support the implementation of individual parish or deanery projects;
- Liaise with potential funding agencies and, when necessary, provide support to respond to fundraising opportunities;
- Manage the budget assigned to the Parishes workstream, approving spend within established parameters.

Clergy house NZC action plans

Work closely with the Property Team to:

- Ensure the recommendations in quinquennial reports relating to NZC are identified, costed, and incorporated into a prioritised NZC Project Plan for clergy housing with their expected carbon emissions (CO2e) reduction benefits identified;
- In order to ensure project accountability and reporting, track the implementation of the above plan and its impacts on the reduction of carbon emissions;
- Complete the sections of the annual Church of England Energy Footprint Tool submissions that relate to clergy housing and other residential investments properties managed by the diocese;
- Identify learning emerging from the implementation of NZC clergy housing pilot projects and use this learning to:
 - ~ check the assumptions made in the original NZC strategy;
 - ~ support and advise the Property Team on the revision plans and budgets.
- Coordinating closely with the Property Team, raise awareness and understanding of solutions to reduce energy use and carbon emissions with occupants of houses provided by the diocese.

Monitoring and reporting

On the respective areas of work covered by this role:

- Track progress against the project plan delivery and provide regular, timely status reports against the diocesan milestones for governance purposes;
- Ensure relevant risks are identified and mitigation actions are in place;
- Gather, share, and apply learning emerging from the implementation of plans;

General

- With the oversight of the NZC Programme Manager:
 - ~ Manage grant-funding streams allocated to the Diocese;
 - ~ Respond to key national consultations;
 - ~ Assist with NZC related communications;
 - ~ Contributing to general admin work (shared throughout the team)
- Actively support the implementation of the NZC Communication Plan through collaboration with the Communications Team (Eg by sharing case studies from areas of work covered by this role)
- Carry out duties in line with DBF's policies and procedures, including safeguarding, data protection, health and safety and equal opportunities.

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. Due to the evolving nature and changing demands of our service to the diocese this job description may be regularly reviewed to ensure it is an accurate representation of your post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the Organisation.

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree, or equivalent, level of education. 	<ul style="list-style-type: none"> Recognised Project Management qualification and certification A qualification relevant to Net Zero Carbon
Experience	<ul style="list-style-type: none"> Experience of operating in a professional environment such as a medium charity/public sector organisation. Extensive experience of leading, co-ordinating, and delivering complex projects, ideally gained within a property service management environment. Experience of managing multiple stakeholder types in a complex programme context. Experience of working as a team player, demonstrating excellent interpersonal skills and a collaborative style of working. 	<ul style="list-style-type: none"> Experience of securing grant support Experience of identifying and implementing practical net zero carbon solutions in real life situations. Proven practical experience in the management and conservation of buildings.
Skills & Knowledge	<ul style="list-style-type: none"> Up-to-date knowledge of environmental and climate change issues. Strong knowledge of project management techniques and processes, including governance, plan management, budget, risk, and issue management. Strong leadership and influencing skills, with the ability to bring order to complex situations and find innovative ways of solving or pre-empting problems. Results and delivery-orientated, understands what is important to key stakeholders, committed to achieving goals. Excellent skills in negotiation. Pragmatic and solutions-orientated approach to resolving situations or issues. Highly analytical, with good attention to accuracy and detail. Excellent written and verbal communication skills, with the ability to tailor messages to different audiences. IT skills, including good working experience of Outlook, Word, Excel, PowerPoint, and document management systems, for example, SharePoint. 	<ul style="list-style-type: none"> Understanding of the Church of England, its organisation, and structures. Can quickly establish credibility and respect and build strong working relationships with colleagues and project stakeholders. Good understanding of working with a range of building types to improve their energy efficiency.
Personal	<ul style="list-style-type: none"> Passionate about practical action to tackle climate change. High levels of emotional intelligence. 	<ul style="list-style-type: none"> A practising Christian.

- Fully supportive of the aims and mission of the Church of England.
- Adapts and works effectively with a variety of individual and groups who hold different and/or opposing perspectives on an issue.
- Holder of a current driving licence and access to own vehicle.