

Net Zero & Grant Enabler (London)



PURPOSE AND OBJECTIVES

The purpose of the Net Zero & Grant Enabler is to primarily guide and support our churches and circuits in accessing and securing funding to aid the development of the District Mission plan across London. The guidance and support provided will be both in the form of on-site visits and meetings as well as producing guidance documentation, templates and grant writing.

The role will take a specific lead on Net-Zero initiatives and development in the London District to further aid our Churches in their ambition to satisfy the 2030 target. This support will take the form of enabling and encouraging a culture of sustainability throughout the church, its people and buildings, establishing a network of support and grant funding opportunities.

This role will need to work in unison with the District Team to promote Net-Zero good news stories and opportunities and facilitate continued progress towards a carbon net-zero future.

Responsible to: District Operations Manager

Relationships: District Property Coordinator
District Finance and Admin Officer
District Chairs
Circuit Ministers and Lay workers/Officer holders
District Officers and Staff team members
Connexional Net-Zero Officer and Action for Hope Team members
Connexional Conservation Officer and Property Team members
District Advance Fund (DAF) panel

MAIN RESPONSIBILITIES:

Grant Funding:

- To proactively work with churches to guide and support them in securing external funding support for their projects which will aid the development of the District's Mission Plan;
- To seek and secure relevant and appropriate grants to support the District Mission Plan and within the process of this collate and assimilate information in order to write grant application 'stories' that are engaging with narratives which will capture assessors imaginations;
- To take the lead on the administration of external grant funding applications, including proactive and positive communication and networking with funding bodies;
- Report on grant funding to District leadership and external funding bodies verbally and/or written, as required.

Net-Zero specific:

- Lead the District in creating and facilitating a carbon Net-Zero culture;

- Work alongside key District colleagues including the District Leadership Team, the District Property Coordinator and Superintendent Ministers to identify specific Church and Manse sites where the Net-Zero initiative can be strongly progressed and then provide support as they begin to develop their plans for positive Net-Zero improvements and implementation;
- Identify sources of grant funding related to net-zero and sustainable development and guide churches with their applications for funding;
- Work with the District Property Coordinator to formulate best working practices and tools to help churches target carbon Net-Zero 2030. (including guides, templates, flow-charts, feedback assessments etc);
- Advise the District Advance Fund (DAF) panel to establish which churches will be given funding help specifically from the Net-Zero (Action for Hope) 2030 grant;

General:

- Working with the District Communications Officer and Digital Enabler, help communicate the opportunities of grant making and Net-Zero initiatives across the District and beyond;
- Attend networking and training opportunities hosted by the Connexional and other third-party organisations as appropriate;
- Implement and follow District policies and procedures;
- Be committed to personal continuing professional development, undertake any training necessary and participate in the organisation's supervision and appraisal system;
- Be able and willing to work flexible hours, including evenings and weekends;
- With others in the team, offer general team support, including:
 - Providing a warm welcome to visitors
 - Responding to enquiries
 - Supporting and collaborating with the District Chairs and other team members as needed
- Other general work within the remit and expectations of the role.

PERSON SPEC:

Essential

- Experience of grant funding writing and processes and be able to demonstrate success in grant applications;
- Knowledge of trusts, foundations, lottery fundraising and charity sector fundraising;
- Excellent verbal and written communication skills, with the ability to inspire others confidently;
- Knowledge and understanding of the Methodist Net-Zero 2030 initiative;
- An interest in sustainability and a keenness to contribute to a culture of sustainability by being a proactive, strategic and creative thinker with the ability to identify opportunities for positive Net-Zero development and implementation with the District and across our churches;
- Proven ability to engage and collaborate with people from many backgrounds and areas of expertise, especially recognising the contribution of and working effectively with volunteers;
- The ability to manage competing priorities, work on own and be self-motivated, but also part of a wider team;
- Good working knowledge of IT applications, including Microsoft Word, Excel, PowerPoint Outlook, Zoom and Microsoft Teams;
- Able to demonstrate an understanding of the diverse context of London Methodism and an ability to work inclusively and positively with a wide range of people;
- Sympathy with the ethos of the Methodist Church;

- Be prepared and willing to work on occasions outside normal working hours, including evenings and weekends as agreed with the line manager;

Desirable

- An appreciation for church architecture and the challenges that its materiality and heritage can create for retrofitting works and maintenance;
- Knowledge and/or experience of the structure within the Methodist Church;
- Understanding of the Methodist Church structure.

Terms and Conditions

Terms of appointment:	Four year contract [with possibility to extend, subject to funding].
Equal Opportunities:	The District is committed to equal opportunities, anti-discrimination and anti-oppressive policy and practice. No one we have contact with may be discriminated against either directly or indirectly on the grounds of gender, race, nationality, religion, cultural group, marital status, sexual orientation, age or impairment. The policies apply to job applicants, employees, volunteers, users and beneficiaries of our services. The District has a zero-tolerance approach to harassment towards our staff and volunteers, regardless of whether it is physical, verbal or non-verbal. This includes sexual harassment or abusive behaviour.
Physical Conditions:	Office based with a minimum of two days per week in the office. Flexibility to work from home for part of the week can be considered. This role will require the ability to travel around London to visit local Circuits and Churches when necessary.
Remuneration:	Starting salary will be £35,000 pro rata per annum, reviewed annually.
Work Permit:	Appointment will be subject to documentary evidence of the right to live and work in the UK
Hours of Work:	28 hours per week. Flexibility in hours is encouraged as evening meetings and/or weekend work is required within this role.
Holiday Entitlement:	Generous holiday entitlement as below: During the first to fourth years = 25 days During the fifth to ninth years = 28 days During the tenth and subsequent years = 30 days plus Bank Holidays and an extra three days at Christmas and New Year.
Pension:	Eligible employees will be auto enrolled into the District Pension Scheme.
Probationary Period:	Appointments for lay employees are made subject to the satisfactory completion of a six-month probationary period.
Travel expenses:	All reasonable expenses will be reimbursed. Mileage is paid at £0.45/mile, but encouragement to use public transport wherever reasonably possible.
Equipment:	A laptop will be provided to be used solely for this work.