

## Job Description

<b>JOB TITLE</b>	Net Zero Property Officer		
<b>REPORTS TO</b>	TBC	<b>LOCATION</b>	Methodist Church House, London OR home-working
<b>TEAM</b>	Property Support Team	<b>GRADE</b>	LG3

### JOB PURPOSE AND OBJECTIVES

Supporting managing trustees, Circuits and Districts planning and undertaking, works to chapels and ancillary buildings to make them Net Zero, and applying the learning from these cases to help in future planning.

Being the first point of contact for the District Property Officer network, and other relevant networks across the Connexion, in matters relating to Net Zero. Resourcing these networks to ensure that they are aware of net zero planning and solutions so they are able to engage with circuits and churches in this area.

Supporting the Director of Property Support and Property Team colleagues within their specific areas of expertise - through the provision of proactive support, provision of and input into, relevant forms of guidance, advice, communications, training and good practice to augment the direct support provided by the Property Support team.

Working closely with the Director of Environmental Engagement and Action for Hope Implementation Officer on the delivery of the Church's target of Net Zero by 2030, as outlined in the Action for Hope strategy. The Action for Hope strategy can be accessed here: <https://www.methodist.org.uk/media/27269/action-for-hope.pdf>

### JOB DIMENSIONS

#### RESOURCES UNDER CONTROL

<b>Direct reports</b>	n/a
<b>Resources</b>	n/a

### ROLE ACCOUNTABILITIES

- Supporting managing trustees, Circuits and Districts undertaking net zero works, proactively identifying challenges and applying learning to future cases.

2. Triaging requests relating to net zero adaptation. Answering simple queries and signposting for further information.
3. Ensuring that guidance on the website is up-to-date and developing new guidance as the need arises. This will be through synthesising existing information from other sources and conversation with colleagues.
4. Working alongside specialists within the Property Support Team to develop net zero guidance in those areas (e.g. Conservation, manses).
5. Resourcing District Property Secretaries to ensure they are aware of net zero planning and solutions so they are able to engage with churches and circuits within their district.
6. Engaging with ecumenical partner property teams' net zero programmes to ensure co-ordinated working and best practice.
7. Researching possible sources of grant funding and sharing these with relevant networks.
8. Evaluating, with colleagues, the impact of property interventions towards net zero.
9. Any other reasonable duties as required by the Director of Property Support or Director of Environmental Engagement.

## Person Specification

GRADE LEVEL 3			
	Essential	Desirable	Assessment Method
<b>Education and Training</b>			
Graduate or higher education qualification in a related subject, or equivalent professional experience	x		AQ
Qualification in sustainability or net zero building adaptation		x	AQ
<b>Proven Abilities, Knowledge and Skills</b>			
Relevant experience in a role supporting a team, preferably within a property function	x		AI
Knowledge of environmental and climate issues	x		AI
Knowledge of environmental and climate issues in a Christian context		x	
Experience or knowledge of working with heritage assets		x	AI
Experience in producing and delivering guidance, learning and training for a range of stakeholders according to agreed guidelines	x		AI
Experience in planning, researching, assimilating new information, analysis and delivery of projects (including organising training events)	x		AI

Experience in producing a variety of digital content and communications	x		AI
Excellent oral and written communication skills, with accuracy and attention to detail	x		AI
Ability to plan and prioritise own workload whilst collaborating with others	x		AI
Ability to advise both in writing and orally on complex matters	x		AI
Experience in identifying key issues and signposting as appropriate	x		AI
Ability to form good working relationships with internal and external partners	x		AI
Ability to use Microsoft and other IT applications and effectively	x		AI
Experience in voluntary work in a variety of Christian contexts or other voluntary organisations		x	AI
<b>Personal Qualities</b>			
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	x		AI
Professional and positive approach, with a commitment to professional development and self-improvement	x		AI
Ability to work collaboratively with colleagues, and others, including volunteers, throughout the Methodist Church	x		AI
Able to work occasional irregular hours, including weekends and overnight	x		AI

**Method of Assessment:** A – Application Form; I – Interview; W – Written exercise; P – Presentation; G – Group exercise; Q – Proof of qualification (certificates or transcripts)  
*(We reserve the right to assess any other aspects of the role in a format not previously described)*