

JOB TITLE:	Net Zero Programme Manager
LOCATION:	The Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL, but with travel to the Canterbury Diocesan House, Lady Wootton's Green, Canterbury, CT1 1NQ
GRADE:	Grade 8
REPORTING TO:	Diocese of Rochester (employer) and Diocese of Canterbury (partner)
ACCOUNTABLE TO:	Strategic Programme Managers, Dioceses of Canterbury and Rochester
PURPOSE OF JOB	The Church of England has set an ambitious target to become net-zero by 2030. This is a new role to support the Dioceses of Rochester and Canterbury in understanding, shaping, influencing and ultimately delivering on that commitment.
DIRECT REPORTS:	Net Zero Advisor for Diocese of Rochester Net Zero Advisor for Diocese of Canterbury

PRINCIPAL ACCOUNTABILITIES

1. Oversee the ongoing development and delivery of the Net Zero Carbon (NZC) programmes for both dioceses.
2. Maximise the alignment of the plans for each diocese as far as is practical to optimise the benefit of working together in partnership, and actively identify and develop opportunities for partnership working in delivery. Specifically, to develop a NZC action plan for Rochester including managing the adoption of the plan by the appropriate governance committees. (Note: Canterbury already has an approved NZC action plan.)
3. Develop, maintain and deliver an implementation plan which highlights the strategic activities, has clear objectives and impact measures, including evaluation.
4. Working with other diocesan colleagues, oversee the planning and development of decarbonisation projects to deliver the ambitions and targets in the NZC Action plans.
5. Monitor delivery against the two diocesan action plans, process NAC relevant data and provide regular progress reports to key stakeholders, diocesan and national bodies.
6. Engage with the work of the national NZC Programme and actively participate in the Net Zero network.

7. Lead the NZC programme boards for each diocese incorporating key internal stakeholders such as the property team, schools' team, care of churches officer, Diocesan Advisory Committee secretary etc. to ensure a coordinated approach.
8. Oversee effective engagement with stakeholders in deaneries, parishes and schools etc. – including developing effective relationships, communication and identifying and building appropriate NZC knowledge.
9. Ensure learning from the programme is captured and appropriately shared across both dioceses.
10. Manage the two diocesan Net Zero Advisors, working as a single team (ie Rochester and Canterbury combined) as far as is practical to share knowledge and optimise working practices.
11. Actively seek out and apply for funding opportunities and initiate and manage projects and project budgets as appropriate.
12. Carry out duties in accordance with the Diocesan policies on equality and diversity.
13. Ensure that the principle of confidentiality and the requirements of the Data Protection Act are fully applied to all work.
14. Follow diocesan Safeguarding policies.
15. Any other duties relating to this role as may be required

SKILLS AND EXPERIENCE

The post holder will be expected to demonstrate:

- Previous strong track record of successfully delivering complex multi-stakeholder projects, ideally gained within a not-for-profit environment.
- Track record of setting, monitoring and achieving programme/action plan goals, tasks, timelines and budgets.
- A recognised programme or project management qualification e.g. MSP, Prince2 etc. (Desirable)
- Excellent communication skills with the ability to influence and engage stakeholders.
- Working knowledge of current environmental and climate change issues
- An understanding of the issues and challenges facing the Church of England in reaching net-zero carbon by 2030 (Desirable)
- Knowledge and experience of identifying practical net zero carbon solutions in real life situations. (Desirable)
- To be fully supportive of the Christian objectives and ethos of the Dioceses of Rochester and Canterbury.

COMPETENCIES

Achievement Drive – A desire to meet or exceed standards, welcoming feedback, and continually seeking to improve. It includes staying focused on goals over an extended period of time.

Relationships – The ability to understand the perspectives, feelings and concerns of others and initiate, build and maintain relationships in a mutually beneficial way. Recognise one's own feelings and those of others and manage emotions effectively.

Persuasiveness – The ability to convince others of a view, conclusion, position etc. Communicating in an impactful way, tailored to one's audience.

Problem Solving – The ability to investigate and breakdown a problem or situation into its component parts, identifying implications and the key underlying issues and establish possible solutions.

Independence – A demonstrated belief in one's capability to select an appropriate approach to a situation. It includes confidence in one's judgement or opinion and showing resilience in adversity. Know when to seek the support and advice of others.

Adaptability – The ability to adapt one's behavioural style or method of approach where necessary to achieve a goal. Responds to change with a positive attitude and demonstrates a willingness to learn new ways to accomplish objectives.

Teamworking – The willingness and ability to work co-operatively and collaboratively with others toward a shared goal, contributing actively to the team. Builds positive relationships and a sense of pride within the team.