

Net Zero Carbon Fundraising Advisor

Application Pack



The Dioceses of Derby and Southwell and Nottingham

The Church of England operates through 42 dioceses, each led by a Diocesan Bishop. This post will work across two of those Dioceses.

The Diocese of Derby covers almost all of the County of Derbyshire (except for a small area in the north), the City of Derby, and a small area of Staffordshire. The Church offers its ministry to the whole community in the Diocese of Derby, which has a population of over a million people.

Within the Diocese, there are 235 parishes, around 325 church buildings, 111 schools and around 170 houses.

The Diocesan Vision is 'The Kingdom of God: Good News for All—Transformed lives: Growing Church, Building Community'. We will deliver this vision by deepening our relationship with God, making new disciples, serving our local contexts, and challenging injustice while prioritising being greener, younger, more diverse, and those living in economic and social deprivation.



Transformed Lives | Growing Church | Building Community
THE KINGDOM OF GOD - GOOD NEWS FOR ALL



The Diocese of Southwell and Nottingham incorporates the City of Nottingham, the whole County of Nottinghamshire, and five parishes in South Yorkshire. Of the 1.15 million people, 51% live in the greater Nottingham conurbation, 31% in ex-mining areas, and 18% in rural areas. The Diocese has 240 parishes, 300 churches, 73 church schools, and nearly 200 houses.

Southwell & Nottingham Diocese are focused on Growing Disciples of Christ with Compassion, Confidence and Courage to offer living hope to the city, towns and villages of Nottinghamshire

Diversity Statement

As an equal opportunities' employer, we particularly welcome applications from UK Minority Ethnic/Global Majority Heritage (UKME/GMH) candidates who are currently under-represented in our organisation. All appointments will be made based on skill and experience relative to the role.

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether reasonable adjustments can be made.

Net Zero Carbon (NZC)

Both Dioceses have been working for several years to encourage collective and individual actions intended to help combat climate change. In response to the challenge laid down by General Synod in February 2020 to ramp up efforts to reduce emissions and take urgent steps towards net zero carbon by 2030. The diocese of Southall & Nottingham Synod voted in May 2022 to endorse a diocesan 'caring for creation policy and Derby Diocesan Synod voted in November 2023 to support the declaration of a global climate crisis and back this aspiration. The importance of supporting parishes in resourcing changes to achieve Net Zero Carbon ambitions has resulted in the creation of this role.

Role Purpose

The Dioceses of Derby and Southwell & Nottingham are committed to becoming greener, net zero carbon dioceses as they respond to the fifth mark of mission, to strive to safeguard the integrity of creation and sustain and renew the life of the earth.

The post-holder will collaborate with existing and yet-to-be-appointed officers within a new 'buildings for mission' team within the Department Mission, Evangelism & Parish Revitalisation (Diocese of Derby) to support, enable, and release resources to empower churches, schools, and other Christian communities to cherish creation through the reduction/ elimination of their carbon footprint.

The role of Fundraising Advisor will be vital in resource gathering; they will support parishes, schools & DBF Housing departments as well as the NZC Working Group in identifying and securing funds in a professional and coordinated manner. The post holder will work equally across both dioceses, supervised by the NZC Programme Manager (Diocese of Derby).

The role is open to either lay or ordained applicants.

Success Criteria

Success in the role will achieve funding to enable both dioceses to deliver on their NZC Action Plans.



Duties and Responsibilities

Key Responsibilities

- Lead, in collaboration with the respective Programme Managers for each diocese, on seeking funding sources to continue NZC implementation during and beyond the current funding period.
- Manage funding opportunities tracker for each area of de-carbonisation; these include churches, schools & houses.
- Cultivate and maintain relationships with key funders.
- Research charitable trusts and foundations whose criteria match the NZC aims and activities to identify potential funding opportunities.
- Promote potential funding sources throughout both Dioceses.
- Support respective Communications teams in the telling of 'good news stories' involving the successful securing of grant funding,
- Support the preparation of high-quality, tailored applications within the guidelines and parameters the donor sets.
- Work with the respective programme managers to provide updates to funders (as appropriate).
- Appropriately track grant income to provide quarterly reporting to the Programme Manager.
- Engage with the National NZC Programme Team to learn of opportunities and share best practice.
- Maintain and promote keeping accurate records in all aspects of the role.

General Responsibilities

The post holder will comply with all standards, policies and procedures set by the diocese, including those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.

The post holder is required to:

- support the ethos, aims and objectives of the Church of England and the dioceses;
- keep up to date with developments in their area of work;
- participate in performance management and appraisal;
- engage in training and continuous professional development activities.

The post holder will be required to travel across both dioceses and to meetings in other locations.

The post holder may be required to work outside regular office hours, including occasional weekend work, subject to time off in lieu.

The DBF is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. All post-holders are expected to share that commitment.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. Following appropriate consultation, this job description may be subject to amendment to meet the changing needs of the diocese.

Key Relationships

Internal	External
Church Building Support Officer (Team Leader)	Net Zero Carbon National Network
Net Zero Carbon Programme Manager	Funding Bodies
DEEO (Derby) / DEO (Southwell)	Church School bodies
Net Zero Carbon Team	
Mission, Evangelism & Parish Revitalisation Department	
Archdeacons and their teams*	
Parish Clergy*	
Parochial Church Councils (PCC)*	
Diocesan Board of Education(s)	
DBF Property department(s)	
<i>*within both dioceses</i>	



Personal Specification

Criteria	Essential	Desirable
<p>Qualifications and Experience</p>	<p>A degree (or equivalent) in communications, business, public relations or related field or a certificate, diploma or similar qualification in fundraising.</p> <p>Proven experience in fundraising, sales or marketing.</p> <p>A track record of writing successful grant proposals and other fundraising materials.</p>	<p>Legal or accounting experience.</p> <p>Understanding of Church of England structures.</p> <p>Awareness and general understanding of climate change</p>
<p>Skills and Abilities</p>	<p>Exceptional communication and purpose-driven relationship-building skills.</p> <p>Good communication skills; verbal and written to be able to write reports, including graphs and data visualisation reports.</p> <p>Ability to lead and motivate colleagues and volunteers.</p> <p>A strong attention to detail.</p> <p>Ability to successfully balance prioritising multiple tasks and planning big events.</p> <p>Ability to work with a range of external partners and stakeholders</p> <p>Confidence in public speaking to diverse audiences</p> <p>Competent in MS Office including Excel (word, Outlook, Teams, SharePoint)</p>	<p>Competence with donor management systems</p>
<p>Personal Qualities</p>	<p>In sympathy with the aims and mission of the Church of England.</p> <p>Ability to be pro-active and take initiative</p> <p>Team player with good collaborative skills</p> <p>Good organisational skills, adaptable and flexible</p> <p>Driving licence and able to travel widely around the dioceses as required.</p>	<p>Ability to reflect and assess one's own performance</p>

Terms and Conditions

Employer:	Derby Diocesan Board of Finance Limited,
Line Manager:	Director of Mission Evangelism and Parish Revitalisation
Place of Work:	Church House, Full Street, Derby DE1 3DR (some remote working possible, as agreed with Line Manager)
Salary:	£30,000 - £35,000 fte depending on experience
Working hours:	35 hours per week (full time)
Duration:	2 year Fixed Term
Holidays:	Full time holiday entitlement – 25 days plus statutory bank and public holidays. In addition, the DBF provide 5 further days paid leave which are to be taken on a discretionary basis as determined by the DBF. For part time staff the total holiday entitlement will be calculated based on the number of hours worked.
Pension:	Based on Auto Enrolment qualifying criteria employer contributions equivalent to 10% of the gross salary into an approved personal pension plan, paid monthly. If the Church workers pension fund is selected 9.5 % of the gross salary will be paid into the pension fund and 0.50% will be paid to life insurance.
Sickness/Absence:	Company sick pay is paid during periods of absence and in accordance with company policy.
Expenses:	All reasonable working expenses will be met at the agreed Diocesan rates.
Termination:	The appointment is subject to a six-month probationary period during which it may be terminated by either party by one week's notice. Following the satisfactory completion of the probationary period the appointment may be terminated by either party by three months' notice.

Signed by the Employee: _____ Date: _____

Signed by the Manager: _____ Date: _____