

- JOB TITLE:** Net Zero Advisor
- LOCATION:** The Diocesan Office, St Nicholas Church, Boley Hill, Rochester, ME1 1SL
- GRADE:** Grade 5
- REPORTING TO:** Net Zero Programme Manager

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 influencing and delivering on that commitment and support wider sustainability practices.

PRINCIPAL ACCOUNTABILITIES

- Work as part of a joint Net Zero programme team for Rochester and Canterbury Dioceses
- Offer advice, information and sign posting support to parishes, including but not limited to fundraising and grant opportunities, technology updates, and case studies
- Ensure the Action Plan is a dynamic document, which is reviewed regularly and updated in line with Church of England and Diocesan environment policies
- Collate data on carbon emissions and chart the data against the Action Plan, summarise data and trends, and contribute to the writing of associated reports
- Improve the diocese's data and knowledge, through supporting and encouraging parishes to complete the annual Energy Footprint Tool, and increasing response rates
- Support and encourage the diocese, with Net Zero Carbon projects across clergy housing, churches, the diocesan office and schools
- Build expertise by becoming the diocese Subject Matter Expert on the resources provided by the national church
- Service the NZC Programme Board, including setting dates and venues, writing up the minutes and organising the paperwork and reporting its work to other committees
- Any other duties relating to this role as may be required

SKILLS AND EXPERIENCE

- Experience working in the Net Zero Carbon field, preferably with knowledge of the key issues and challenges on reaching Net Zero Carbon
- Proven track record of strong networking skills, including the ability to build good relationships with colleagues, volunteers and other stakeholders
- Proven track record in assimilating information and providing clear, good quality advice
- Strong experience in the use of all MSOffice applications and the internet in order to research relevant topics, analyse data and trends, produce summary tables and graphs and write professional reports
- Good initiative and proactive

- Highly organised with good attention to detail
- Passionate about environmental issues and climate change
- Educated to GCSE standard or equivalent (including C / 4 or 5 above in Maths and English)
- Ability and desire to learn the Diocesan systems and processes
- Clear communicator both verbally and written

This role is primarily office based with some home working possible.

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.