

Role Profile

Job Title	Net Zero Advisor
Contract	2 year FTC
Salary	Band C – from £29,767
Hours	35 hours
Location	Canterbury but remote working may be considered.
Primary Staff Team	Strategy
Reports to	Net Zero Programme Manager

Job Purpose

The Church of England is committed to achieving net-zero carbon emissions by 2030, reflecting its dedication to environmental stewardship and responsibility. This newly created role is essential to guiding and supporting the Dioceses of Rochester and Canterbury in reaching this ambitious target.

Parishes play a crucial role in this journey and each church community will vary significantly in terms of resources, knowledge, and capacity to implement sustainable practices. Reporting to the Net Zero Programme Manager who works across both Diocese, the Net Zero Advisor will primarily support Diocese of Canterbury churches. By offering practical advice, facilitating access to resources, and sharing best practices, the Net Zero Advisor will support parishes overcome challenges such as limited funding, high carbon infrastructure, and varying levels of technical expertise. This role is vital in ensuring that all parishes, regardless of size or location, can actively participate in and benefit from the Church's commitment to a sustainable future.

Strategy Team Context

The Strategic Programme Team in the Diocese of Canterbury oversees key strategic initiatives and projects to fulfil the diocese's mission. Working closely with the Episcopal Staff Team, Deaneries, and the National Church, it coordinates strategic planning, resource allocation, and collaboration across parishes and ministries. The team has also taken a lead in securing funding to help achieve Carbon Net Zero working in partnership with the DAC team. With deaneries, it assesses needs, identifies growth areas, and implements innovative approaches to ministry and outreach. Additionally, it provides leadership development and support to clergy and lay leaders where projects are operating.

Key Responsibilities (Top Key Tasks)

1. Support the Implementation of Net Zero Initiatives

Assist the Carbon Net Zero Programme Manager in coordinating and executing Net Zero Carbon (NZC) initiatives within the Canterbury Diocese, ensuring alignment with the Church of England's national environmental strategy and the specific goals of the Rochester and Canterbury Diocese.

2. Provide Guidance to Parishes

Offer tailored advice and support to parishes on sustainability practices, energy efficiency, and carbon reduction, including signposting to guidance on accessing funding, applying for grants, examples of case studies/examples to assist implementation at a local level.

3. Assist in the Development and Maintenance of the Diocesan Net Zero Action Plan

Assist the Carbon Net Zero Programme Manager to keep the Diocesan NZC Action Plan dynamic, regularly reviewed, and updated to reflect progress, emerging technologies, and changes in environmental policies.

4. Monitor and Report Carbon Emissions

Support the project by collating, analysing, and interpreting carbon emissions data across the Diocese, comparing it against the Action Plan's targets. Contribute to regular reports that highlight trends, progress, and areas requiring additional focus.

5. Enhance Parish Engagement and Data Collection

Work with other stakeholders improve diocesan-wide engagement in environmental initiatives, assisting and encouraging parishes in completing the annual Energy Footprint Tool, and take steps to enable increased response rates and data accuracy. Establish excellent working relationships with parishes.

6. Support NZC Project Implementation

Assist in the implementation of NZC projects across diocesan properties, including clergy housing, churches, the diocesan office, and schools, ensuring these projects contribute effectively to the Diocese's carbon reduction goals.

7. Board Administration

Provide administrative and communication support for assigned committees and linked by compiling documents, liaising with venues, chairs, attendees, team members and key stakeholders, taking accurate and comprehensive minutes or notes and following up on agreed actions.

8. Contribute to Additional Environmental Initiatives

Support the Programme Manager in other diocesan environmental and sustainability initiatives as needed, ensuring a holistic approach to the Diocese's commitment to reducing its environmental impact.

This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes including the team context may occur over time and you will be expected to agree any reasonable minor changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any major changes to your job description before these are implemented.

Contact with others

- Internal** Archdeacons, Episcopal Staff Team, Programme Boards, All Diocesan House staff teams, IS Programmes Manager, DAC Secretary, Diocesan Advisory Committee, Head of Property.
- External** Clergy, Parishes, Deaneries, Deanery Leadership Teams, National Vision & Strategy Consultant

Person Specification

Essential

- A degree or equivalent professional experience in the field of sustainability, geography, carbon net zero, environmental science or a related field.
- Knowledge of key issues and challenges in reaching Net Zero Carbon.
- Understanding of carbon reduction, energy efficiency, or related sustainability principles.
- Proven track record of strong networking skills, including the ability to build good relationships with colleagues, volunteers, and other stakeholders.
- Experience with data collection and analysis, with the ability to present findings in a clear and accessible way.
- Proven ability to assimilate information and provide clear, high-quality advice.
- Strong experience in the use of MS Office applications
- Ability to research relevant topics, analyse data and trends, produce summary tables and graphs, and write professional reports.
- Ability to interpret data through an understanding of the project's context
- Highly organised with good attention to detail.
- Ability to work independently as well as part of a team, showing initiative and problem-solving skills.
- Clear communicator, both verbally and in writing.
- Experience of developing measurement frameworks to enable progress to be monitored.
- Strong communication skills with a creative approach and the ability to deliver insights in clear and accessible written, verbal, and visual media.
- Understanding and experience of using presentation software.
- Stakeholder engagement skills.
- Excellent customer service skills with the ability to build excellent working relationships with deaneries and members of our parishes.
- Right to work in the United Kingdom.

Desirable:

- Familiarity with basic project management principles.
- An understanding of the structure, organisation, and culture of the Church of England, ideally including some knowledge of how a Diocese works, and how churches and parishes work.
- To be a person in sympathy with the mission and ethos of the Christian Church, the Church of England, the Diocese of Canterbury and the vision and values of our church schools.

Equalities and Diversity

We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential whatever their circumstances.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, those we serve and other persons with whom we help and support are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

Safeguarding

All employees are required to adhere to legislation, guidance and recognised good practice in all aspects of Diocesan Safeguarding Policy <https://www.canterburydiocese.org/safeguarding>

If required by the post, the Post holder must have an up-to-date satisfactory Disclosure and Barring Service (DBS) clearance and undertake an appropriate level of Safeguarding Training. Failure to comply with the above or keep your training updated may delay your employment starting, or may trigger a disciplinary process and / or dismissal

Circumstances

The successful candidate may need to work very occasionally on evenings and some weekends (including some Sundays) but would accrue time off in lieu.

The post holder will be required to travel across the Diocese for meetings, so the ability to travel to remote locations and work flexibly is a necessity.



Data Protection and Security of Information

The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by Diocesan House and the Diocese.

The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Diocesan House records and information.

Health and Safety

The Post holder must carry out their duties with full regard to the Diocesan Employee Handbook, including Equal Opportunities and Health & Safety.