



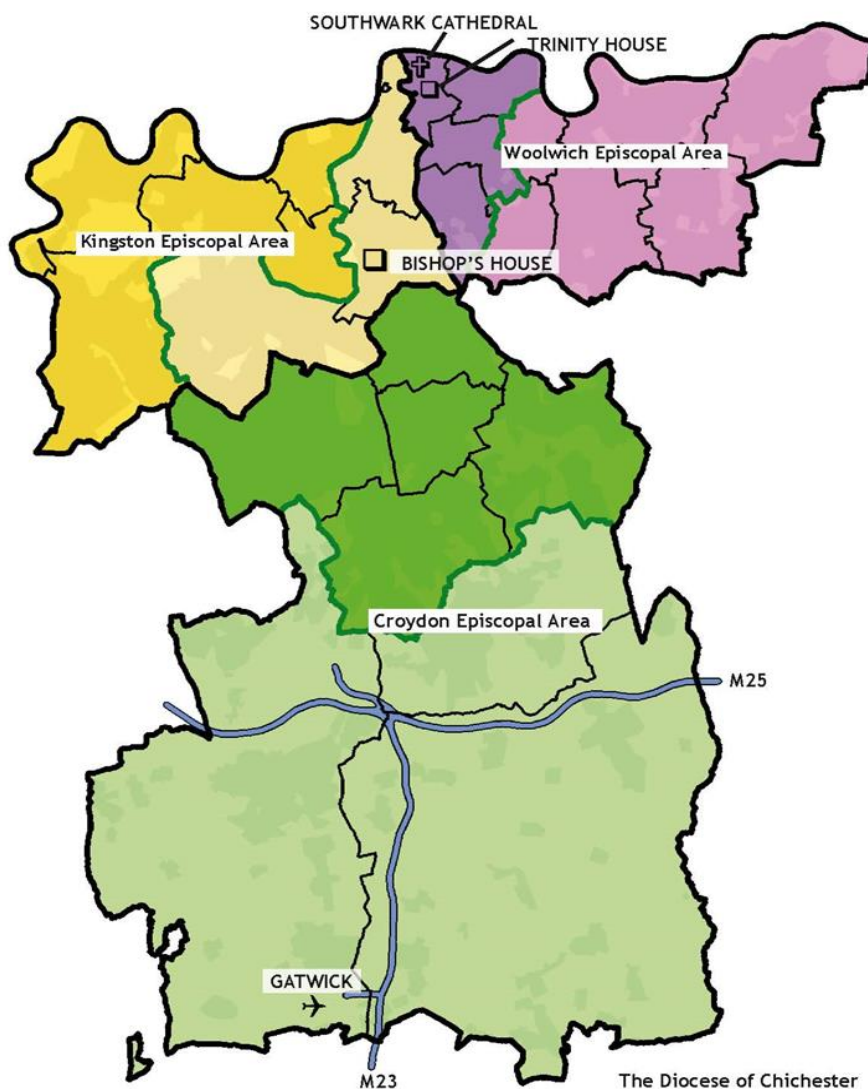
**The Diocese of  
Southwark**

# Carbon Net Zero Programme Manager Department

## Job Information Pack

*Closing date: 07/01/2024*

*Interviews: 25/01/ 2024*



### Our Values

Effective Stewardship of resources  
Respect for all

Collaborative Team Working  
Transparent Accountability



## The Diocese of Southwark

### Diocesan Staff Purpose

To lead, enable, serve, support and enable the mission of God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark

### JOB DESCRIPTION

**Job Title:** Carbon Net Zero - Programme Manager  
**Hours of work:** Part-Time (28 hours per week in a working pattern to be agreed )  
**Location:** Trinity House, Borough High Street  
**Reporting To:** Diocesan Secretary

**Key relationships:** Diocesan Secretary  
Diocesan Environment Officer  
Bishop of Kingston (Lead Bishop for the Environment)  
Director of Property Services  
SDBE - Buildings & Capital Programme Manager  
Director of Finance  
DAC Secretary  
Cathedral Head of Property  
Project Manager(s), Technical Experts

### Job Purpose

The Net Zero Programme Manager provides operational leadership for implementation of the diocesan Routemap to Net Zero - Action Plan<sup>1</sup> to reach net zero carbon by 2035.

The main areas of responsibility relate to:

1. Ownership of the Diocese of Southwark's Routemap to Net Zero Carbon Action plan which is aligned to the Church of England Routemap to Net Zero Carbon by 2030.
2. Good governance of the Net Zero Carbon strategy implementation.
3. Effective design and delivery of the programme delivery plan
4. Strategic relationship development and management
5. Identifying new sources of funding and supporting funding applications

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<sup>1</sup> [Environment, Carbon Net Zero and Action plan \(The Diocese of Southwark\)](#)

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## Key Responsibilities

### **Effective Delivery of the Programme Plan**

- Develop new iteration of the plan, including costings and detailed options analysis.
- Track progress against the programme plan delivery and provide regular, timely reports to key stakeholders, governance committees and Diocesan Synod.
- Responsible for resource allocation and the programme's budget management.
- Process NZC relevant data into reports to contextualise actions for relevant departments.
- Carry out pilot projects and energy audits and project feasibility studies to gain learnings and plan cost-effective actions.
- Prepare revisions to the plan if required and ensure sign-off by the appropriate bodies.
- Ensure effective co-ordination across different aspects of the plan and their interdependencies, ensuring that there is no duplicated activity.
- Manage any internal or third-party contributions to the programme,
- Ensure learning from the programme is captured and appropriately shared.
- Manage escalations relating to risks such as KPIs, financial overspends, programme delays, and data gaps.
- Giving technical input to projects and work programmes being developed by other parts of the diocese.
- Speaking at relevant meeting, events, and conferences about the programme
- Ensuring the diocese engages effectively with other national NZC funding streams as they come on-stream over the triennium.

### **Good Governance**

- Set agendas and chair monthly Net Zero Working Group meetings and ensure they provide good technical input and accountability for NZC strategy implementation.
- Liaising with the Diocesan Secretary, supporting reporting processes to other Diocesan Governance bodies on the strategy implementation.
- Working closely with the Director of Education and Schools Building Administrator, supporting governance meetings relating to the implementation of the PSDS (Public Sector Decarbonisation Scheme project).

### **Stakeholder Management**

To further the aims of the strategy:

- Work closely with internal diocesan departmental or team leads to ensure support for the programme and effective management of any interdependencies.
- Support all departments of the diocese, including the Southwark Diocese Board of Education (SDBE), Churches, Cathedral and Clergy Housing, to help achieve their NZC milestones.
- Ensure effective relationships, communication and coordination with Deaneries and Parishes.
- Develop and maintain effective collaborative relationship with counterparts in other dioceses, and with key staff in the Church of England National Office.
- Develop and maintain appropriate effective collaborations with other key local and regional stakeholders involved in Net Zero Carbon.

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## **Identify and Access New Sources of Funding**

- Work closely with the Bishop's Lead for Strategic Development, Church Buildings Support Officer, Diocesan Advisory Committee and Finance Team, to identify new potential sources of funding for the programme (diocesan and parish level) and support the development and submission of external proposals as appropriate.
- Identify and use current internal capacity for fundraising for projects or appoint an external fundraising consultant.

## **Other**

- To undertake other ad hoc duties or tasks as directed by the Diocesan Secretary.

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## **Health and Safety**

Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

## **Equality and Diversity**

All staff are expected to demonstrate the value of 'Respect for All' and follow any guidelines and policies relating to equality and diversity, and equal opportunities.

## **Environment Policy**

One of our values is to have effective stewardship of our resources. We have a commitment to our the Diocesan Environment policy, and for our staff to play an appropriate part in its implementation.

## **Confidentiality**

Maintaining confidentiality, and preserving the integrity of our work in the Diocese is very important. You will not, except as authorised by the Diocese, or as required by law or your duties, use, divulge or disclose to any person, firm or organisation any information about individuals, parishes or the Diocese, or other confidential information relating to the organisation, finances, parishes, dealing and affairs of the Diocese which may come to your knowledge during your employment.

## **Any Other Duties**

A core value of Diocesan staff is collaborative team working. The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder, and you may be asked to perform any other duty as directed from time to time.

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## Person Specification

<u>Essential</u>	<u>Desirable</u>
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Good general education to degree level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• A numerate degree in engineering, sustainability or management.</li> <li>• Managing Successful Programmes (MSP) certification or other project management qualification</li> <li>• Member of a recognised programme/project management body</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Previous strong track record of successfully delivering complex multi-stakeholder projects, ideally gained within a not-for-profit environment.</li> <li>• Able to demonstrate strong organisational and multi-tasking skills.</li> <li>• Demonstrable Proficiency in understanding, manipulating, and utilising sustainability data to drive actionable insights and effectively communicate with stakeholders.</li> <li>• Experience of working as a team player, demonstrating excellent interpersonal skills and a collaborative style of working</li> </ul>	<ul style="list-style-type: none"> <li>• Strong experience of project managing complex projects involving large user groups in an operational environment.</li> <li>• Experience of working in a complex organisational structure</li> <li>• Experience of management of budgets including the evaluation of competing priorities when allocation budgets, and ensuring that good value for money is achieved.</li> </ul>
<b>Skills and Knowledge</b>	
<ul style="list-style-type: none"> <li>• Working knowledge of current environmental and climate change issues.</li> <li>• Knowledge and experience of identifying practical net zero carbon solutions in real life situations.</li> <li>• Ability to rapidly acquire an understanding of the issues and challenges facing the Church of England in reaching net-zero carbon by 2030.</li> <li>• Strong knowledge of programme and project management techniques and processes, including risk and issue management.</li> <li>• Excellent oral and written communications skills to ensure credible and effective working relationships with diverse stakeholders.</li> <li>• Highly numerate, able to produce accurate forecasts and management information.</li> <li>• Strong IT skills, including good working experience of Outlook, Word, Excel, PowerPoint, and document management systems, for example, SharePoint.</li> <li>• Good organisational skills with the self-motivation to work under pressure and deliver to tight deadlines.</li> <li>• Able to work independently and within a team environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of the Church of England structures</li> <li>• Able to problem solve both operational and strategic issues through a pragmatic and commercially sound approach.</li> <li>• Can quickly establish credibility and respect and build strong working relationships with managers and suppliers</li> </ul>

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## Personal Qualities and Behaviours

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| <ul style="list-style-type: none"><li>• Supportive of the aims and mission of the Church of England</li><li>• Adapts and works effectively with a variety of individual and groups who hold different and/or opposing perspectives on an issue.</li><li>• Resilient with high levels of emotional intelligence, especially in the face of high pressure, setbacks or when dealing with conflict.</li><li>• Can resolve issues and make sound decisions in a complex environment.</li><li>• Passionate about taking practical action to tackle issues of climate change</li></ul> | <ul style="list-style-type: none"><li>• Works with others in a collaborative and solutions focused manner to achieve win-win outcomes.</li><li>• Creates clarity when issues are ambiguous</li><li>• Worships at a church within the Church of England.</li><li>• Knowledge of the structures and terminology of the Church of England</li></ul> |
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## **DIOCESE OF SOUTHWARK**

### **Carbon Net Zero - Programme Manager** Part time- 28 hours per week

#### **Outline terms and conditions**

##### **Employer**

You will be employed by the South London Church Fund and Southwark Diocesan Board of Finance whose registered office is at Trinity House, 4 Chapel Court, Borough High Street, London SE1 1HW.

##### **Normal Place of Work**

Your normal place of work will be Trinity House, although you will be required to visit area offices in Kingston and Croydon from time to time, and home visits may be required.

##### **Salary**

The post salary is £44,000 (£55,000 per annum pro rata)

##### **Contract**

The post is initially for a fixed term of 27 months.

##### **Probation**

The appointment is subject to the satisfactory completion of a six-month probationary period.

##### **Holiday Entitlement**

You will receive 26 days (pro rata) annual leave per annum, increasing to 31 days (pro rata) after 2 years' service. There is also a pro rata entitlement to 2 local and 8 national bank holidays. The leave year runs from 1<sup>st</sup> January to 31<sup>st</sup> December.

##### **Sick Pay**

Sick Pay is paid at full pay and half pay rates dependent on length of service, details of which are contained in the contract of employment. Where the right to Diocesan Sick Pay has not been established or it has been exhausted, then Statutory Sick Pay provisions will apply.

##### **Season Ticket Loan**

An interest free season ticket loan is available upon satisfactory completion of the probation period.

##### **Cycle to Work Scheme**

The Diocese is part of the scheme that enable staff to purchase a cycle and equipment for cycling to work, through a salary sacrifice scheme

##### **Pension**

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A non-contributory pension will normally be arranged with the Church Workers' Pension Fund, currently a 15% employer's contribution.

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## **Employee Assistance Programme**

A free and confidential employee assistance programme providing support to staff in a number of areas, including benefits advice, caring responsibilities, and counselling support is available 24 hours a day 7 days a week.

## **Working Expenses**

Reasonable out of pocket expenses will be reimbursed.

## **Termination of Employment**

During the six-month probationary period one week's notice is required on either side. Thereafter you will be required to give three months notice should you wish to resign and will receive a minimum of three months' notice.

## **Equal Opportunities**

The Diocese has a strong commitment to equal opportunities and will not discriminate on the grounds of race, nationality, age, sex, disability, marital status, sexual orientation, religion or belief. Its employees are expected to abide by the Equal Opportunities Policy which embodies these principles.

## **Disciplinary and Grievance Procedures**

Further details would be provided in the contract of employment that would be issued on appointment.

## **2. Background:**

The Church of England has set an ambitious goal to become net-zero carbon by 2030. The Church of England has set out a roadmap with clear milestones for implementation by dioceses.

The Diocese of Southwark established a Net Zero Carbon (NZC) Steering Group to fulfil its ambition across the Diocese, including parishes, centrally maintained houses, the diocesan office, and Church Schools. The diocese has developed a strategic plan to enable the Diocese of Southwark to achieve its ambitions by 2035.

The challenge is complex because every parish is a separate charitable entity that owns its assets; every parish is dependent on its income through parishioner giving; some church buildings are listed; the schools come under both local authority and academy governance; and there are limited funding streams.

The steering group has increased awareness of the challenges and encouraged the use of a carbon footprint mapping tool by each parish for their church buildings. Work has also commenced in the Diocesan Property Team to consider the approach for the housing portfolio.

## Background Information to the Diocese of Southwark

The Diocese of Southwark, founded in 1905, forms part of the Province of Canterbury in England and is part of the wider Church of England, in turn part of the worldwide Anglican Communion. The Diocese covers primarily the area of Greater London, which is south of the Thames, together with the eastern part of the county of Surrey. It is one of the largest dioceses in terms of population and parishes as well as one of the most diverse.

The Diocese covers sixteen Local Planning Authorities (in part or wholly).

The Diocese seeks to be a Christian presence and to share the Christian faith in each of its parishes through the mission and ministry of its clergy, congregations, schools and chaplaincies and works to promote the common good, with a particular concern for those most in need.

The priorities of the Diocese are to release gifts, renew vocations and deepen people's life of faith. We aim to do so by effective stewardship of our resources, by collaborative team working, by respect for all and transparent accountability.

### The Diocese of Southwark serves...



2.9 million people



in the 16 local authorities  
of South London &  
East Surrey



through 356 places of  
worship — a Church of  
England presence in  
every community



and 104 church schools  
educating more than  
37,000 young people

Specific aims which the Diocese is working towards at present in line with Southwark Vision are:

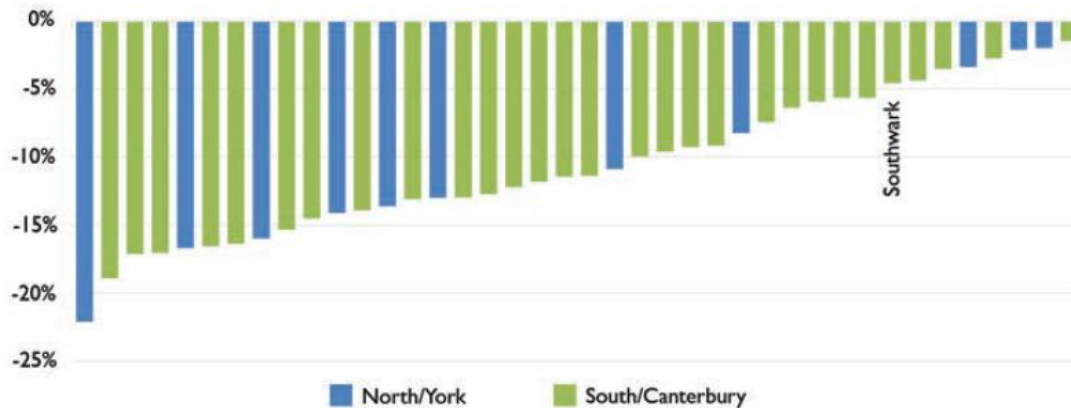
- to emerge from the Pandemic with renewed confidence and wellbeing.
- to recover our average weekly attendance to pre-Pandemic levels.
- to increase the number of worshipping communities, affirming parishes, communities of faith which are Fresh Expressions of Church.
- to grow our financial resource base to resource mission and ministry.
- to increase lay and clergy vocations.
- to grow leadership and representation that reflects the rich diversity of Southwark Diocese.

We seek to be Christ-centred and outward-focused in all we do.

The Diocese is committed to providing the resourcing necessary to train and house over 300 stipendiary clergy to minister in its parishes, alongside laity and clergy in secular employment.

Following on from a better-than expected financial outcome in 2020, careful cost control during the pandemic, and helped by grant income, the Diocese ended 2021 with a surplus of £4.6m. The Parish Support Fund is the bedrock of Diocesan financial resilience.

## 2021 parish share receipts by diocese



Year-to-date percentage change in cash received in December 2021 compared to December 2019. Southwark is eighth out of 40 Dioceses with a drop of less than 5%. Data from Church of England.

As part of Southwark Vision the Diocese has successfully sought Church Commissioner funding for major grants. This has enabled us to develop innovative mission and ministry initiatives, including pioneer ministry, bi-lingual ministries and to focus our resources on initiatives in urban estates. The Strategic Development Funding has been an important contribution towards our innovations in ministry and mission.

The Diocese was awarded a major grant to develop fresh expressions of Church throughout the Diocese and to grow the Church in new development areas, in particular the Nine Elms development on the South Bank in the Vauxhall /Battersea area. One of the results of this was the successful Arts Ministry initiative.

In 2019 the Diocese was awarded a second major grant this time for six specific projects in places identified across the Diocese where there is a clear opportunity for growth and where lessons learned can be replicated to good effect across the Diocese and the wider church. As the Church of England report “Church Growth - From Evidence to Action” makes clear, there is ‘no single recipe for growth’. Yet, there are common factors and as such, we are embarking on diverse approaches in both intervention, church tradition and expected outcomes, whilst ensuring appropriate monitoring and oversight.

The Diocese comprises three Episcopal Areas, each with an Area Bishop and two Archdeaconries with administrative support. The Diocese is overseen by the Bishop of Southwark. There are 25 deaneries.

The statutory work of the Church and support to the parishes is provided by the staff of the Diocesan office, located in Trinity House, Southwark who work collaboratively with parishes, parish clergy and officers alongside Archdeacons.

## **Trinity House**

Trinity House houses the Diocesan office where most of the executive and professional staff of the Diocese are based. Trinity House is under the overall direction of the Diocesan Secretary who reports to Bishop Christopher, our Diocesan Bishop. Trinity House is just off Borough High Street, within a quarter of a mile of Southwark Cathedral.

In 2016 our governance structure was streamlined to align policy and resource decision-making in a new Diocesan Council of Trustees (DCT). The governance of the Diocese is held by the DCT which incorporates the Diocesan Board of Finance, Bishop's Council, Diocesan Mission & Pastoral Committee, and Diocesan Parsonages Board, with co-terminus membership. The DCT delegates the day-to-day management and leadership of its activities to the Diocesan Secretary who is accountable directly to it and who meets with both the Senior Management Team (comprising Departmental Heads, of which the Deputy Diocesan Secretary is one) and monthly with Archdeacons. In addition, more granular oversight by the DCT is exercised through its two committees, the Policy and Finance Committee (PFC) as well as the Audit and Risk Committee (ARC). These committees each have distinct responsibilities for scrutiny and oversight; the PFC for resource spend and performance against objectives, and the ARC in its ongoing appraisal of risk, including investment risks.

The staff who work across the whole Diocese have a core purpose and values that set out their role in supporting the Diocese achieve its Strategic objectives. These are known under the banner of 'Lead, Enable, serve' and are summarised in the table that follows below.



## **SOUTHWARK VISION 2017 -2025 HEARTS ON FIRE with a Vision for Growth; Walking, Welcoming, Growing.**

### **Diocesan Staff Values**

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### **DIOCESAN STAFF PURPOSE**

To serve, support, lead, and enable the mission of the God as it is worked out in the parishes, deaneries, schools and communities of the Diocese of Southwark.

### **DIOCESAN STAFF AIMS**

- To support our parishes and clergy so that they are energised, equipped and empowered through specialist advice, leadership in ministry, training and development, good housing and by building effective relationships.
- To meet our statutory and regulatory obligations, and to be proactive in leading and disseminating good practise.
- To evaluate and allocate resources effectively, in line with the vision, aims, values, and policies of the Diocese.
- To resource, and support mission and evangelism, vocational discernment, training and ongoing development for lay and ordained ministries.
- To ensure that all our structures, policies, practices and the way in which we communicate are fit for purpose now and in the future, through regular review and continuous improvement.