

## JOB DESCRIPTION

### Cut Carbon Support Officer (Schools)

**Reporting to:** Diocesan Director of Education (within the Education Team but working closely with the Buildings, Environment and Land Team)

**Location:** Church House, Old Cathedral School, Truro and Home - Hybrid

**Standard Working Hours:** 17.5 (half-time), flexible working possible

**Salary:** £28,000 - £35,000 (£14,000 - 17,500 pro rata) depending on experience and skills

**Contract:** Fixed-term for 2.5 years, with potential for extension

#### Background

The aim and the vision of the Diocese of Truro is to continue to resource and encourage church communities in Cornwall and the Isles of Scilly.

In our Environment Strategy 'Cut Carbon' is one of our 3 key objectives and we have committed to being net zero by 2030. This role will be a vital tool in how we hope to achieve this, recognising that schools represent the main proportion of our emissions.

#### Purpose of the Job

This role is intended to support schools across our diocese to progress plans to cut carbon, building on energy audits and other resources. This has a focus on technical advice, fundraising support and project implementation support.

## Key responsibilities

### 1. School buildings support

1. To support schools to establish action plans for cutting carbon based on audits and other resources, through the provision of technical advice on suitable approaches/solutions and general guidance on action planning.
2. To oversee the actions based on the church school audit programme.
3. Support schools to identify suitable projects for fundraising and then to identify and apply to potential funders.
4. To support schools to implement carbon cutting projects once funds have been obtained.
5. To support schools to develop plans that work within the legal and design frameworks that apply to them.
6. Work with the Diocesan Environment Officer and Cut Carbon Support Officer (Churches) in Truro and the partnership team in Exeter to ensure the work is coordinated with the wider work on the environment; to share resources and skills; and to share learning.
7. Work with Cornwall Council and the South West hub for schools to support schools to coordinate plans for carbon reduction and other works, aligning them with available funds from the Department of Education to maximise efficiency and outcomes.

8. Facilitate tailored access to additional support such as energy auditors and other advice to help schools plan, select approaches, materials and contractors to best achieve their objectives for their buildings.
9. To support schools to review the use of their buildings as changes are made - are they doing the right thing and share learning across the diocese and beyond.
10. To build, sustain and share a knowledge base for schools around net zero and related matters.
11. Engage with national colleagues, both the NZC programme team and the Education team, to enhance access to learning and resources, including triennium funding and funded projects, and support coordinated action to benefit schools in the diocese.

## 2. Health & Safety

To adhere to the Diocese of Truro's Health and Safety policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life.

## 3. Safeguarding

To adhere to the Diocese of Truro's Safeguarding policy and procedure as well as any other related laws and to do all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with your own safeguarding training at the level appropriate to the role.

4. **To undertake other duties, as may be required from time to time**, to ensure the effective and efficient fulfilment of the role.

5. **To undertake relevant training required to best carry out the role, if required.**

## Key relationships:

The key relationships for the post holder are with:

- The Diocesan Education Team
- The Buildings, Environment and Land Team
- The Exeter Diocesan Partnership team
- Schools
- Cornwall Council
- South West Hub for Schools

**This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content**

# PERSON SPECIFICATION

## Cut Carbon Support Officer (Schools)

	Essential	Desirable
<b>Qualifications</b>	Degree level qualification relevant to the role, or similar evidence of being able to study at a higher level.	A qualification in a related areas such as heritage, surveying, renewables or architecture.
<b>Experience</b>	Experience of managing/developing projects in and with schools.  A successful track record in grant application and fundraising; able to support others to do this too.	Experience in architecture, planning or surveying related area is highly desirable.
<b>Knowledge</b>	Renewables and other measures to cut carbon (although training and specialist mentoring can be provided to boost experience, some knowledge is required).  Funding models and options for schools looking to cut carbon.	School governance and legal models, including things that may significantly impact school renewables projects such as PFI, land ownership and MATs.  Safeguarding practice in schools.
<b>Skills</b>	Excellent people skills including experience of working with volunteers.  Highly organised and able to manage competing priorities effectively.  Able to adopt a proactive approach to discovering solutions to less straightforward matters.  Self-motivated and able to work on own initiative.  Creative approach to work with the ability to inspire creativity in others.  Confident with commonly used Microsoft tools.	
<b>Personal Qualities</b>	Understanding of, and commitment to, equality, diversity and inclusion  Sympathetic to the mission of the Church of England.	

	<p>Flexible and adaptable whilst working in a team.</p> <p>Committed to cutting carbon by 2030 and climate justice.</p>	
<b>Other</b>	<p>Ability and willingness to travel around the Diocese as required</p> <p>Available for very occasional evening working.</p> <p>An Enhanced DBS check with barring will be required.</p>	

### Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. 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.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, stakeholders and other persons with whom we deal 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.

### Safer recruitment

The Church of England is committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of them within our church communities.

We will carefully select, train and support all those with any responsibility within the church in line with safer recruitment principles.

### SAFEGUARDING - EVERYONE MATTERS - EVERYONE'S RESPONSIBILITY

The Diocese of Truro strives to be trauma informed, and is committed to developing safer policies, cultures, and practices.

