

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience, we're looking for then we would like to hear from you.

About the department

The Net Zero Carbon programme was established to help the Church of England to deliver its commitment to reaching Net Zero Carbon by 2030. It aims to equip, resource and support all parts of the Church to reduce carbon emissions from the energy used in its buildings, schools and through work-related transport by 2030. The team manages the distribution of a grant portfolio worth £190 million across 2023-31, aimed at supporting and equipping dioceses, parishes and other parts of the Church to reach the milestones set out in the Routemap to Net Zero 2030.

This role will lead a workstream within the Net Zero Carbon programme.

What you'll be doing

This is an exciting opportunity to shape the strategic focus of the churches workstream in the national Net Zero Carbon Programme and support the decarbonisation journey across our 15,500 churches and circa 4000 church halls.

Our churches are located in every community in England, and represent a breadth of building types, including some of the most challenging and historically sensitive buildings to decarbonise. In supporting the Church to tackle the emissions from these buildings, this role also offers the possibility of wider sectoral influence.

Churches and church halls make up around 30% of the overall Church of England footprint, and a significant proportion of the programme is therefore focussed on supporting their decarbonisation, through guidance, inspiration and direct grant-funding. Decarbonisation of our church buildings needs to be approached in a way which recognises and balances the potentially conflicting needs of decarbonisation, heritage and conservation and the needs of the building's users.

MAIN DUTIES AND RESPONSIBILITIES

This role will be the workstream lead for the churches decarbonisation workstream on the national Net Zero Carbon Programme, combining strategic leadership, management and delivery of this workstream. As we move across our Triennium funding cycles (24-25, 26-28, 29-31), the balance in this role will shift between strategic decision making and operational delivery.

Reporting to the NZC Programme Manager, and working closely with CCB's Deputy Director for Church Buildings, critical to success in this role will be ensuring that the programme's approach to church decarbonisation is developed in close alignment with CCB's wider role in providing guidance and support to dioceses and parishes.

The main responsibilities of this role are:

Strategic Leadership:

- Bringing strategic focus to how we structure and segment the decarbonisation journey and offer across our church portfolio to develop and refine the decarbonising churches workstream strategy.
- Aligning the net zero ambitions of the churches workstream with the context of our churches as significant heritage buildings. Balancing the potentially conflicting needs of decarbonisation, heritage, conservation and the needs of the building's users in our approach.
- Balancing the ambition of the programme in terms of project delivery with the available capacity at the diocesan and parish levels, identifying and delivering support to these stakeholders.
- Developing the project extensions for the 26-28 funding period, in line with the agreed strategic approach.
- Preparing and presenting Board Papers to the Net Zero Carbon Programme, relating to the strategic approach, progress and monitoring of this workstream.

- Support the NZC Programme Director in servicing the Church Buildings Council and the Net Zero Carbon and Building Services Committee.
- The NZC Programme is a time-limited investment by Church Commissioners in supporting all the Church of England's 32,000+ buildings to transition to net zero carbon. In this context, the post-holder needs to ensure that the programme is delivering the package of support to churches and dioceses in such a way as to build the skills and knowledge required to sustain this work after the programme ends and enable embedding of low carbon approaches into business as usual.

Grant Management and Delivery:

- Overall delivery responsibility for the NZC Programme's grant streams to churches.
- Responsibility as the grant manager for three of our existing grant streams, and line management responsibility for a fourth grant stream, or their successors, as follows:
 - Parish-facing Grants:
 - Boiler Replacement Hardship Grant Fund: Grant Manager
 - Demonstrator Churches Grant Fund: Oversight and line management responsibility
 - Diocesan-facing Grants:
 - Quick Wins Grant Fund: Grant Manager
 - Pilot & Innovation Fund: Grant Manger

Workstream Delivery:

- Developing a clear and coherent approach to decarbonisation in churches, with input from the CCB Environmental Sustainability Officer.
- Engaging with the diocesan NZC Officers through the NZC Programme Officer to ensure that the national programme is meeting their needs and can flex to respond to feedback, and address new areas as they emerge, where it is strategically sensible to deliver this nationally.
- Working with diocesan colleagues, understand what supporting documentation is needed by parishes to provide the necessary context, information and guidance in developing their net zero carbon approaches and working through to successfully delivering decarbonisation projects on the ground.
- Define and develop a work package to produce this supporting documentation, internally or through procurement. Building in the appropriate review and approval processes, balancing programme governance, and speed to implementation.
- Contribute to the development of a training needs assessment project to understand how we can build technical net zero carbon knowledge and skills at the diocesan and national levels.
- Input into the established NZC Programme Comms Strategy for churches, ensuring the nuanced messaging on the approach to decarbonisation is consistent across the workstreams, and that the Practical Path to Net Zero for churches is updated and aligned to this.

Initially, this role will line-manage the following roles, with potential for this to be extended to other roles, depending on how the programme is structured to deliver in the 26-28 funding period.

- NZC Church Demonstrators Grant Manager
- NZC Churches Grant Officer.

The post-holder will need to develop strong and engaged relationships with the wider NZC Programme, and colleagues across CCB, including:

- Deputy Director for Church Buildings, CCB
- Cathedral and Major Churches Officer, CCB
- Church Buildings Manager, CCB
- CCB Environmental Sustainability Officer,
- NZC Programme Director,
- NZC Programme Officer,
- NZC Comms Lead,
- BfM Team
- National Giving Team
- National Environment Policy Officer, Faith and Public Life.
- Diocesan Net Zero Carbon Officers, and DEOs.

As this is a new role, the postholder will help to shape the role, its focus and where it sits organisationally within the NZC Programme and Church and Cathedral Building teams.

The role is remote, the post-holder will be required to be in Church House 2 days a month and additional travel where necessary – including for Synod, the annual Net Zero Carbon Conference, Church Buildings Council (when in person), Net Zero Carbon and Building Services Committee (when in person) and to engage with diocesan colleagues as appropriate.

Who are we looking for?

We are looking for someone who is passionate about the decarbonisation of the built environment and has experience of leading and delivering this within a heritage context.

The Decarbonising Churches lead will be responsible for delivering multiple projects in parallel, across which priorities might shift in response to external events. The postholder must be experienced in managing across competing priorities, effective and organised in planning work, and experienced in engaging with and responding to stakeholders needs.

The Church of England is a highly distributed organisation, and the post-holder will need to be comfortable in an influencing role, whilst having a relentlessly positive outlook about the potential for change. They will need to be effective at building strong working relationships, listening to our diocesan NZC Officers and responding to feedback, identifying opportunities where work can be more effectively delivered by the programme and sharing lessons learnt from this.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential

Knowledge / Experience:

- Knowledgeable and passionate about the decarbonisation of the built environment and have successfully engaged others in work on environmental issues.
- Experience leading and delivering built environment decarbonisation projects/programmes, ideally within the heritage sector.
- Experience in grant design and management.
- Experience in strategic development of work programmes.
- Experience in engaging with and responding to stakeholders needs.
- Experience working within and reporting to governance structures, including Project or Programme Boards.
- Experience working successfully in multi-disciplinary teams across departments in a complex organisation.
- Experience in project or programme management, and delivering multiple projects in parallel,
- Proven track record of proactively delivering successful results.
- Good working knowledge of Word, PowerPoint and Excel, Office365 (or Google alternatives).

Skills and Aptitudes:

- Engaging communicator with excellent written, verbal and presentation communication skills including the ability to communicate technical/complex concepts to both technical and non-technical audiences.

Personal Attributes:

- Self-motivated and able to work under own initiative.
- Collaborative and positive, with good influencing skills.
- Able to build strong working relationships at all levels within an organisation.
- Well organised and able to prioritise across competing priorities.
- Able to be rational, objective and unbiased when making decisions and taking action.
- In sympathy with the aims of the Church of England.
- Positive outlook about the potential for organisational change.

Circumstances

- This role may require some travel to different dioceses, and occasional evening meetings. (Time off in lieu will be given.)

Desirable

- A good understanding of the structures and ways of working of the Church of England.

Vacancy Summary

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| JOB TITLE: | NZC Programme Decarbonising Churches Lead |
| NCI ENTITY: | Church Commissioners |
| DEPARTMENT: | Cathedrals & Church Buildings |
| GRADE: | Band 3 Standard Point |
| SALARY: | £59,248 |
| WORKING HOURS: | 35 |
| PRIMARY OFFICE LOCATION: | Church House, Great Smith Street, London SW1P 3AZ |
| HYBRID WORK ARRANGEMENTS: | Home based with 2-4 days a month in Church House |
| IS HOMEWORKING A REQUIREMENT FOR THE ROLE?: | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?: | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| CONTRACT TYPE: | Fixed-Term (1 year) |
| IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL | <input type="checkbox"/> Select level of DBS Check required |
| IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE? | <input type="checkbox"/> |
| ORACLE POSITION CODE: | 8103672 |
| COST CODE: | 11153 |
| PARENT POSITION: | NZC Programme Manager |