

Net Zero Carbon Programme Manager

Diocese of Newcastle



Diocese of Newcastle
www.newcastle.anglican.org

Newcastle Diocesan Board of Finance. A Company Limited by Guarantee and a Registered Charity. Registered in England number 650977. Registered office:
Church House, St John's Terrace, North Shields NE296HS

Overview

Net Zero Carbon Programme Manager

- **15 hrs a week which may be worked flexibly by agreement.**
- **£22,000 (FTE £55,000)**
- **The post currently has funding for 18 months and is offered as an 18 month fixed term contract.**
However, one of the tasks of the Fundraiser role within the newly formed NZC team (see below) will be to raise funds to both extend the term of the team, and to fund the implementation of NZC interventions throughout the Diocese.
- **This post will be based at: Church House, St John's Terrace, North Shields NE29 6HS**

The Net Zero Carbon Programme Manager is an exciting new role helping to enact diocesan strategy as it relates to the Diocese of Newcastle's commitment to becoming a greener, net zero carbon Diocese, responding to the fifth mark of mission: to strive to safeguard the integrity of creation and sustain and renew the life of the earth.

This role will take operational leadership and governance of the Diocesan Net Zero programme implementation. The post holder will ensure the effective delivery of activities within the Net Zero action programme ensuring full participation of all stakeholders to secure successful outcomes including the direct project management of locally based decarbonisation initiatives and interventions. The role includes the building of a new team to help deliver the Diocese's Net Zero action plan which will include four further roles: Fundraiser; Project Manager; Heating, Energy & Renewable Advisor; Project/Contract Administrator.

Context

In February 2020 General Synod set the Church of England an ambitious challenge: to reach net zero carbon across our parish, cathedral, diocesan and school estates by 2030. The Route-map to Net Zero Carbon by 2030 is hugely ambitious, but the process is as important as the target. The final Route-map has been a balancing act between the urgency of action, and the very real constraints within which we work to find a way forward in a timely and realistic way. Recruitment to this post is one of the key enablers to meeting this challenge.

Overview

About the Diocese of Newcastle

The Diocese of Newcastle is the Church of England's most northerly Diocese. Formed in 1882 the Diocese covered an area almost equivalent to the then County of Northumberland. With 169 parishes across 2,110 square miles the Diocese covers the local authorities of Northumberland, Newcastle, North Tyneside and also small parts of County Durham and Cumbria.

Under the episcopal leadership of our diocesan bishop, the Rt Revd Dr Helen-Ann Hartley and the suffragan Bishop of Berwick, the Rt Revd Mark Wroe, we are resourced by two Archdeacons, and a team of lay and ordained officers who support the development of mission and ministry across the Diocese of Newcastle. Our Cathedral, under the leadership of The Very Revd Lee Batson, is a vibrant place of significance and worship.

There are 12 deaneries within 2 archdeaconries (Lindisfarne and Northumberland) which serve a population of 831,600 people across a variety of communities ranging from sparse rural to market towns, suburban and larger inner-city areas. We have a current cohort of 107 stipendiary clergy (office holders) as well as 26 self-supporting clergy and 43 Readers alongside a number of chaplaincies, pioneers, and new and emerging worshipping communities.

A small administration team is based at Church House, North Shields. Church House is also the base for the Joint Education Team and Joint Communications Team (both serving the Dioceses of Durham and Newcastle), the Lindisfarne College of Theology and a well-stocked Religious Resources Centre.

Overview

RESPONSIBLE FOR: NZC Fundraising Advisor
PEAT (Parish Energy Advisory Team) Heating, Energy & Renewable Project Manager
PEAT (Parish Energy Advisory Team) Heating, Energy & Renewable Advisor
Project/Contract Administrator

RESPONSIBLE TO: Diocesan Secretary

KEY RELATIONSHIPS:

Internal	External
NZC & PEAT sub-teams	NCZ National Network
Bishop's Environment Adviser and Environmental Working Group Network of NZC Champions	
NZC Working Group	
Archdeacons and their teams	
Property Manager Church Buildings Support Officer	
Parish Clergy and PCCs	

DUTIES & RESPONSIBILITIES:

Key Responsibilities

Programme Action Plan Planning

- In collaboration with the Diocesan Secretary and other key stakeholders through the NZC Working Group, oversee the planning and execution of decarbonisation projects that will positively impact:
 - (i) Diocesan wide;
 - (ii) Churches & Church Halls, Schools and Vicarages;
 - (iii) Newcastle Cathedral;
 - (iv) Work related Travel;
 - (v) Communication.
- Hold responsibility for resource allocation and the programme's budget management.
- Process NZC relevant data into reports to contextualise actions for relevant departments.

Programme Plan Delivery

- Track progress against the programme plan and provide regular, timely reports to key stakeholders, governance committees and Diocesan Synod.
- Carry out pilot projects and energy audits and project feasibility studies to gain learnings and plan cost effective actions.
- Ensure learning from the programme is captured and appropriately shared.
- Give support to projects and work programmes being developed by other parts of the Diocese that contribute to NZC goals.
- Speak at relevant meetings, events, and conferences about the programme.
- Working with the Fundraiser to identify requirements for funding and supporting applications.
- Identify new potential sources of funding for the programme (diocesan and parish level) and support the development and submission of external proposals.
- Identify and use current internal capacity for fundraising for projects or appoint an external fundraising consultant.

Good Governance

- Work with the chair of the NZC Working Group, set agendas and enable relevant meetings, sub-groups, etc.
- Support the reporting processes to other Diocesan Governance bodies on implementation of the strategy.
- Reporting on actual vs planned progress to the National Church, Bishop's Council and other relevant groups.

Stakeholder Engagement

- Work closely with internal diocesan departmental leads to ensure support for the programme and effective management of any interdependencies.
- Provide support to all areas of work across the Diocese, including the Newcastle Diocesan Education Board (NDEB), Churches, Newcastle Cathedral and the DBF Property Department to help achieve their NZC milestones.
- Ensure effective relationships, communication and coordination with Deaneries and Parishes.
- Develop and maintain effective collaborative relationships 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.
- Engage and collaborate with the National NZC Programme.

Project Management

- Oversee delivery of local decarbonisation reports & projects ensuring that the plans are delivered to time, cost, scope and quality specifications agreed with the principal and sub-contractors. This will include determining the workload and timing of input from the PEAT Heating, Energy and Renewable Advisor.
- Guide parishes in all aspects of whole project cycle delivery supported by the team members.
- Assisting the Fundraiser in requirements and aspects of parish fundraising.
- Coordinating support to churches, schools and Diocesan offices on understanding and interpreting decarbonisation reports.
- Effectively co-ordinate project interdependencies.
- Oversee the process to manage risks and barriers to delivery that arise, initiating mitigating actions as appropriate.

GENERAL RESPONSIBILITIES

The post holder will comply with all standards, policies and procedures set by the Diocese including, but not limited to, those governing safeguarding, health and safety, data protection and confidentiality and equal opportunities.

The post holder is required to:

- support the ethos, aims and objectives of the Church of England and the Diocese;
- keep up to date and inform the working group with developments in their area of work;
- participate in performance management and appraisal;
- engage in training and continuous professional development activities.

The post holder will be required to travel across the Diocese and to meetings in other locations.

The post holder will sometimes be required to work outside normal office hours, including evening and occasional weekend working, which will be subject to time off in lieu.

The Diocese of Newcastle is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities commensurate with the level and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Diocese, following appropriate consultation.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good general education to degree level or equivalent 	<ul style="list-style-type: none"> • A numerate degree in engineering, sustainability or management. • Managing Successful Programmes (MSP) • certification or other project management qualification • Member of a recognised programme/project management body
Experience	<ul style="list-style-type: none"> • Previous strong track record of successfully delivering complex multi stakeholder projects, ideally gained within a not-for-profit environment. • Able to demonstrate strong organisational and multi-tasking skills. • Demonstrable Proficiency in understanding, manipulating, and utilising sustainability data to drive actionable insights and effectively communicate with stakeholders. • Experience of working as a team player, demonstrating excellent interpersonal skills and a collaborative style of working 	<ul style="list-style-type: none"> • Strong experience of project managing complex projects involving large user groups in an operational environment. • Experience of working in a complex organisational structure • Experience of budget management including the evaluation of competing priorities when allocating budgets and ensuring that good value for money is achieved.
Skills & Knowledge	<ul style="list-style-type: none"> • Working knowledge of current environmental and climate change issues. • Knowledge and experience of identifying practical net zero carbon solutions in real life situations. • Ability to rapidly acquire an understanding of the issues and challenges facing the Church of England in reaching net-zero carbon by 2030. 	<ul style="list-style-type: none"> • Good understanding of the Church of England structures • Able to problem solve both operational and strategic issues through a pragmatic and commercially sound approach. • Can quickly establish credibility and respect and build strong working relationships with managers and suppliers

	<ul style="list-style-type: none"> • Strong knowledge of programme and project management techniques and processes, including risk and issue management. • Excellent oral and written communications skills to ensure credible and effective working relationships with diverse stakeholders. • Highly numerate, able to produce accurate forecasts and management information. • Strong IT skills, including good working experience of Outlook, Word, Excel, PowerPoint, and document management systems, for example, SharePoint. • Good organisational skills with the self- motivation to work under pressure and deliver to tight deadlines. • Able to work independently and within a team environment. 	
Personal Qualities	<ul style="list-style-type: none"> • Supportive of the aims and mission of the Church of England • Adapts and works effectively with a variety of individual and groups who hold different and/or opposing perspectives on an issue. • Resilient with high levels of emotional intelligence, especially in the face of high pressure, setbacks or when dealing with conflict. • Can resolve issues and make sound decisions in a complex environment. • Passionate about taking practical action to tackle issues of climate change 	<ul style="list-style-type: none"> • Works with others in a collaborative and solutions focused manner to achieve win-win outcomes. • Creates clarity when issues are ambiguous. • Worships at a church within the Church of England.
Other	<ul style="list-style-type: none"> • As travel within the Diocese will be required, a driving licence and access to a car. 	

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, customers 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.

Standards of Behaviour and Conduct

Employees 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.

Health and Safety Responsibilities

The Newcastle Diocesan Board of Finance takes Health and Safety at work very seriously and require their employees to familiarise themselves with, and follow, their policy.

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Closing date for applications: Monday 3rd March 2025 9am.
Interview date: 13th March 2025 at the Newcastle Diocesan Offices.

For an application details please visit: <https://www.cofepathways.org/members/modules/job/detail.php?record=8127>

For wider information about the Diocese visit: <https://www.newcastle.anglican.org/>

To arrange an informal conversation about the role please contact Ruth O'Hagan email: info@newcastle.anglican.org