

# JOB DESCRIPTION

## Diocesan Environment Officer



<b>Reporting to:</b>	Deputy Diocesan Secretary
<b>Location:</b>	Church House, Truro with provision for some home working
<b>Standard Working Hours:</b>	28 hours per week (can be flexible)
<b>Salary:</b>	£35,000 pa pro rata (i.e. £28,000 for 28 hours)
<b>Contract:</b>	Permanent
<b>DBS Check required?</b>	Yes

### Background:

The Diocese of Truro's vision for Creation Care invites people to Cherish Creation, Cut Carbon and Speak Up. We are committed to the Church of England's target of achieving Net Zero carbon emissions in 2030. To achieve this, we have allocated significant resources including finances to facilitate and lead change. This includes provision of direct support to parishes and schools in their own work.

### Purpose:

The Diocesan Environment Officer's core role is to lead us in engaging the hearts and minds of people across the diocese as we work side by side to Cherish Creation, Cut Carbon and Speak Up. This is a role that supports, encourages, challenges and inspires - reaching out to individuals, churches and other Christian communities.

### Key Responsibilities

- 1. Day-to-day management of the diocesan environment strategy including our actions towards Net Zero 2030.**
  1. Plan and monitor delivery. Helping the different colleagues/teams delivering work towards the Environment strategy to collaborate and work effectively as a wider team.
  2. Coordinate reporting on delivery (including supporting Education) and strategy review - to the Diocesan Environment Board.
  3. Assist the Deputy Diocesan Secretary with reporting to the Board of Trustees (BDC); Diocesan Synod and funders.
  4. Be the first point of contact for the Diocese of Truro for Creation Care and Net Zero, particularly in relation to other dioceses and the national team. Colleagues will support with this as appropriate.
  5. Gather and share information about Net Zero with colleagues and others, to resource the work across the diocese in relation to Net Zero.
  6. Provide mentoring to staff where needed, building knowledge about church life, mission, environmental theology and how to win hearts and minds.

7. Work with the Deputy Diocesan Secretary to ensure that the mission to achieve Net Zero by 2030 remains integrated within the wider strategy of the Diocese of Truro.
  8. Lead on our EXTRA partnership with Exeter Diocese including coordinating agendas, facilitating information sharing and on development of a programme of activity to build capacity, collaboration and knowledge across EXTRA colleagues e.g. training, speakers, access to tools and so on.
  9. Lead the planning and activity required to enable the Diocese of Truro to achieve the Silver Eco Diocese award and other relevant accreditations.
  10. Provide relevant theological and environmental input to inform strategic and operational activity.
- 2. Lead the support for parishes to enable them to Cherish Creation, Cut Carbon and Speak Up.**
1. Line management of Cut Carbon Support Officer (Churches).
  2. Day-to-day management of an operational budget.
  3. Lead and continue to grow and encourage the thriving Creation Care Network and the individual members including overseeing a programme of training, resourcing and informing, underpinned by faith and theology.
  4. Lead the support for parishes registering with Eco Church and management of the Kernow Green Church Award Scheme.
  5. Oversee the collation of relevant data including the Energy Footprint Tool, ensuring colleagues have access to up-to-date information to inform their work.
- 3. Lead the 'Hearts and Minds' activities regarding the environment and Net Zero**
1. Lead operational and strategic communications planning required to support the environment work of the Diocese of Truro. Supported by the Head of Communications.
  2. Generate a programme of content using a range of media including print, video and digital. This will include newsletters, website, case studies and training delivery.
  3. Oversee the development of prayer, worship and other resources for local church communities and groups.
  4. Speak and train in churches, to church groups, deaneries, clergy, volunteers and staff colleagues and to others encourage, inspire and inform them about a practical response to the call to cherish creation, cut carbon and speak up.
  5. Work with local, regional and national colleagues to access information, funding and other resources to support our shared environmental goals.
  6. Co-ordinate the planning and the delivery of the Annual Creation Care Service, which includes the presentation of Awards gained by parishes during the past year.

#### **4. Health & Safety**

To adhere to the Diocese of Truro's health and safety policy and procedures 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.



## 5. 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.

6. To undertake other duties, as may be required from time to time, to ensure the effective and efficient fulfilment of the role. This includes attending and participating participate in organisation wide events, e.g. staff meeting, Away Days, etc.

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

## Key relationships (see organisational chart at end):

The key relationships for the post holder are with:

- Deputy Diocesan Secretary (Head of Operations & Governance)
- Operations Assistant (Environment support)
- The Cut Carbon Support Officer (Churches)
- The Cut Carbon Support Officer (Schools)
- Chair of the Diocesan Environment Board and the Board
- Head of Communications
- Creation Care Champions and the Creation Care Network
- The Exeter Diocesan Partnership team
- The members of the Buildings, Environment & Land team
- External environmental bodies such as Living Churchyards, the national Church of England Environment team and Cornwall Council.

**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 overleaf*

# PERSON SPECIFICATION

## Diocesan Environment Officer

	Essential	Desirable
<b>Qualifications</b>		Qualifications relevant to the subject, including theology.
<b>Experience</b>	<p>Managing or leading projects that seek to bring about change in culture and behaviour, ideally environmentally related.</p> <p>Working with volunteers.</p> <p>Generating communications content in a range of media intended to encourage, inspire and inform.</p> <p>Working with and developing prayer, worship and biblical resources, ideally related to the environment.</p>	<p>Experience of managing/developing projects with churches.</p> <p>Managing people and budgets.</p>
<b>Knowledge</b>	<p>A strong founding in Christian theology particularly relating to the environment.</p> <p>Up to date knowledge of environmental issues including climate justice.</p>	<p>Knowledge of how the Church of England works.</p> <p>Knowledge of activities, opportunities and technical advice to help achieve the environmental objectives of the Diocese of Truro and parishes.</p>
<b>Skills</b>	<p>Excellent people skills including experience of working with volunteers.</p> <p>Able to engage, challenge, inspire and inform people about</p>	

	<p>environmental matters in a way that is positive and brings people with you.</p> <p>Strong public speaking skills.</p> <p>Highly organised and able to manage competing priorities effectively.</p> <p>Able to use data to understand and tell stories.</p> <p>Creative approach to work with the ability to inspire creativity in others.</p> <p>Confident with commonly used Microsoft tools.</p> <p>Sufficiently skilled and self-aware to be sensitive to, and respectful of, the different cultures, church traditions and activities within the Church of England in Cornwall.</p>	
Personal Qualities	<p>Positive and proactive.</p> <p>Understanding of, and commitment to, equity, diversity and inclusion.</p> <p>A commitment to safeguarding.</p> <p>Flexible and adaptable whilst working in a team.</p> <p>Committed to cutting carbon by 2030 and climate justice.</p> <p>Practising Christian.</p>	<p>Practising communicant member of the Church of England or of a church belonging to a member body of Churches Together in Britain and Ireland or Churches Together in England.</p>
Other	<p>Ability and willingness to travel around the Diocese as required</p>	

	Willing to do some evening and weekend working.	
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Due to the nature of this role there is an Occupational Requirement to be a practising Christian.

## 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.

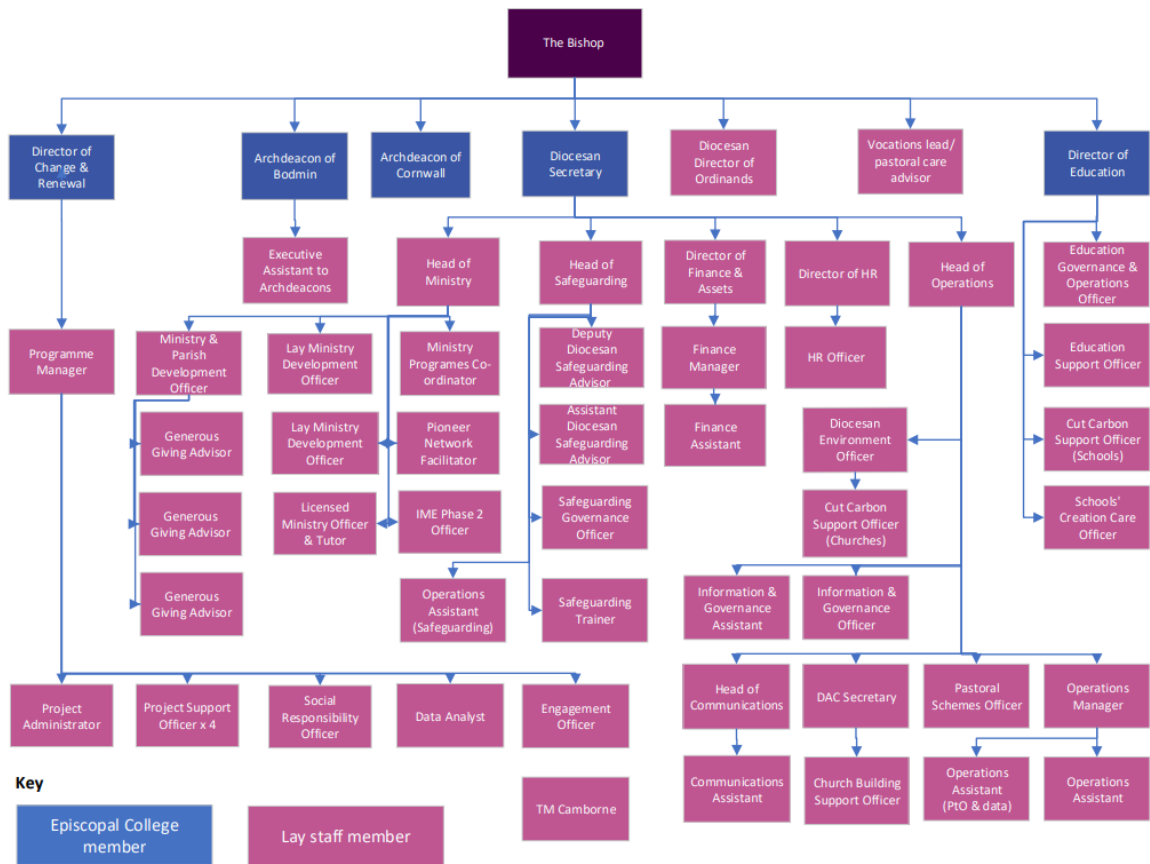
We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, stakeholders and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever 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.





**Key**

- Episcopal College member
- Lay staff member
- TM Camborne



