



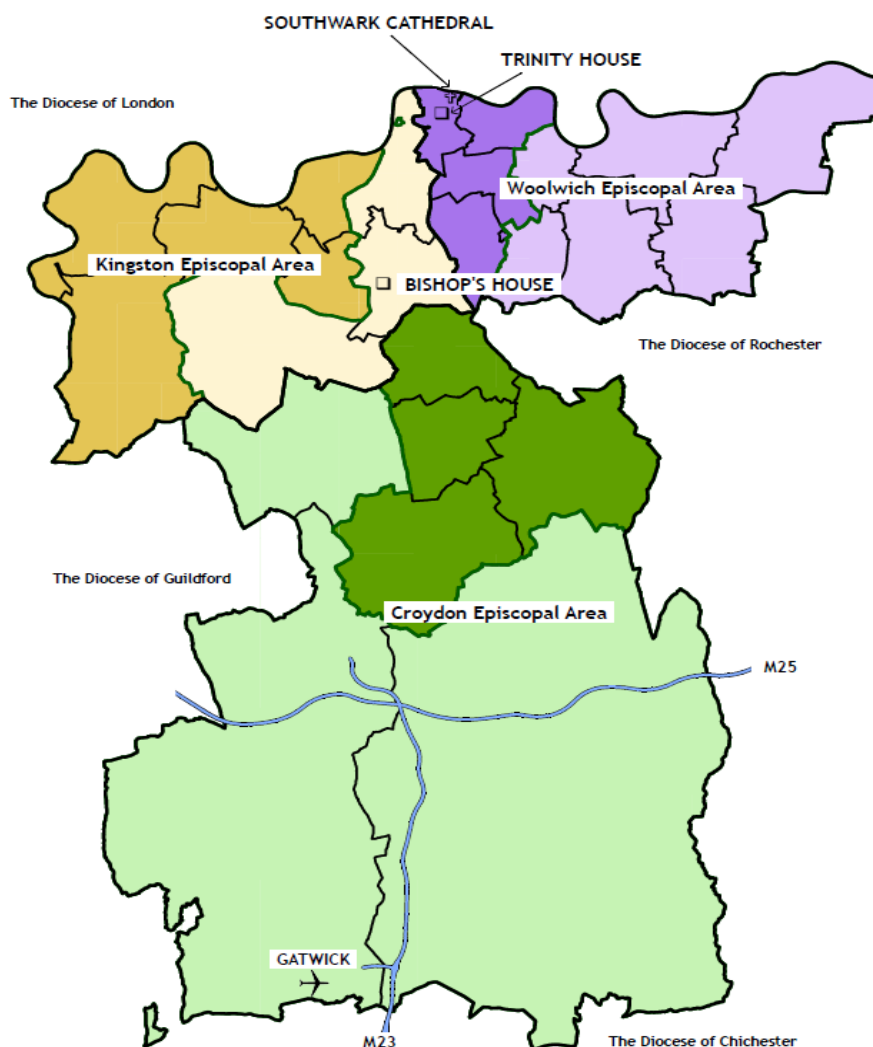
**The Diocese of  
Southwark**

# Diocesan Environment Officer The Justice, Peace and the Integrity of Creation team

## Job Information Pack

*Closing date: 20/06/2024*

*Interviews: 3<sup>rd</sup> and 4<sup>th</sup> July*



### Our Values

Effective Stewardship of resources  
Respect for all

Collaborative Team Working  
Transparent Accountability



The Diocese of  
**Southwark**

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Dear Applicant,

I am pleased that you are interested in the post of Diocesan Environment Officer. This is an exciting, varied role with an opportunity to make a real practical difference, ideally suited to someone who is passionate about the Church's role in addressing climate change and climate justice.

The Diocese of Southwark is the third largest Diocese in the country and this role plays a strategic part in helping our churches engage with the environment and care of creation.

This information pack provides an outline of the role, the skills and experience that we are looking for.

The closing date for this vacancy is 20<sup>th</sup> June 2024. If this is a role that excites you and you believe that you have the necessary skills, experience, and enthusiasm, we would very much like to hear from you. Please do contact me for an informal conversation if you are interested and have questions.

With best wishes,

Natalie Walters  
Head of Justice, Peace and the Integrity of Creation  
[Natalie.walters@southwark.anglican.org](mailto:Natalie.walters@southwark.anglican.org)

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## 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

<b>Job Title:</b>	<b>Diocesan Environment Officer</b>
<b>Hours of work:</b>	35 hours per week, Monday to Friday, 9am - 5pm
<b>Location:</b>	Trinity House, Borough High Street
<b>Reporting To:</b>	Head of the Justice, Peace and the Integrity of Creation department
<b>Salary:</b>	£35,000 per annum
<b>Job Purpose:</b>	To take a proactive role, from within the JPIC Team, in developing the engagement of the whole Diocese with regard to the Fifth Mark of Mission. To represent the diocese to a wide range of stakeholders and in particular to have a hands-on presence in Parishes

### Key relationships

The Diocesan Environment Officer will be part of the Justice, Peace and the Integrity of Creation [JPIC] team and will communicate with:

- Other members of the Mission Department
- Eco Diocese Working Group including each Episcopal Area's Environment Advisers
- The National Diocesan Environment Officer Network & Church Energy Advisors Network
- The Diocese's Lead Bishop for the Environment (the Bishop of Kingston)
- Area bishops and archdeacons in the Diocese of Southwark
- Parishes in the Diocese of Southwark - to visit regularly across the diocese.
- The Net Zero Carbon Delivery Group and Net Zero Carbon Programme Manager
- The Diocese's Communications department, and other relevant Diocesan departments especially those that work on Church Buildings and Property
- Southwark Diocesan Board of Education
- The Southwark Cathedral Sustainability Working Group
- The Church of England's Environment Programme (previously 'Shrinking the Footprint')
- People with responsibility for the environment in other dioceses and organisations, in particular the Diocese of London which also has a relationship with the GLA.

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## **Background:**

The Diocese of Southwark is committed to the Anglican Communion's Five Marks of Mission which shape all we do in a holistic way. This includes the fifth Mark, "To strive to safeguard the integrity of creation, and sustain and renew the life of the earth", in particular by following the Eco Diocese scheme, and moving towards Carbon Net Zero as per the resolution of the General Synod in February 2020

The Justice, Peace and Integrity of Creation Team [JPIC] works to support and encourage Southwark Diocese's commitment to the third, fourth and fifth marks of Mission.

## **Detailed Duties:**

- To be an informed and knowledgeable advocate and champion for environmental issues across the Diocese, keeping up to date with the work of national environmental organisations and charities. To support theological reflection on the care of creation.
- To take on the formal role of Diocesan Environment Officer, representing the Diocese in national groups, attending meetings and conferences and feeding back effectively to the Diocese.
- To engage parishes and Deaneries effectively on environmental issues, including written communications, website updates, delivering talks and organising events
- To source and share resources for events and liturgies in celebration of creation such as at creationtide.
- To be a focal point for parishes who need support in working on environmental issues, supporting individual Area Advisers on problems, ideas, and best practice, maintaining a comprehensive list of useful resources for parishes, running monthly eco church surgeries, speaking at parish and Deanery events.
- To encourage and support parishes to register as Eco Churches and to monitor their progress under A Rocha's Eco Church Scheme. To coordinate work to achieve the Eco Diocese Awards, reporting to the Eco Diocese Working Group
- To engage, encourage and support parishes as they begin exploring the journey to carbon net zero. To signpost them to appropriate members of Diocesan staff especially the Net Zero Carbon Programme Manager and local funding organisations. To organise visits to parishes for this purpose.
- Maintaining a record of Southwark churches' environmental activity & working with the Diocesan Comms team to publicise this activity within the Diocese.
- To initiate, develop and lead a network of Deanery Environmental Champions across the Diocese
- To Coordinate and facilitate meetings of a Trinity House Eco Group, reporting to the Diocesan Secretary
- To work collaboratively with the Net Zero Carbon Programme Manager, DAC Secretary and Archdeacons to support churches with their environmental and net zero challenges.

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- To support the grass roots networks of net zero and environment champions that are developing across the Diocese.
- To support the Net Zero Project Manager to deliver the plan to achieve Net Zero Carbon in the Diocese
- To prepare, coordinate and deliver training courses across the Diocese
- To support and contribute to the work of JPIC.

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## **Health and Safety** (include any specific requirements relevant to the job)

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

This post is subject to an occupational requirement that the postholder be a practising Christian under Part 1 of Schedule 9 of the Equality Act.

Essential	Desirable
<b>Experience and qualifications</b>	
Undergraduate degree or equivalent experience, preferably with some subject relevance (environment, social justice, environment & theology)	Confident working with numbers and using spreadsheets to manipulate and interrogate simple data
Experience in environment or sustainability work.	Experience of using websites and social media for communications, including writing blog posts.
	Experience of managing projects
	Experience of supporting a strategic group and its work
<b>Skills/Aptitudes</b>	
Excellent skills in Word, PowerPoint and Excel for data analysis with the ability to spot trends	
Excellent time management skills with high attention to detail	
Able to work under pressure and multi-task whilst meeting deadlines	
Information and Project Management Skills	
Experience of working as a team player, demonstrating excellent interpersonal skills and a collaborative style of working	
Previous strong track record of successfully delivering complex multi-stakeholder projects, ideally gained within a not-for-profit environment.	
<b>Character and personal qualities</b>	
A proven ability to develop and sustain relationships at all levels both inside and outside the Church.	Knowledge of the structures and terminology of the Church of England
Confidence to work with senior people at a national level, including senior church leaders, external safeguarding experts and other stakeholders.	In sympathy with the aims of the Church of England.
Passionate about taking practical action to tackle issues of climate change.	

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## **DIOCESE OF SOUTHWARK**

**Diocesan Environment Officer**  
Full time- 35 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 has the salary range of £35,000 per annum

#### **Probation**

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

#### **Holiday Entitlement**

You will receive 26 days annual leave per annum, increasing to 31 days after 2 years' service. There is also an 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**

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 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.

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.

### The Diocese of Southwark serves...



2.9 million people



in the 16 local authorities  
of South London &  
East Surrey

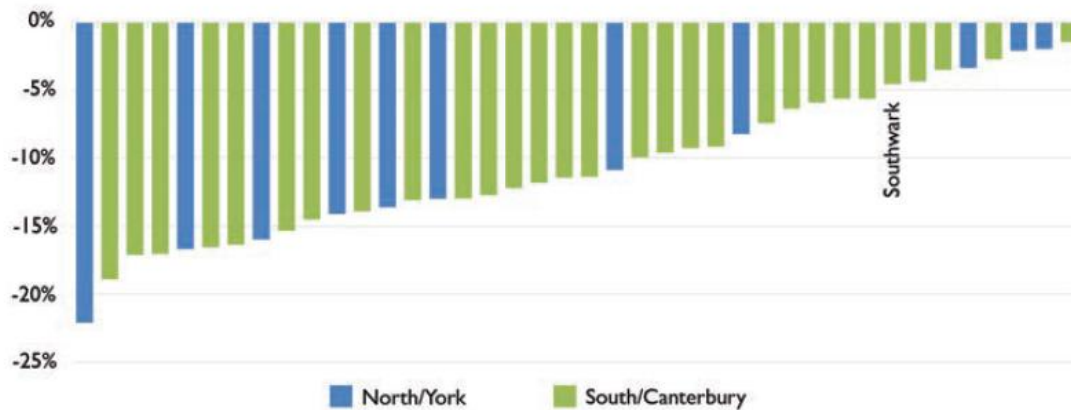


through 356 places of  
worship — a Church of  
England presence in  
every community



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

## 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 Archdeaonries 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 Diocesan Environment Officer role is part of the JPIC Team. The Justice, Peace and Integrity of Creation Teamwork is part of the wider Missions Department.

The JPIC Team exist to serve in the area of tending to the needs of others, transforming unjust structures and violence of every kind and safeguarding the integrity of creation. We currently work in the areas environment, poverty, refugees, serious youth violence, modern slavery, disability and aging Southwark. The role holder will join a team who seek to bring change and justice in Christ's name.

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**

Effective Stewardship of resources  
Collaborative Team Working  
Respect for all  
Transparent Accountability

### **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.