

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job title:</b>	Net Zero Carbon Project Officer- Schools (0.6)
<b>Department:</b>	Education
<b>Reports to:</b>	Capital Assets Programme Manager
<b>Key working relationships:</b>	Capital Assets Programme Manager Land and Buildings Officer Diocesan Director of Education Diocesan Board of Education Education Department Staff Net Zero Carbon Programme Manager Diocesan Environment Officer
<b>Place of work</b>	The person appointed will be based in the Hove office with the option to apply to use the diocesan remote working policy for part of the week.

### 1.0 Main purpose of job

1.1 To project manage Net Zero Carbon (NZC) activities within Voluntary Aided schools within the diocese, including the management of Public Sector Decarbonisation Scheme projects.

1.2 To work with the Capital Assets Programme Manager to identify and apply for funding to support Voluntary Aided Schools to work towards net zero carbon by 2030.

1.3 To work with Church of England schools (primarily Voluntary Aided) across the Diocese to reduce carbon emissions and work towards net zero carbon by 2030.

1.4 To develop a strategy on how to work towards net zero carbon in VA schools working with the NZC Programme Manager and Capital Assets Programme Manager

### 2.0 Principal duties

2.1 Project manage the Public Sector Decarbonisation Scheme projects across voluntary aided schools.

2.2 To monitor project spend and commitments, to include the effective management of systems for monitoring and processing relevant funding, ensuring invoices are processed appropriately.

2.3 To liaise with schools, architects and consultants throughout the life of a project on a range of matters and resolve queries.

2.4 To liaise with and report to Salix on the progress of projects in line with the stipulations within the funding criteria, including monthly monitoring reports, spend forecasts and attending monthly meetings with SALIX and other stakeholders as required.

2.5 To advise schools on how to develop applications for Net Zero Carbon projects, including supporting schools to complete the energy footprint toolkit and to develop a Net Zero Carbon plan for their school in line with guidance from the Church of England Education Office.

2.6 To advise schools on funding opportunities for specific net zero projects, supporting funding applications where appropriate.

2.7 To work with the Capital Assets Programme Manager and, guided by the Diocesan NZC Action Plan and the National Church Route Map to NZC, identify appropriate funding streams for Church of England schools and academies and bid for funding.

2.8 To work with the Capital Assets Programme Manager, the NZC Programme Manager and National Church Office in engaging with other dioceses to maximise potential for identifying and securing funding.

2.9 Consolidate data from a variety of sources, lead on analysis of data as appropriate and produce monitoring reports, lessons learnt and other relevant documents in a timely fashion.

2.10 Ensure all shared folders are up to date and assist in maintaining effective and efficient filing.

2.11 Together with the Capital Assets Programme Manager and NZC Programme Manager, ensure that reports are prepared and submitted to the Diocesan Board of Education, relevant diocesan committees and National Church Office to evidence project progress and development towards net zero targets.

### **3.0 General responsibilities**

- 3.1 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.
- 3.2 The post holder is required to:
- support the ethos, aims and objectives of the Church of England and the diocese;
  - keep up to date with developments in their area of work;
  - participate in the performance management process;
  - engage in training and continuous professional development activities.
- 3.3 The post holder will be required to travel across the diocese and to meetings in London.
- 3.4 The post holder may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.
- 3.5 The DBF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share that commitment.
- 3.6 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.

**Review Date:**

**Signature of Line Manager:**

**Signature of Employee:**

**Next Review Date:**

**PERSON SPECIFICATION**

<b>Criteria</b>		<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Educated to degree level or equivalent	√	
	Project management qualification		√
	Professional qualification in the buildings sector		√
<b>Knowledge and Experience</b>	Knowledge and expertise in an area related to understanding the implementation of carbon emissions reduction		√
	Experience of planning, managing, monitoring and implementing projects and reviewing the outcomes	√	
	Experience of developing and implementing strategy	√	
	Experience of managing and reconciling budgets	√	
	Experience of working effectively with a wide range of stakeholders and organisations, ideally in an education context.	√	
	Experience of effectively using databases and software	√	
	Knowledge and understanding of the structure and culture of the Church of England		√
<b>Skills and Abilities</b>	Excellent working knowledge of MS Office 365 suite – Outlook, Teams, SharePoint, Excel	√	
	The ability to give sound advice and provide support to schools engaging with the Church of England Net Zero Carbon strategy	√	

	Effective communication skills with the ability to engage with a range of stakeholders	√	
	Excellent organisational and the ability to manage a busy workload	√	
	Ability to meet deadlines	√	
		<b>Essential</b>	<b>Desirable</b>
<b>Personal Qualities</b>	Professional, friendly and approachable	√	
	High levels of enthusiasm, self-motivation and a self-managing attitude	√	
	Ability to undertake travel across the diocese with access to own vehicle and full driving licence		√
	Collaborative and supportive when working within a team	√	
	Passionate about the environment and addressing the climate emergency	√	
	A strong commitment to safeguarding	√	