



Transformed Lives | Growing Church | Building Community THE KINGDOM OF GOD - GOOD NEWS FOR ALL

The Diocese of Derby Board of Finance Limited

Net Zero Carbon Programme & Project Manager – 2 year Fixed Term

Job Specification

DEPARTMENT:	Discipleship, Mission & Ministry Buildings for Mission sub-team
SALARY:	£50,000 - £55,000fte (pro rata) <i>Depending on experience</i>
HOURS:	35 hours per week
LOCATION:	Derby Church House, Full Street, Derby, DE1 3DR (some remote working possible, as agreed with Line Manager)
RESPONSIBLE TO:	Director of Mission Evangelism and Parish Revitalisation

THE DIOCESE OF DERBY

The Church of England operates through 42 dioceses each under the leadership of a Diocesan Bishop. The Diocese of Derby covers almost all of the County of Derbyshire (except for a small area in the north), the City of Derby, and a small area of Staffordshire. The Church offers its ministry to the whole community, in the Diocese of Derby covering a population of over a million people.

Within the Diocese there are 235 parishes and 137 benefices as well as a number of other ministry contexts, around 300 church buildings served by approximately 120 stipended clergy, around 35 self-supporting ministers supported by over 190 clergy with a Permission to Officiate (PtO), over 130 Readers (licensed and with PtO) and hundreds of volunteers.

The Diocesan Board of Finance employs around 50 people to resource the Diocese of Derby. There are also 111 church schools within the Diocese governed by the Diocesan Board of Education (DBE).

THE DIOCESAN VISION

The Diocesan Vision is:

The Kingdom of God: Good News for All – Transformed lives: Growing Church, Building Community.

We will deliver this vision through deepening our relationship with God, making new disciples, serving our local contexts and challenging injustice, whilst prioritising being greener, younger, more diverse and those living in economic and social deprivation.

The Bishop's Leadership Team have discerned the specific initiatives that we will resource and promote to deliver our desired outcomes. Consultation with key stakeholders across the diocese will take place shortly to further shape our strategic planning and implementation.

The Diocese of Derby has been working for several years to encourage collective and individual actions intended to help combat climate change. In response to the challenge laid down by General Synod in February 2020 to ramp up efforts to reduce emissions and take urgent steps towards net zero carbon by 2030, Derby Diocesan Synod voted in November 2023 to support the declaration of a global climate crisis and back this aspiration. The importance of supporting churches, parishes and schools in resourcing changes to achieve Net Zero Carbon ambitions has resulted in the creation of this role.

DIVERSITY STATEMENT

As an equal opportunities' employer, we particularly welcome applications from UK Minority Ethnic/Global Majority Heritage (UKME/GMH) candidates who are currently underrepresented in our organisation. All appointments will be made on merit of skill and experience relative to the role.

If you have a disability or long-term illness that otherwise prevents you from meeting any of the essential criteria, please contact us to discuss whether reasonable adjustments can be made.

ROLE PURPOSE

The Diocese of Derby is committed to becoming a greener, net zero carbon diocese as it responds to the fifth mark of mission, to strive to safeguard the integrity of creation and sustain and renew the life of the earth.

The postholder will work in collaboration with existing and yet to be appointed officers within a new 'buildings for mission' sub-team within the Department of Discipleship, Mission & Ministry to support, enable and develop initiatives that inspire, encourage and assist individuals, churches, schools and other Christian communities to decarbonise their activities as they work towards a net zero carbon ambition.

The role of Net Zero Carbon Programme Manager 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 post holder will be supervised by the 'Buildings for Mission' Team Leader, who is also the Church Buildings Support Officer.

The role is open to either lay or ordained applicants.

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, (iii) Derby Cathedral, (iv) Work related Travel, (v) Communication.
- Hold responsible 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

- Once established, Chair the NZC Working Group, set agendas and enable relevant meetings, sub-groups, etc.
- Support the reporting processes to other Diocesan Governance bodies on the strategy implementation.
- Progress reporting to the National Church, Bishop's Council and other relevant groups.

Stakeholder Engagement

- Work closely with internal diocesan departmental or team leads to ensure support for the programme and effective management of any interdependencies.
- Support all departments of the diocese, including the Derby Diocese Board of Education (DDBE), Churches, Cathedral and Clergy Housing, to help achieve their NZC milestones.
- Ensure effective relationships, communication and coordination with Deaneries and Parishes.
- Develop and maintain effective collaborative relationship 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 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.

Last reviewed January 2024

Responsible for

NZC Fundraising Advisor
PEAT Heating, Energy & Renewable Advisor
PEAT Project / Contract Administrator

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 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 may be required to work outside normal office hours including occasional weekend working, subject to time off in lieu.

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.

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.

KEY RELATIONSHIPS

Internal	External
Church Buildings Support Officer (Team Leader)	NCZ National Network
NZC & PEAT sub-teams	
Discipleship, Mission & Ministry department	
Archdeacons and their teams	
NZC Working Group	
Parish Clergy	
Parochial Church Councils (PCC)	

PERSON SPECIFICATION

Criteria	Essential	Desirable
----------	-----------	-----------

Last reviewed January 2024

Qualifications	<p>Good general education to degree level or equivalent</p>	<p>A numerate degree in engineering, sustainability, or management.</p> <p>Managing Successful Programmes (MSP) certification or other project management qualification</p> <p>Member of a recognised programme / project management body</p>
Experience	<p>Previous strong track record of successfully delivering complex multi-stakeholder projects, ideally gained within a not-for-profit environment.</p> <p>Able to demonstrate strong organisational and multi-tasking skills.</p> <p>Demonstrable Proficiency in understanding, manipulating, and utilising sustainability data to drive actionable insights and effectively communicate with stakeholders.</p> <p>Experience of working as a team player, demonstrating excellent interpersonal skills and a collaborative style of working</p>	<p>Strong experience of project managing complex projects involving large user groups in an operational environment.</p> <p>Experience of working in a complex organisational structure</p> <p>Experience of management of budgets including the evaluation of competing priorities when allocation budgets and ensuring that good value for money is achieved.</p>
Skills and Knowledge	<p>Working knowledge of current environmental and climate change issues.</p> <p>Knowledge and experience of identifying practical net zero carbon solutions in real life situations.</p> <p>Ability to rapidly acquire an understanding of the issues and challenges facing the Church of England in reaching net-zero carbon by 2030.</p> <p>Strong knowledge of programme and project management techniques and processes, including risk and issue management.</p> <p>Excellent oral and written communications skills to ensure credible and effective working relationships with diverse stakeholders.</p> <p>Highly numerate, able to produce accurate forecasts and management information.</p> <p>Strong IT skills, including good working experience of Outlook, Word, Excel, PowerPoint, and document management systems, for example, SharePoint.</p> <p>Good organisational skills with the self-motivation to work under pressure and deliver to tight deadlines.</p> <p>Able to work independently and within a team</p>	<p>Good understanding of the Church of England structures</p> <p>Able to problem solve both operational and strategic issues through a pragmatic and commercially sound approach.</p> <p>Can quickly establish credibility and respect and build strong working relationships with managers and suppliers</p>

	environment.	
Personal qualities	<p>Supportive of the aims and mission of the Church of England</p> <p>Adapts and works effectively with a variety of individual and groups who hold different and/or opposing perspectives on an issue.</p> <p>Resilient with high levels of emotional intelligence, especially in the face of high pressure, setbacks or when dealing with conflict.</p> <p>Can resolve issues and make sound decisions in a complex environment.</p> <p>Passionate about taking practical action to tackle issues of climate change</p>	<p>Works with others in a collaborative and solutions focused manner to achieve win-win outcomes.</p> <p>Creates clarity when issues are ambiguous</p> <p>Worships at a church within the Church of England.</p> <p>Knowledge of the structures and terminology of the Church of England</p>

TERMS AND CONDITIONS

Employer	Derby Diocesan Board of Finance Limited
Line Manager	Director of Mission Evangelism and Parish Revitalisation
Place of Work	Church House, Full Street, Derby DE1 3DR (some remote working possible, as agreed with Line Manager)
Salary:	£50,000 - £55,000fte (pro rata) <i>Depending on experience</i>
Working hours:	35 hours per week
Duration:	2-year Fixed Term
Holidays:	Full time holiday entitlement – 25 days plus statutory bank and public holidays. In addition, the DBF provide 5 further days paid leave which are to be taken on a discretionary basis as determined by the DBF. For part time staff the total holiday entitlement will be calculated based on the number of hours worked.
Pension:	Based on Auto Enrollment qualifying criteria employer contributions equivalent to 10% of the gross salary into an approved personal pension plan, paid monthly. If the Church workers pension fund is selected 9.5 % of the gross salary will be paid into the pension fund and 0.50% will be paid to life insurance.
Sickness/Absence:	Company sick pay is paid during periods of absence and in accordance with company policy.
Expenses:	All reasonable working expenses will be met at the agreed Diocesan rates.
Termination	The appointment is subject to a six month probationary period during which it may be terminated by either party by one week's notice. Following the satisfactory completion of the probationary period the appointment may be terminated by either party by three months' notice.

Signed by the Employee: Date:

Signed by the Manager: Date: