

# Church Decarbonisation Officer Application Pack



## Role profile

We have an exciting opportunity for a proactive, solution-focused and self-motivated individual to support the implementation of our decarbonisation programme. Working closely with the Net Zero Programme Manager, you will assist parishes in identifying, funding and implementing decarbonisation strategies for church buildings and associated buildings within the Diocese of Derby.

Effective and resilient at managing relationships, the successful candidate will be sensitive to the needs of clergy, church congregations, and local parishioners as well as the strategic imperatives of climate change and the policy goals of the wider CofE. The buildings in the Diocese of Derby are hugely varied, often valuable to local communities, and of special historical or aesthetic value.

The successful post holder will be a logical, systematic and creative thinker with an ability to handle data well, as well as decarbonisation expertise, and excellent interpersonal skills.

## Job Summary

The Church Decarbonisation Officer will:

- **Manage Caseload:** Prioritise and manage a dynamic caseload of churches based on need and emissions, promoting decarbonisation support.
- **Collaborate:** Work with the Net Zero Programme Manager and other teams to develop phased decarbonisation pathways.
- **Identify Routes:** Help churches find viable routes to net zero, following national guidance.
- **Documentation Support:** Assist churches with necessary documentation, including grant applications and decarbonisation plans.
- **Commissioning Support:** Aid churches in commissioning surveys, feasibility studies, and appointing contractors.
- **Reporting:** Regularly report on engagement and delivery, promoting successful projects as case studies.
- **Advocacy:** Speak at events to promote decarbonisation and support services.
- **Funding:** Identify and support new funding opportunities and proposal submissions.
- **Governance Reporting:** Contribute to reports for diocesan governance bodies.
- **Relationship Management:** Maintain effective communication and coordination with deaneries, parishes, and other stakeholders.
- **Collaboration:** Enhance relationships with counterparts in other dioceses and key staff in the national office.
- **Stakeholder Engagement:** Develop collaborations with local and regional sustainability stakeholders.

## 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 CofE 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.

## Key Relationships

Church Buildings Support Officer (Team Leader)

Net Zero Carbon Programme Manager

Net Zero Carbon Team

Mission, Evangelism and Parish Revitalisation team

People and Ministry Development team

Archdeacons and their teams

Parish Clergy

Parochial Church Councils (PCC)



# Person specification

## Knowledge, Experience and Qualifications

### Essential

- Good general education to degree level or equivalent.
- Experience of project delivery including monitoring, and reporting on progress.
- Experience of analysing data to develop actions.
- Experience of identifying practical, sustainable solutions in real life situations, ideally in the built environment.

### Desirable

- Building services professional, relevant degree or professional qualification(s) in a field relating to historic buildings, building management, or sustainability.
- Proven practical experience in the management, development, and conservation of the built environment with a focus on sustainability.
- Experience of working with volunteers.
- A good general knowledge of climate change.
- General understanding of the CofE structures.

### Skills (Essential)

- Strong numerate, oral and written communications skills.
- Able to present technical information to non-specialist audiences.
- Strong organisational and multi-tasking skills.
- Able to rapidly acquire an understanding of the issues and challenges facing churches in decarbonising by 2030.
- Able to work independently and within a team environment.
- Confident and competent working with IT systems, particularly Outlook, Word, Excel, PowerPoint, and SharePoint.

### Beliefs (Essential)

- An understanding of and sympathy with the life and work of the CofE in the Diocese of Derby including its strategy, aims and objectives.
- Committed to addressing climate change at a local level.

### Other (Essential)

The ability to travel across Derbyshire

## Right to vary

This Job Description may be reviewed regularly and is subject to change at the discretion of the DDBF.

# Our offer to you

Employer	Derby Diocesan Board of Finance Ltd
Line Manager	Director of Mission, Evangelism and Parish Revitalisation
Place of Work	Church House, Full Street, Derby DE1 3DR (Hybrid working is offered for up to 60% of your working week at the discretion of your line manager)
Salary	£40,000 to £42,000 per annum depending on experience
Working hours	35 hours per week. Occasional evening and weekend work may be required, for which time off in lieu (TOIL) would be agreed.
Duration	2 year fixed term contract
Holidays	Full time holiday entitlement - 38 days This includes statutory bank and public holidays and an additional 5 discretionary days. For part-time employees the total holiday entitlement will be calculated based on the number of hours worked.
Pension	Generous non-contributory pension Based on Auto Enrolment qualifying criteria employer contributions equivalent to 10% of the gross salary into an approved personal pension plan, paid monthly.
Other Benefits	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 which offers up to 2 x your annual salary.

## Key Dates

Applications closing date: Sunday, 23 March 2025

Interviews: Wednesday, 9 April 2025

Applications to be sent to: [HR@derby.anglican.org](mailto:HR@derby.anglican.org)

For an informal conversation about the role: 01332 278167 / [will.rolls@derby.anglican.org](mailto:will.rolls@derby.anglican.org)

# About the Diocese of Derby

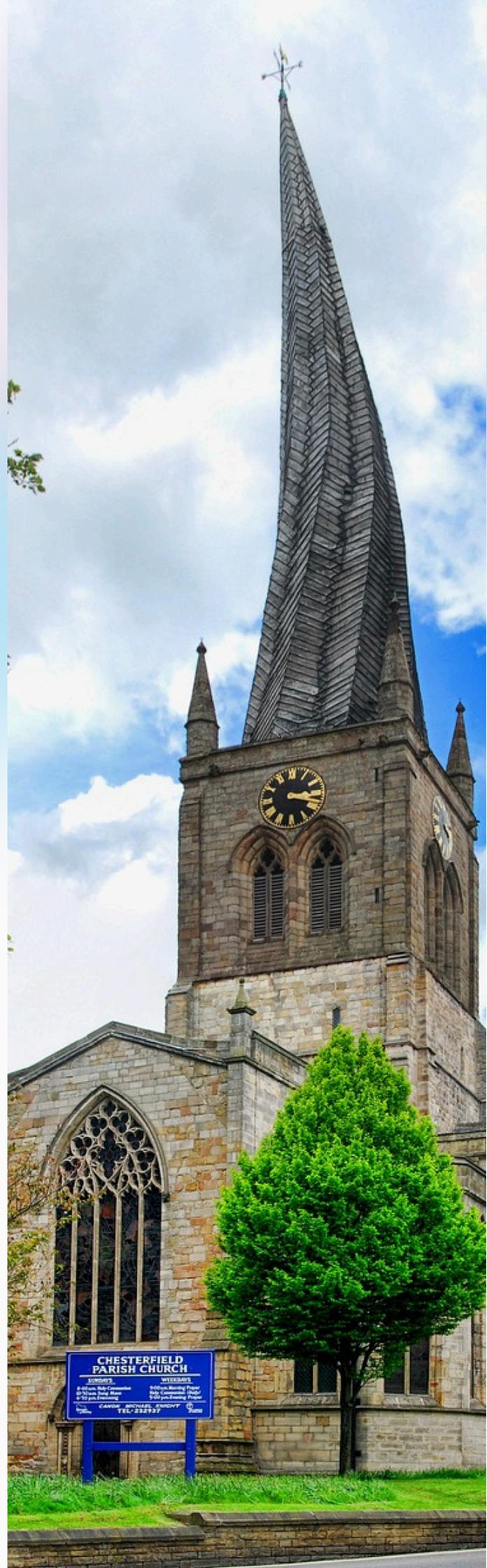
The Church of England operates through 42 dioceses each under the leadership of a Diocesan Bishop.

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.

It is a Diocese of great contrasts, with the beauties of the Peak District and the Derbyshire Dales and prominent rural life, the City of Derby, and East and South Derbyshire with both hi-tech design alongside established industry, and some very deprived areas within its urban and rural communities.

Within the Diocese there are 235 parishes and 137 benefices as well as several 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 (DBF) employs +/-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 parishes in resourcing changes to achieve Net Zero Carbon ambitions has resulted in the creation of this role.



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

# Diversity Statement



The Diocesan Board of Finance is a disability confident committed employer. If you have a disability and require adjustments to do this role, please let us know. We are committed to offering an interview to disabled people

who meet the minimum criteria, and to supporting existing employees who have a disability. 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.



Diocese  
*of* Derby



[www.derby.anglican.org](http://www.derby.anglican.org)

[HR@derby.anglican.org](mailto:HR@derby.anglican.org)