

# Net Zero Carbon Project / Contract Administrator

Application Pack



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

## The Dioceses 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, around 325 church buildings, 111 schools and around 170 houses.

### 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 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 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 facilitate smooth administration and communication which will resource churches, schools and other Christian communities to cherish creation through the reduction/ elimination of their carbon footprint.

The role of Project Administrator will support the Parish Energy Advisory Team (PEAT) in all administration and document management and be supervised by the NCZ Programme Manager.

The role is open to either lay or ordained applicants.



## Duties and Responsibilities

### Key Responsibilities

- Supporting the NZC Programme / Project Manager in monitoring and tracking progress across all parishes.
- Offer project and contract administration guidance to parishes.
- Work closely with the Diocesan Environmental Engagement Officer in supporting the improvement of Energy Footprint Tool (EFT) responses.
- Support heads of departments across the diocese both in their NZC work and also in other work to release time for them to manage their environmental tasks. This work will be of an administrative nature and vary from department to department.
- Gather data on carbon emissions and progress in the diocesan Action Plan and contribute to the writing of reports.
- Administer grant-funding streams allocated to the Diocese.
- Ensure all SharePoint folders are up to date and assist in maintaining effective and efficient filing including the appropriate use of Teams.
- Become familiar with the resources provided by the national NZC and environment teams updating relevant digital and other media outlets producing communication material as appropriate.
- Support the NZC Working Group including setting dates and venues, writing up the minutes and organising the paperwork and reporting its work.
- Work closely with the other members of the environment team on matters of common concern.

## 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 Building Support Officer (Team Leader)	Net Zero Carbon National Network
Net Zero Carbon Programme Manager	
Net Zero Carbon Team	
Discipleship, Mission & Ministry department	
Archdeacons and their teams	
Parish Clergy	
Parochial Church Councils (PCC)	



## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	Good all round general education to at least A level or equivalent	Project management qualification Finance qualification Awareness & general understanding of climate change
<b>Experience</b>	Project co-ordination experience	Experience & understanding of the Church of England structures
<b>Skills and Knowledge</b>	A good general understanding of project management, principles and methods Good communication skills, verbal and written to be able to write reports Ability to manage competing priorities and multiple tasks Competent in using Microsoft Word, and outlook, with strong competence in Excel Ability to work with a range of external partners and stakeholders	Ability to analyse and summarise data and draw conclusions To be able to develop positive relationships with stakeholders and external agencies
<b>Personal qualities</b>	In sympathy with the aims and mission of the Church of England Passionate about environmental issues and climate change Ability to be pro-active and take initiative Team player with good collaborative skills Good organisational skills, adaptable and flexible	Ability to reflect and assess one's own performance

# 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:	£15,000 per annum
Working hours:	21 hours per week (Part time)
Duration:	Fixed Term for 2 years
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: \_\_\_\_\_