



## SALISBURY DIOCESAN BOARD OF FINANCE

### Job Description and Person Specification

<b>JOB TITLE:</b>	Net Zero Decarbonisation Officer
<b>TEAM:</b>	Church Buildings Team
<b>DURATION:</b>	Two-year fixed post
<b>LINE MANAGER:</b>	Secretary to the Diocesan Advisory Committee/Lead for Net Zero (Same person)
<b>RESPONSIBLE FOR:</b>	N/A

#### JOB PURPOSE

The vision of the Diocese of Salisbury is *'To make Jesus Christ known in every place, so that all might flourish and grow, seeking His Kingdom here and now.'*

The vision to Make Jesus Known is supported by five strategic priorities:

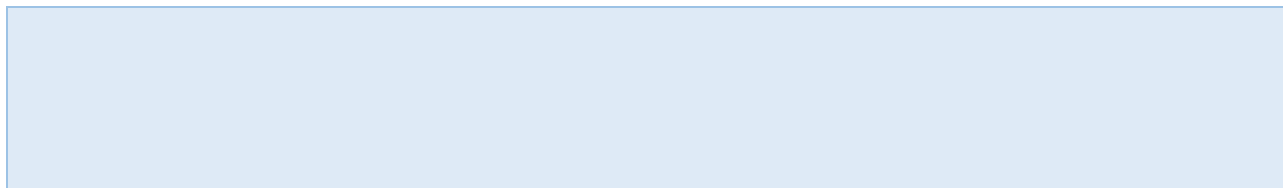
- Creative Partnerships in Local Mission
- Courageous Christian Leadership
- Working for Justice
- Championing Climate Justice
- Financing the Future

The care and upkeep of our sacred church buildings and their preservation, maintenance and sustainability is essential in as part of our vision.

In line with the vision of the diocese the role of the Net Zero Decarbonisation Officer will support and assist the top 20% of the most emitting churches across our diocese to actively cut their carbon footprint in line with the Diocesan Vision and Strategy and Net Zero Carbon Action Plan.

The role has a particular focus on encouraging parishes to undertake and build upon energy audits with the aim of the top 20% most emitting churches to complete a decarbonisation plan.

The role will offer technical advice, training, and project implementation support for parishes whilst encouraging parishes to register for Eco Church, fill out the Energy Footprint Tool, and appoint an Eco Champion.



## DUTIES AND RESPONSIBILITIES

- Assist the top 20% of parishes to engage with net zero and to undertake energy audits, helping interpret the results with the aim of developing decarbonisation plans.
- Help participating PCCs to form Net Zero Working Groups drawing together relevant stakeholders from both within and without the church.
- Offer training and assistance to participating PCCs and Net Zero Working Groups to develop and complete Decarbonisation Plans for their church buildings.
- Help participating PCCs and congregations to identify 'easy wins' to reduce carbon emissions and maximise opportunities in line with the Practical Path to Net Zero.
- To support churches to implement carbon cutting projects.
- Assist PCCs in navigating the legal requirements and processes for the grant of faculty applications, as well as planning or other applications to adapt buildings for low carbon heating solutions.
- Work closely with the Diocesan giving team to signpost PCCs to fundraising opportunities and to develop a database of said opportunities for other parishes.
- Build relationships with Local Authorities, local businesses, charities, groups and other partners or organizations who might play a role in projects.
- Assist PCCs to work alongside relevant environmental organizations to Champion Climate Justice and Creation Care.
- Encourage participating PCCs to regularly fill out the Energy Footprint Tool and to regularly monitor their carbon emissions.
- Encourage participating PCCs register for Eco Church and work with the Diocesan Environment Officer to help them reach Bronze, Silver, and Gold Awards.
- Take a Diocesan level view of energy audits to discern trends and insights into them. Use this information to form a learning loop for the diocese to undertake pilots, learn from them and progress.



This document indicates the general level of responsibility and overall aims/outcomes of the position. The above is not an exhaustive list of activities and responsibilities. You will be expected to perform relevant activities, as necessitated by your role, to meet the aims and the overall objectives of the organisation.

#### ADDITIONAL INFORMATION

The post holder must undertake activities at all times in accordance with legislative and regulatory requirements.

The post holder must at all times carry out their responsibilities with due regard to the DBF Equal Opportunities Policy and be vigilant in complying with Health & Safety regulations to maintain a safe and secure working environment.

In addition, the post-holder will need to occasionally be able to travel within the diocese and be available to attend events outside normal working hours on a "time off in lieu" basis.



## Person Specification

Attributes	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>A qualification in a related areas such as heritage, surveying or architecture is desirable but not essential, training can be provided.</li> </ul>	Good standard of numeracy and literacy with GCSE/O Level passes in Maths and English
	<ul style="list-style-type: none"> <li>A thorough understanding of low carbon heating systems and their application, preferably with regards to large and/or historic buildings.</li> </ul>	Understanding of the Church of England, its practical system and the wider organisation of the Diocese.
<b>Experience</b>	<ul style="list-style-type: none"> <li>Highly organised and able to manage competing priorities effectively.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in architecture, history, planning, surveying, heritage, or conservation</li> <li>related subject is highly desirable, but training may be provided for the right candidate.</li> </ul>
	<ul style="list-style-type: none"> <li>Experience of renewables and other measures to cut carbon is essential.</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of the context of church buildings, their history and development</li> </ul>
	<ul style="list-style-type: none"> <li>Experience of project management</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of built environment/historic buildings/conservation sector</li> </ul>
	<ul style="list-style-type: none"> <li>Experience of mentoring and coaching.</li> </ul>	
	<ul style="list-style-type: none"> <li>Excellent people skills including experience of working with volunteers</li> </ul>	
<b>Competencies &amp; Behavioural requirements</b>	<ul style="list-style-type: none"> <li>Able to adopt a proactive approach to solutions for complex matters.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
	<ul style="list-style-type: none"> <li>Skills in building relationships and working with people including volunteers.</li> </ul>	
	<ul style="list-style-type: none"> <li>IT and good record keeping skills.</li> </ul>	
	<ul style="list-style-type: none"> <li>Ability to develop and implement strategic plans and drive income generation.</li> </ul>	
	<ul style="list-style-type: none"> <li>Competent using the Microsoft suite of programs including cloud-based applications.</li> </ul>	



	<ul style="list-style-type: none"> <li>Competent using generic and bespoke databases.</li> </ul>	
	<ul style="list-style-type: none"> <li>Willingness to travel regularly, widely, and flexibly in both the rural and the urban parts of the diocese.</li> </ul>	
	<ul style="list-style-type: none"> <li>Willingness to work outside normal office hours, as some work in the evenings will be core to the effectiveness of the role.</li> </ul>	
	<ul style="list-style-type: none"> <li>Committed to the church's ambition to cut carbon emissions by 2030.</li> </ul>	
	<ul style="list-style-type: none"> <li>A qualification in a related areas such as heritage, surveying or architecture is desirable but not essential, training can be provided.</li> </ul>	Good standard of numeracy and literacy with GCSE/O Level passes in Maths and English
	<ul style="list-style-type: none"> <li>A thorough understanding of low carbon heating systems and their application, preferably with regards to large and/or historic buildings.</li> </ul>	Understanding of the Church of England, its practical system and the wider organisation of the Diocese.

**Employee Name:**

**Line Manager Name:**

**Signature:**

**Signature:**