

# DIOCESE OF EXETER

Grow in Prayer | Make New Disciples | Serve the People of Devon with Joy

## ROLE DESCRIPTION

DETAILS	
<b>Role Title</b>	Net Carbon Zero Officer
<b>Department</b>	Mission and Ministry
<b>Reports to</b>	Director of Mission and Ministry
<b>Contract Type</b>	Permanent and Part-time
<b>Hours</b>	29 hours per week (0.8FTE)
<b>Normal Place of Work</b>	The Old Deanery, the Cloisters, Exeter, EX1 1HS with potential for hybrid working and with the expectation of travel throughout the country of Devon (including Plymouth and Torbay).
<b>Responsible for</b>	N/A
<b>Date of Issue</b>	November 2024
NATURE OF WORK	
<p><b>Role Purpose:</b></p> <p>The purpose of this role is to strategically enable the Diocese of Exeter to achieve Net Carbon Zero by 2030. You will:</p> <ul style="list-style-type: none"> <li>• Be responsible for oversight of the Diocesan Net Zero Action Plan (NZAP) including reviewing and updating as necessary. Reporting on NZAP progress and annual diocesan carbon footprint.</li> <li>• Prioritise the most impactful measures required on the action plan and work across all departments and the wider diocese to deliver carbon savings.</li> <li>• Keep current with climate updates, technologies and schemes and be able to confidently communicate this knowledge to colleagues and stakeholders.</li> <li>• Research and apply for any relevant grants and funds to help accelerate decarbonisation across the diocese.</li> </ul>	



### Key Aspects of Role:

The Net Zero Carbon Officer role requires a high degree of proficiency across the domains of:

- Networking and relationship building ensuring internal data/reporting mechanisms are utilised effectively
- Policy development and advice
- Multi agency team working
- Advocacy and representation

The Officer will be required to apply for a basic disclosure certificate from the Disclosure and Barring Service in connection with this role.

Due to the varied nature of the work, including regular evening and weekend working, the Officer will work flexible hours, ensuring their contracted hours are completed at the end of each calendar month. A Time Off in Lieu (TOIL) policy operates for all EDBF employees who work over their contracted hours due to evening and weekend meetings.

Some travel will be involved due to the geographical location of parishes.

### Key Relationships

The Officer reports to the Director of Mission and Ministry, and will work closely with:

- The Creation Care Engagement Officer (CCEO)
- Diocesan teams: Property, Finance, Education, Communications, Mission and Ministry
- The Diocesan Environment Working Group
- Bishop's Staff team
- Other National Church of England Staff.

Role Area	Main Duties and Responsibilities
Measure	<ul style="list-style-type: none"> <li>• Annually measure emissions from in-scope areas: church buildings, diocesan offices, clergy housing, other owned property, including some school buildings, and work-related staff travel. (this may involve the Energy Footprint Tool, or 360 Carbon)</li> <li>• Gather as much relevant additional data as possible across all in-scope areas. Eg. energy usage, fuel type, energy saving measures, works planned, volunteer groups etc</li> </ul>



<b>Educate (working alongside the CCEO)</b>	<ul style="list-style-type: none"> <li>• Identify, co-ordinate and deliver relevant training for diocesan staff, clergy and lay people (e.g. Carbon Literacy)</li> <li>• Engage with our Theological Educational Institutes (TEI's) to ensure that Net Zero and Creation Care are embedded in the training of new clergy and LLM's.</li> <li>• Over 50% of the Church of England's Carbon Footprint is attributed to schools. You will work with the Education team deliver high quality training to schools and MAT's on the importance of Net Zero in line with the Department for Education Sustainability Strategy</li> </ul>
<b>Deliver</b>	<ul style="list-style-type: none"> <li>• To refine and implement ways of improving the baseline for carbon usage and set up sustainable systems of data reporting and monitoring to track the change in emissions over time, to be reported annually at Diocesan Synod.</li> <li>• Work alongside the Property Department to advise and assist with their Property Retrofitting Plan including insuring we remain aligned to National Church of England goals.</li> <li>• To create working groups with relevant stakeholders to deliver the action plan in areas we are directly responsible for. In-scope areas are Diocesan Offices, Clergy housing and other owned property and work-related travel.</li> <li>• To enable and equip groups the Diocese of Exeter has influence in to achieve the goals set out in the action plan. The focus of this work will evolve over time as progress is made. The areas this covers are: church buildings, church schools and academies, the Cathedral, Bishop's housing and Theological Educational Institutes (TEI's).</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• To research and apply for possible funding opportunities to assist with reaching our goal of NCZ2030.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To ensure all Diocesan Safeguarding Policies and procedures are adhered to.</li> <li>• Own safeguarding training to Basic Awareness and Foundation levels, plus Domestic Abuse awareness training and any additional training and awareness relating to the specific sensitives and responsibilities of role.</li> <li>• Safer Recruitment training and adherence to the Safer Recruitment policy and process.</li> </ul>
<b>Equality and Diversity</b>	<ul style="list-style-type: none"> <li>• To role model inclusive behaviours in day to day working practices.</li> <li>• To work in accordance with diocesan policies of equal opportunity.</li> </ul>



## PERSON SPECIFICATION

The following areas outline what qualifications, training, experience and technical abilities the applicant will need to demonstrate.

	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Educated to at least A-level with further qualification in relevant fields or relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>Degree or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience and enjoyment of working successfully in multi-disciplinary teams.</li> <li>Confident and competent in leading initiatives and groups.</li> <li>Excellent understanding of and confidence working with numerical, technical, and financial data.</li> <li>Able to prioritise work around long term aims</li> <li>Able to confidently work with a wide range of stakeholders</li> <li>Knowledgeable and passionate about environmental issues / climate change.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in the environment / carbon reduction / sustainability sector.</li> <li>An understanding of heritage buildings, the unique challenges they pose when working towards to net zero carbon and the technologies and methods that are currently available to achieve decarbonisation.</li> </ul>
<b>Technical</b>	<ul style="list-style-type: none"> <li>Able to understand multiple large and complex data sets</li> <li>Confident and competent working with IT systems, particularly Outlook, Word, PowerPoint and Excel.</li> <li>Excellent written and verbal communication, especially being able to communicate complex, technical information to a range of audiences, both technical and non-technical.</li> <li>Be task focused and strategic</li> <li>Excellent attention to and understanding of detail</li> <li>Rational and logical when making decisions and taking action</li> </ul>	<ul style="list-style-type: none"> <li>Experience in data management and analysis</li> <li>Experience in carbon data management</li> </ul>



<p><b>General Requirements</b></p>	<ul style="list-style-type: none"> <li>• Welcome visitors and receive incoming enquiries and telephone calls, dealing promptly and courteously with enquires.</li> <li>• Ensure all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately.</li> <li>• Sensitive to the different cultures, traditions and activities within the Church, and work in a way which is consistent with the Five Guiding Principles in the House of Bishops' Declaration on the Ministry of Bishops and Priests; maintain a consistent approach to clergy and non-clergy matters.</li> <li>• Understand how the belief systems which shape the life of the Church may affect safeguarding work in Church of England.</li> <li>• Commitment to anti-discriminatory practices within the Church of England's legal context.</li> </ul>	
<p><b>Personal Requirements</b></p>	<ul style="list-style-type: none"> <li>• Committed to and confident in the aims and ethos of the Diocese of Exeter and of the mission and ministry of the Church of England.</li> <li>• Self-motivated and able to work under own initiative</li> <li>• Collaborative and positive</li> <li>• Ability to work well under pressure</li> <li>• Excellent time-management skills</li> <li>• An understanding of, and ability to share the theology of net zero carbon and creation care.</li> </ul>	<ul style="list-style-type: none"> <li>• Practising communicant member of the Church of England or of a church belonging to a member body of Churches Together in Britain and Ireland or Churches Together in England.</li> <li>• An understanding of other Christian denominations and non-Christian faiths.</li> </ul>



		<ul style="list-style-type: none"> <li>• A full driving license and access to a vehicle for occasional work-related travel across Devon</li> </ul>
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## ROLE COMPETENCIES

The following impact areas outline the typical strengths, abilities and behaviours expected to fulfil the role.

<b>Setting Direction</b>	<b>Seeing the Big Picture:</b>	<ul style="list-style-type: none"> <li>• Understand how own work and work of Mission and Ministry team help drive and support the strategic development of mission and ministry across the parishes and Mission Communities of the diocese.</li> <li>• Understand the responsibilities and activities of parochial and Mission Community groups and other voluntary organisations in mission and ministry and how they affect Mission and Ministry services provision.</li> <li>• Be alert to emerging issues and trends which might affect areas of own work and impact provision of relevant and accurate advice.</li> <li>• Seek to expand, develop and share knowledge across Mission and Ministry team’s key areas of service provision and throughout parish and Mission Community impact network.</li> </ul>
	<b>Changing and Improving:</b>	<ul style="list-style-type: none"> <li>• Encourage and promote ideas for change from across a wide range of people to improve overall performance of the teams and oversee implementation where appropriate.</li> <li>• Promote different ways of working with parochial officers, PCCs, Mission Communities, other voluntary groups and organisations and other key personnel across the diocese.</li> <li>• Clearly explain reasons for change to colleagues, clergy, parochial officers and other key volunteers and advise how to implement those changes, supporting individuals with different needs adapt to change.</li> <li>• Encourage an environment where colleagues, clergy, parochial officers and volunteers know they can raise sensitive issues and challenge advice and decisions safely.</li> </ul>



	<b>Making Effective Decisions:</b>	<ul style="list-style-type: none"> <li>• Understand own level of responsibility and authority within the role and empower others to make decisions where appropriate thus ensuring decision making happens at the right level, within the right area of the teams and in a timely manner.</li> <li>• Gather, analyse and assess a range of relevant and credible information from internal and external sources to support decision making.</li> <li>• Gain accurate understanding of situations, including the needs and expectations of others to allow for the taking of managed risks to improve service delivery.</li> </ul>
<b>Engaging People</b>	<b>Leadership:</b>	<ul style="list-style-type: none"> <li>• Ensure colleagues and key personnel have a clear understanding of the goals, activities, and timeframes of the Mission and Ministry team as they relate to team's advice and support.</li> <li>• Work closely with the Mission and Ministry team and key external personnel and advise senior management in relation to areas of own expertise and responsibility.</li> <li>• Proactively role model and promote high standards of practice and behaviour in the Mission and Ministry field and in the workplace.</li> <li>• Recognise, respect and praise the achievement and contribution of others; share enthusiasm for the work of the team and of the parishes and Mission Communities, helping to build a supportive and cohesive team and mission and ministry impact network.</li> <li>• Effectively manage conflict, misconduct and non-inclusive behaviours, raising any issues or concerns with senior managers where appropriate.</li> </ul>
	<b>Communicating and Influencing:</b>	<ul style="list-style-type: none"> <li>• Ensure effective written, verbal and IT communications with Mission and Ministry team, key EDBF employees and across the diocese and with parishes, Mission Communities and external agencies.</li> <li>• Ensure communications have a clear purpose and take into account individual needs, share information as appropriate and check understanding.</li> <li>• Communicate with others in a clear, honest and positive way to build trust and choose appropriate styles to maximise understanding and impact.</li> <li>• Listen to and value different ideas, views and ways of working, respond constructively and objectively to</li> </ul>



		<p>comments, questions and feedback.</p> <ul style="list-style-type: none"> <li>• Handle challenging conversations with confidence and sensitivity.</li> </ul>
	<b>Working Together:</b>	<ul style="list-style-type: none"> <li>• Build and maintain effective professional relationships with key EDBF personnel and volunteers across the diocese, especially PCCs, representatives and members of parish groups and volunteer organisation and agencies.</li> <li>• Encourage joined up teamwork within own team and across the diocese. Collaborate with key personnel to share information, resources and provide advice and support.</li> <li>• Invest time to develop and maintain the focus of the team, create a positive team spirit, and remain approachable to colleagues.</li> <li>• Lead by example and make clear to all team that bullying, harassment and discrimination are unacceptable. Also exhibit diplomacy, tact, patience, flexibility and a sense of humour.</li> <li>• Put in place wellbeing support and help colleagues when in need, and also consider own wellbeing.</li> </ul>
<b>Delivering Results</b>	<b>Developing Self and Others:</b>	<ul style="list-style-type: none"> <li>• Able to identify gaps in own skills and knowledge and of the team; take responsibility for developing relevant training and support for self and team.</li> <li>• Reflect on own work, continuously seeks and act on feedback</li> <li>• to improve own and team's delivery of quality services.</li> <li>• Ensure personal development plan objectives are set to address any gaps which affect the delivery of current and future work and ensure training objectives are achieved.</li> <li>• Take time to coach, mentor and develop other colleagues to support improvement of service delivery and succession planning.</li> <li>• Develop and deliver training and other support resources for Mission and Ministry team, for use across the diocese.</li> <li>• Able to recognise signs of stress in oneself and in others and provide/seek the appropriate support.</li> </ul>
	<b>Managing a Quality Service:</b>	<ul style="list-style-type: none"> <li>• Develop, implement, maintain and review procedures, processes and services to ensure delivery of professional excellence within those</li> </ul>





		<p>services.</p> <ul style="list-style-type: none"> <li>• Work with senior management and key personnel across the diocese to set priorities, goals and timescales for service provision.</li> <li>• Understand the varying needs of the Mission and Ministry team and parishes and Mission Communities to provide appropriate quality and timely advice and support.</li> <li>• Review and monitor the quality of advice and support and help teamwork towards raising standards of Mission and Ministry community support in parishes.</li> <li>• Establish ways of eliciting feedback from key personnel and recipients of team advice and support and respond appropriately.</li> <li>• Advise on and/or adapt relevant policies, processes and procedures to improve quality and timely delivery advice and support as appropriate.</li> </ul>
	<p><b>Delivering at Pace</b></p>	<ul style="list-style-type: none"> <li>• Help keep the Mission and Ministry team’s focus on team goals and priorities and promote a culture of following the appropriate procedures to ensure results are achieved on time whilst still enabling innovation.</li> <li>• Maintain own levels of performance and ensure the most appropriate resources are available for volunteers and parishes and Mission Communities to use to do their job effectively.</li> <li>• Regularly review own and team’s work against key goals and service delivery expectations and act promptly to reassess workloads and priorities when managing conflicting demands.</li> <li>• Allow colleagues the space and authority to meet goals, providing additional support where necessary whilst maintaining overall delegated responsibility.</li> </ul>