

# DIOCESE OF EXETER

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

## ROLE DESCRIPTION

DETAILS	
<b>Role Title</b>	Creation Care Engagement Officer
<b>Department</b>	Mission and Ministry Team
<b>Responsible to</b>	Director of Mission and Ministry
<b>Contract Type</b>	Part-time
<b>Hours</b>	29 hours per week (0.8 FTE)
<b>Normal Place of Work</b>	The Old Deanery, The Cloisters, Exeter, EX1 1HS, with travel expected throughout Devon, including Plymouth and Torbay and potential for hybrid working arrangements by agreement.
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>• Creation Care Administrator (0.4 FTE)</li> <li>• Creation Care Volunteers</li> </ul>
<b>Date of Issue</b>	June 2026
NATURE OF WORK	
<p><b>Role Purpose:</b></p> <p>Work alongside the Net Zero Carbon Officer (NZCO) to inspire and equip the Diocese of Exeter to embrace the Fifth Mark of Mission—caring for creation—and work towards achieving net zero by 2030, in line with the National Routemap.</p> <ul style="list-style-type: none"> <li>• Support church communities in their efforts to achieve Eco Church awards and lead the progress towards Eco Diocese recognition.</li> <li>• Offer theological insights on creation care, including net zero, climate justice and biodiversity, highlighting the role of Christian leadership in these areas.</li> <li>• Drive behavioural changes across the Diocese to achieve positive environmental outcomes, impacting churches, parishes, schools, offices and individuals.</li> <li>• Oversee the implementation of the Net Zero Communications Plan.</li> <li>• Deliver engaging and effective communications to diverse audiences through social media, newsletters, online platforms and in-person events.</li> </ul>	



### Key Aspects of Role:

The Creation Care Engagement Officer role requires a high degree of proficiency across the domains of:

- Advocacy and training regarding creation care
- Networking and relationship building – connecting parishes and schools with sources of good practice and expertise
- Policy development and advice – working with the Net Carbon Zero Officer and the Environment Working Group to develop policy for the diocese
- Multi agency team working – working with partner organisations also engaged in Creation Care, in particular local authorities and third sector organisations, and working with all the departments in the Old Deanery who share in this common cause
- Recruiting, training and managing volunteers

The Officer will be required to apply for an enhanced 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. These average out at one weekend appointment a month. Some travel will be involved due to the geographical location of parishes.

### Key Relationships:

- **Mission and Ministry Team:** Collaborate closely with the NCZO (Net Zero Carbon Officer) and Mission Enabler.
- **Diocesan Board of Education:** Engage with the Board to align strategies and initiatives.
- **Environment Working Group:** Work together to drive environmental initiatives and policies.
- **Diocese of Truro Creation Care Team:** Partner with this team to share best practices and coordinate efforts.
- **Communications Department:** Coordinate with this team to effectively disseminate information and updates.
- **Clergy, Church Staff and Volunteers:** Engage with clergy, church wardens and other church volunteers to promote and implement creation care initiatives.
- **Senior Diocesan Staff:** Work with senior staff to ensure support and integration of creation care strategies.
- **National Diocesan Environment Officer Network:** Share knowledge and collaborate with this network to align with national standards and practices.
- **External Partner Organisations:** Collaborate with organisations like Arocha UK to enhance creation care efforts.
- **Local Climate Action and Sustainability Groups:** Connect with local groups to support and expand creation care initiatives.



Role Area	Main Duties and Responsibilities
<b>Educate:</b>	<ul style="list-style-type: none"> <li>• Speak at events and meetings to raise awareness of creation care and Net Zero 2030</li> <li>• Deliver and facilitate training programmes, such as the Carbon Literacy Course.</li> <li>• Promote and provide advice on Arocha’s Eco-Church award scheme.</li> <li>• Offer environmental advice to Diocesan staff when needed.</li> </ul> <p>Maintain and update relevant website pages, social media channels and digital resources.</p>
<b>Engage / Equip:</b>	<ul style="list-style-type: none"> <li>• Manage, recruit and sustain an active network of Creation Care Volunteers throughout the Diocese.</li> <li>• Oversee delivery of the Leader for the Environment Commissioned role with the NZCO and our partners in Truro.</li> <li>• Share resources with relevant stakeholders.</li> <li>• Collaborate with the NZCO and communications team to implement the communications plan and boost participation in net zero schemes and projects.</li> <li>• Work closely with the Diocesan Board of Education to engage school staff and outreach into school communities.</li> <li>• Partner with the NZCO to raise awareness of available schemes for schools, share resources and align with SIAMS priorities and the new Board of Education strategy.</li> <li>• Organise events in collaboration with other parts of the Diocese to reach a broad audience.</li> </ul> <p>Foster positive relationships and network with external organisations, including global bodies, other Dioceses, advocacy groups and charities.</p>
<b>Enable / Empower:</b>	<ul style="list-style-type: none"> <li>• Oversee the relaunch and delivery of the Living Churchyards Programme.</li> <li>• Collaborate with partners in Truro Diocese and secular organisations to inspire and facilitate action.</li> <li>• Work with the NZCO to advance towards Eco Diocese awards.</li> <li>• Promote and respond to relevant campaigns, consultations and current issues.</li> </ul> <p>Oversee the Devon Pilgrim project, liaising with and supporting link contacts for each route, supporting development of new routes as they emerge and keeping the website, brochures and social media channels up to date.</p>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• Use the Creation Care database to monitor engagement, measure progress and review outcomes.</li> </ul>



	<ul style="list-style-type: none"><li>• Participate in the National Diocesan Environment Officers network to share knowledge and learning across all Dioceses. Continue the work towards Silver Eco Diocese.</li></ul>
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## PERSON SPECIFICATION

The following areas outline the qualifications, training, experience, and technical abilities beneficial for this role.

Under the Equalities Act, it is a genuine occupational requirement for the post holder to be a practising member of the Church of England or another church affiliated with Churches Together in Britain and Ireland. The candidate may be lay or ordained and must demonstrate a strong understanding of creation theology in order to speak convincingly in churches, schools and clergy gatherings.

	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Educated to at least A-level with further qualifications or relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>Degree or equivalent qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Knowledgeable and passionate about environmental issues and climate change.</li> <li>Excellent communicator, experienced in speaking to various group sizes and audiences.</li> <li>Skilled in using social media effectively.</li> <li>Experience working successfully in multi-disciplinary teams.</li> <li>Confident and competent in leading initiatives and groups.</li> <li>Ability to prioritise work around long-term goals.</li> <li>Comfortable working with a diverse range of stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Experience within a church or school community with an understanding of their specific challenges.</li> <li>Experience in managing staff or volunteers.</li> </ul>
<b>Technical</b>	<ul style="list-style-type: none"> <li>Strong written and verbal communication skills, able to convey complex information to both technical and non-technical audiences.</li> <li>Proficient in using a contacts database and maintaining accurate records.</li> <li>Task-focused with a strategic mindset.</li> <li>Excellent attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of other Christian denominations and non-Christian faiths.</li> </ul>
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>Outstanding communication and interpersonal skills, able to interact with a wide variety of individuals.</li> <li>Ability to manage workload and set priorities effectively.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



	<ul style="list-style-type: none"> <li>• Sensitive to the different cultures and traditions within the Church, with a consistent approach to clergy and non-clergy matters.</li> <li>• Understanding of how belief systems may impact safeguarding in Church of England settings.</li> <li>• Welcoming and courteous when handling enquiries and telephone calls.</li> <li>• Adherence to health and safety instructions, with a proactive approach to reporting concerns.</li> <li>• Commitment to anti-discriminatory practices in line with Church of England policies.</li> </ul>	
<b>Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Committed to and aligned with the aims and ethos of the Diocese of Exeter and the Church of England's mission.</li> <li>• Self-motivated and able to work independently.</li> <li>• Collaborative, positive and able to work well under pressure.</li> <li>• Excellent time-management and organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Practising communicant member of the Church of England or a church within Churches Together in Britain and Ireland or Churches Together in England.</li> <li>• Full driving licence for work-related travel across Devon (Co-cars are available).</li> </ul>

### ROLE COMPETENCIES

The following competencies outline the typical strengths, abilities, and behaviours expected to fulfill the role.

<b>Setting Direction</b>	<b>Seeing the Big Picture:</b>	<ul style="list-style-type: none"> <li>• Understand how your work and the Mission and Ministry team's efforts drive the strategic development of mission and ministry across the diocese's parishes and Mission Communities.</li> <li>• Recognise how parishes and Mission Communities function within various socio-economic contexts across the diocese, including urban, rural, coastal areas, deprivation and ageing congregations.</li> <li>• Know the responsibilities and activities of parochial and Mission Community groups, as well as other voluntary organisations and how these impact Mission and Ministry services.</li> </ul>
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		<ul style="list-style-type: none"> <li>• Stay alert to emerging issues and trends that could affect your work and the provision of relevant advice.</li> <li>• Expand and share knowledge across the Mission and Ministry team and its network.</li> </ul>
	<b>Changing and Improving:</b>	<ul style="list-style-type: none"> <li>• Encourage and support ideas for change from a wide range of sources to enhance team performance and oversee their implementation.</li> <li>• Collaborate with others to identify areas for improvement, simplify processes and streamline procedures to offer more effective Mission Resources Advice.</li> <li>• Promote new ways of working with parochial officers, PCCs, Mission Communities and other relevant groups and organisations across the diocese.</li> <li>• Clearly explain the reasons for changes to colleagues, clergy and volunteers and guide them through the implementation process, supporting them in adapting to change.</li> <li>• Foster an environment where colleagues and volunteers feel safe to raise sensitive issues and challenge decisions.</li> </ul>
	<b>Making Effective Decisions:</b>	<ul style="list-style-type: none"> <li>• Understand your level of responsibility and authority and empower others to make decisions as needed, ensuring decisions are made at the appropriate level and in a timely manner.</li> <li>• Gather and analyse relevant information from various sources to support decision-making.</li> <li>• Accurately assess situations, including others' needs and expectations, to make managed risks that improve service delivery.</li> <li>• Make and recommend decisions, even if unpopular, involving others as needed and considering the impact on service recipients.</li> </ul>
<b>Engaging People</b>	<b>Leadership:</b>	<ul style="list-style-type: none"> <li>• Ensure colleagues and key personnel understand the goals, activities and timeframes of the Mission and Ministry team.</li> <li>• Work closely with the Mission and Ministry team and external contacts, advising senior management on your areas of expertise.</li> <li>• Model high standards of practice and behaviour in the Mission and Ministry field and the workplace.</li> <li>• Recognise and praise the achievements of others, sharing enthusiasm for the team's work and fostering a supportive environment.</li> </ul>



		<ul style="list-style-type: none"> <li>Effectively manage conflict, misconduct and non-inclusive behaviours, addressing concerns with senior managers when necessary.</li> </ul>
	<b>Communicating and Influencing:</b>	<ul style="list-style-type: none"> <li>Ensure clear and effective written, verbal and digital communication with the Mission and Ministry team, EDBF employees, parishes, Mission Communities and external agencies.</li> <li>Communicate with a clear purpose, considering individual needs and checking for understanding.</li> <li>Build trust through honest and positive communication, choosing styles that maximise understanding and impact.</li> <li>Listen to and value different ideas and feedback, responding constructively.</li> <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 EDBF personnel, volunteers, PCCs and parish groups.</li> <li>Foster teamwork within your team and across the diocese, collaborating to share information, resources and support.</li> <li>Invest time in developing team focus, creating a positive spirit and remaining approachable.</li> <li>Lead by example, making it clear that bullying, harassment and discrimination are unacceptable, while showing diplomacy, patience and flexibility.</li> <li>Provide wellbeing support for colleagues and consider your own wellbeing.</li> </ul>
<b>Delivering Results</b>	<b>Developing Self and Others:</b>	<ul style="list-style-type: none"> <li>Identify and address gaps in your skills and those of your team; develop relevant training and support.</li> <li>Reflect on your work and act on feedback to improve service delivery.</li> <li>Set personal development goals to address gaps and achieve training objectives.</li> <li>Coach, mentor and develop colleagues to improve service delivery and succession planning.</li> <li>Create and deliver training and resources for the Mission and Ministry team.</li> <li>Recognise signs of stress in yourself and others, providing or seeking appropriate support.</li> </ul>
	<b>Managing a Quality Service:</b>	<ul style="list-style-type: none"> <li>Develop, implement and review procedures to ensure high standards of service.</li> </ul>



		<ul style="list-style-type: none"> <li>• Work with senior management to set priorities and goals for service provision.</li> <li>• Understand the needs of the Mission and Ministry team and parishes to provide quality advice and support.</li> <li>• Monitor and review the quality of advice and support, aiming to improve standards.</li> <li>• Gather feedback from key personnel and service users, adapting policies and procedures as needed.</li> </ul>
	<b>Delivering at Pace</b>	<ul style="list-style-type: none"> <li>• Keep the Mission and Ministry team focused on goals and priorities, following procedures to achieve results while allowing for innovation.</li> <li>• Maintain high performance levels and ensure resources are available for effective work.</li> <li>• Regularly review and adjust workloads and priorities based on key goals and service expectations.</li> <li>• Provide colleagues with the space and support to meet goals while maintaining overall responsibility.</li> </ul>